

Central Ohio Chapter CAI
Programs Committee Meeting Minutes
April 26, 2019

Attendees: Karen Murphy, Chair; Jeremy Hamilton, Jennifer Huber, Jeff Kaman, Aimee Myers, and Emily Stephen
Absent: Kim Bock, Michelle Hoffman

I. **ALL TO ORDER**

Karen Murphy called the meeting to order at 8:30 a.m.

II. **APPROVAL OF LAST MEETING'S MINUTES**

A motion was made and seconded to approve the minutes from the April 26, 2019, meeting with the change to Emily's last name from Stewart to Stephen. Motion carried by unanimous vote of those present.

III. **OLD BUSINESS**

a. **Board Leadership/Development Class**

i. **Date:** Saturday, October 12, 2019, from 9:00 a.m. – 1:00 p.m.

Action: Jeff will breakout sections and talk to people to volunteer to teach.

ii. **Location – TBD**

Action: Jeremy is checking with his office to see if class may be held at ServPro's location.

iii. **Marketing the Event**– Karen brought some ideas to the table—gift cards, discount on future luncheon. The committee members discussed making this a challenge for the community association managers (CAMs):

1. The manager who gets the most attendees gets a \$100 gift card. **This is being presented to the CAI Board for approval.
2. Chapter to email blast the chapter's CAMs to get the word out about the event and the challenge.
3. **Actions:** The marketing committee will draft the email, Kathie would send it out to CAM in the chapter and then during the process, updates would be provided on the standings in the challenge.
4. Winner would be announced at the November luncheon.

b. **2019 Events**

i. **July 12, 2019, social gathering – table from 4-6 (gathering table, no bowling lanes booked), cash bar.**

1. **Crawford/Hoying to give a tour.** The committee thought meet at 3 for anyone interested in touring the Bridge Park complex.

Actions: Arnold, where to meet for the tour? Kathie, please post earlier time on the event site for anyone interested in tour.

ii. **September luncheon** – Mechanics of a Disaster – All set

iii. **November luncheon** – Legal Session – All set

c. **Educational Materials for website**

i. Association meetings, Community Association Manager role, "What does my condo fee cover?", and Insurance information. Karen submitted groundwork for the "what does the condo fee cover?" and Emily Stephen is working on the insurance.

d. **2020 Luncheon topics**

i. **Craig Lee Huntington** – A listing of his topics was handed out at the meeting, and the committee selected Habits of Success as a possible topic.

Action: Jeff to reach out to Craig

ii. **Cyber Security and Cyber Security Insurance**

Action: Jeff to reach out to companies for this topic.

iii. **Fair Housing** –

Action: Jenn to call Pat Seeker about the topic.

IV. **NEW BUSINESS**

There was a lot of positive feedback from the last luncheon. The committee discussed the possibility of doing a Podcast of the luncheons—so that the material would be viewable by other Chapters.

V. **NEXT COMMITTEE MEETING**

The next committee meeting is Thursday, August 22, at 8:30 a.m. at the Kaman & Cusimano office on North High Street.

VI. **ADJOURNMENT**

The meeting at 9:48.

Respectfully submitted,

Karen Murphy
Programs Committee Chair