

Central Ohio Chapter CAI  
Programs Committee Meeting Minutes  
August 30, 2017

Attendees: Karen Murphy, Chair, Kathie Cesa, Jess Griffith, Jeff Kaman, and Mike Lange

Absent: Kim Bock and Robin Strohm

**I. CALL TO ORDER**

Karen Murphy called the meeting to order at 2:05 p.m.

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

The minutes from the July 26 2017, meeting were emailed to committee members prior to this meeting. *Minutes were approved by unanimous vote of those present.*

**III. OLD BUSINESS**

**a. 2017 LUNCHEONS**

**i. Topics:**

1. **November 16** – Emergency Service Panel – need to finalize this event—it will be here before we know it. *(Kim, did you have a chance to get a graphic for the flyer?)*

a. **Fire Department/Police Department**—Kim Bock will reach out to her contacts in these categories to get two speakers. Update?

b. **SecureaKey (Local Firefighter)** – program for access to units without having to bust in the doors. Karen Murphy will reach out to her contact with SecureaKey to secure their services as a speaker.

ii. **Location:** After discussing ideas about where to hold future CAI events, it was voted on to hold future CAI Chapter events at the Fawcett Center. It was noted that they are very accommodating to the Chapter's needs and the food is great.

**b. BOARD LEADERSHIP DEVELOPMENT COURSES**

i. October 21—8:30 until noon. The Fawcett Center. Breakfast will be offered (Sponsor?)

ii. There are currently seven people registered for the class...so, it is a GO.

iii. Facilitators: Kim Bock, Jeff Kaman, Nick Barnes, Karen Murphy *(side note: after we had this meeting, BJ Myers volunteered to teach the financial portion and Arnold Barzak will be teaching the communications section)*

**c. PROPERTY MANAGER LUNCHEON**

i. Date: Friday, December 8, 2017

ii. Location: Clayspace on South Front Street (Karen to get answers to some questions the Programs Committee had about the event –parking, contract to Kathie for payment, who picks up finished products)

iii. Speaker: PM Luncheon Committee will meet to discuss speaker options/time frame (full day vs. half day).

iv. Co-sponsors to have event be at no cost to Property Managers

III. **OLD BUSINESS (cont.)**

d. **2018 EVENTS**

**Luncheon Dates:** January 25 (Annual Meeting)—Insurance and Remediation (these seem to go hand in hand), March 22, May 24, July 27 (Friday happy hour and education), September 27, and November 15.

**Topics:** Coffee with the Board (casual, different Board members each time), Social event (possibly on the July 27 date).

**Trade Fair:** Trade Fair is going to be held in July 2018

**Golf Outing:** Golf Outing is going to be held in June

e. **SPEAKER MANUAL**

No update at this time. Kim Bock and Jeff Kaman are going to work on this.

f. **CHARTERS** – CAI National notes that each Committee should have a Charter—noting the committee’s purpose, etc. Kim Bock and Jeff Kaman will put this together.

g. **SURVEY** – We discussed developing an interactive survey for CAI members at our June meeting. We had no further discussion at this meeting.

IV. **NEXT COMMITTEE MEETING**

The next committee meeting is on Wednesday, October 4, at 8:30 a.m. at Bethel Road Panera. *(Note: I did not have a date listed on my notes for our next meeting, but I thought having it early in October would give us an opportunity to solidify some of the topics for our 2018 luncheons so that they can be more informative on the website—if we did pick a different date/time, please let me know)*

V. **ADJOURNMENT**

Having no further business to come before the committee, a motion was made and seconded to adjourn the meeting. Meeting adjourned at 2:48 p.m.

Respectfully submitted,

Karen A. Murphy  
Programs Committee Chair