

Central Ohio Chapter CAI  
Programs Committee Meeting Minutes  
November 29, 2018

Attendees: Karen Murphy, Chair; Kathie Cesa, Jeremy Hamilton, Michelle Hoffman, Jennifer Huber, and Jeff Kaman  
Absent: Kim Bock, Vice Chair, and Jane Rogaliner

I. **CALL TO ORDER**

Karen Murphy called the meeting to order at 8:35 a.m.

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

The minutes from the October 16, 2018, meeting were presented for approval. *Minutes were approved by unanimous vote of those present with two changes – adding Jeremy Hamilton to those in attendance and changed the call to order time to 8:30 a.m.*

III. **OLD BUSINESS**

A. **Board Leadership/Development Classes**

- a. **Feedback** – With the courses taken place, the committee was looking for feedback on the class. The general response that was received as to “why?” do you attend these courses was that of “for the education.”
- b. **Attendance** – This course was free to attend. While there were numerous people registered, the first session had 11 and the second and third sessions had 6 and 5, respectively. It seems it is difficult to get Board members to attend these. Without a cost, the attendees have “no incentive” to attend.
- c. **2019's class** – We are scheduling the class for one, 4-hour session – from 9:00 a.m. – 1:00 p.m. on a Friday in June on a date to be determined. We are also looking at feedback from the Cincinnati chapter, who is implementing the course as a webinar—meaning that attendees register for the course and can take it at their leisure—one on one, via the computer.

B. **2019 Luncheons**

- a. **January 10 – Annual Meeting** – Denise Davenport (or another person from CAI National) to discuss Manager Credentialing.
- b. **March 28** – Culture Shoc (effective meetings) – per Kathie, speaker confirmed for this date. This speaker comes with a cost.
- c. **May 23** – Women Leadership panel – Kim and Jennifer are working on this. Speakers will be women leaders in the Management field.
- d. **July** – We are calling this Last Summer gathering—a firm date and location is not yet set.
- e. **September 26** – Mechanics of a disaster – Michelle Hoffman
- f. **November 21** – Legal Session – panel of three or four attorneys answering pre-submitted written questions. This will have a moderator (Jeff?—since he has done this in the past with the Cincinnati chapter). **This and January's luncheon may swap topics depending on the availability of the CAI National Representative.**

C. **Educational Materials on CAI Website**

- a. Jane Rogaliner has submitted a section on restoration.
- b. Karen Murphy to submit a section on what my condo fee covers?
- c. Kim Bock to submit a section on: What to consider when buying a condo and for what am I responsible as the owner.

IV. **NEW BUSINESS**

None.

V. **NEXT COMMITTEE MEETING**

The next committee meeting is at 8:30 a.m. on Wednesday, February 6, 2019, at Jeff's office in Worthington.

VI. **ADJOURNMENT**

Having no further business to come before the committee, a motion was made and seconded to adjourn the meeting. Meeting adjourned at 9:20 a.m.

Respectfully submitted,  
Karen A. Murphy  
Programs Committee Chair