



## Board of Trustees Meeting

February 14, 2024 | 3:00 p.m. Pacific Time

ARIA Resort | Las Vegas, Nevada

# MINUTES

### TRUSTEES PRESENT

PRESIDENT—Jeevan J. D’Mello, CMCA, AMS, LSM, PCAM; IMMEDIATE PAST PRESIDENT— Vishnu Sharma, CPA, CFE; PRESIDENT-ELECT—Melissa Ramsey, CMCA, AMS, LSM, PCAM; Cameron D. Adams, CMCA, AMS, PCAM; Brian Butler, Esq., CMCA, AMS, PCAM; Staci Gelfound, CMCA, AMS, PCAM; Melissa Hargrove, CMCA, AMS, LSM, PCAM; Michael Johnson, CMCA, AMS, PCAM; Jessica Knutsen, CIRMS; Matthew C. Kuisle, RS; Joel W. Meskin, Esq., CIRMS; Matt D. Ober, Esq.; Joyce Sachs; Mike Wolf; Kelly Zibell, AMS, PCAM

### STAFF PRESENT

Dawn M. Bauman, CAE; Cori Canady; Jennifer M. Flynn, GSP; Dave Jennings, CAE; Thomas M. Skiba, CAE; Bruce A. Townsend, CPA; Crystal L. Wallace, IOM, CAE

### BOARD LIAISONS

Michelle Baldry, RS—Foundation for Community Association Research  
Mike Traidman—Community Association Managers International Certification Board

### CALL TO ORDER

A quorum having been determined, President D’Mello called the meeting to order at 3:15 p.m. welcoming all.

### STATUTORY CONSENT

A **motion** was made, seconded, and unanimously **passed** to approve/accept the following statutory consent items:

- December 19, 2023, Board Meeting Minutes as presented
- FY24 2<sup>nd</sup> Quarter Executive Limitations Monitoring Report
- FY24 2<sup>nd</sup> Quarter Ends Report

With a request to discuss the quarterly monitoring reports at the May Board meeting. (Ramsey)

### GOVERNANCE

#### Professional Manager Code of Ethics Clarification Document

Ms. Bauman and T. Peter Kristian, CMCA, LSM, PCAM, provided an overview of recommended changes to the CAI Professional Manager Code of Ethics. Discussion ensued.

A **motion** was made, seconded, and unanimously **passed** to approve changes to the CAI Professional Manager Code of Ethics Clarification Document as recommended by the Designation Ethics Committee. (Ramsey)

### **Childcare (Home-Based Business) Public Policy**

Messrs. Kristian and Ober and Ms. Bauman provided an overview of the Childcare (Home-Based Business) Public Policy.

Following discussion, a **motion** was made, seconded and **passed** to approve the Childcare (Home-Based Business) Public Policy as presented. (Sharma) (Knutsen, Meskin abstained.)

### **Building Inspection and Maintenance Public Policy**

Mr. Kristian and Ms. Bauman provided an overview of the Building Inspection and Maintenance Public Policy.

Following discussion, a **motion** was made, seconded and **passed** to approve the Building Inspection and Maintenance Public Policy as presented. (Sharma)

## **ENDS**

### **Retreat Outcomes and Discussion**

President D’Mello and Mr. Skiba led a discussion about the BOT/MRG Retreat that had taken place over the past two days. A new global resolution will be prepared for discussion/adoption during the May Board of Trustees meeting.

## **OWNERSHIP LINKAGE**

### **Annual Volunteer Awards**

Mr. Skiba reported that staff is compiling nominations for volunteer awards, which will be distributed in advance of the Board’s March meeting. Any suggestions for recipients should be sent to Ms. Dang as soon as possible.

### **Reports from Membership Representation Groups**

Ms. Knutsen, chair of the Business Partners Council, reported on current activities of the Council, including:

- Increasing the number of virtual meetings in 2024 to six.
- This year’s focus is to engage more with business partners, including on social media.
- Partnering with managers for a Business Partners Forum on April 11.

Ms. Zibell, chair of the Community Association Managers Council, reported on current activities of the Council, including:

- Working to increase communication across the Councils.
- Approved Large-Scale Committee and High-Rise Committee members.
- Focused on supporting education programs, creating a roadmap for the profession.

Mr. Wolf, chair of the Homeowner Leaders Council, reported on current activities of the Council, including:

- Scheduled quarterly Homeowner Leader Forums with topics to include insurance, good news, and civility.
- Creating ownership “snap” surveys.
- Reviewing all CAI Public Policies.

### **FCAR Liaison Report**

Mr. Sharma reported on current activities of the Foundation for Community Association Research, including:

- 2023 Factbook complete.
- 2024 Homeowner Satisfaction Survey is in the field.
- Planning multiple “snap” surveys.

**CAMICB Liaison Report**

Ms. Ramsey and Mr. Traidman reported on recent activities of the Community Association Managers International Certification Board, including:

- Held orientation for new board members.
- New examination questions are being developed.
- Job analysis being conducted.

**BACKGROUND REPORTS****Global Relations**

Mr. Skiba reported that there is more upcoming activity outside the United States than in previous years, including travel to Saudi Arabia, Singapore, Malaysia, Rome, Spain, Mexico, Colombia, and Dubai.

**BOARD MEETING EVALUATION**

Ms. Knutsen served as monitor for the meeting and briefly shared her observations with the group. (Attachment I)

There being no further business, the meeting adjourned at 4:11 p.m.

Jennifer M. Flynn, GSP  
Secretary