

## **Civic Association of Palisades**

### **Board Meeting**

Dec 12, 2019 7:30 PM

545 Wilson Road

Crownsville, MD 21032

*The President called the meeting to order at 7:40 pm.*

#### **Attendees:**

- John Morrison
- Rina Hicks
- Chris Ehrbaker
- Tim Palombo
- Virginia White
- Janice Roderick
- Paul O'Hearn
- Matthew Albright (Observer)

#### **Agenda:**

- State of the Organization
- Secretary's Report
- Treasurer's Report
- Committee Reports
- Old Business
- New Business

#### **Discussions:**

##### ***State of the Organization***

- The President thanked the Board for their efforts in 2019
- The President turned over keys to the post office box and the bank safety deposit box to the incoming President Tim Palombo
- The President recognized Matthew Albright as a new incoming Board member and observer on the final Board meeting of 2019

##### ***Secretary's Report***

- The Board approved the November Minutes with amendments

##### ***Treasurer's Report***

- The Board approved the December Treasurer's Report
- The Bank will need to identify new signatories for 2020
  - ACTION: Treasurer coordinate a meeting at the bank with the incoming President

##### ***Committee Reports***

- Membership
  - CAP ends the year with 113 members
- Property Maintenance
  - CAP has not received an invoice from Garcia for the Fall cleanup
    - ACTION: John Morrison to provide Paul O'Hearn with Garcia's contact information. Paul O'Hearn will check with Garcia and determine whether the Fall Cleanup had been accomplished.

- The sign at the Beach needs to be replaced
  - ACTION: The Board should consider this in its 2020 agenda
- Bill Mazur volunteered to remove the cut logs from the area near the boat ramp
- Social & Recreational Committee
  - The CAP Christmas party was a major success, with perhaps the largest attendance ever. Kudos to Rina Hicks for an amazing effort.
- By-Laws Committee
  - The Board completed its By-Laws tasks for 2019 and successfully obtained approval for changes from the General Membership
    - ACTION: The Board asked Tim Palombo to confirm that the new Bylaws replaced the old one on the web site (and also the Google Drive).
- This should be added to the action item summary, and probably placed in the By-Laws committee section, which is when the action came up.

### ***Old Business***

- Pavilion Rental Agreement
  - Chris Ehrbaker asked whether the Inclement Weather provision had been added to the Pavilion Rental Agreement.
    - ACTION: Janis Roderick will check and verify
- Boat Ramp Agreement
  - Chris Ehrbaker asked whether the Boat Ramp Agreement had been modified to warn users not to share ramp combinations with non-members
    - ACTION: Paul O'Hearn will check and verify

### ***New Business***

- The January Board meeting agenda should include:
  - Elect Secretary, Treasurer, VP
  - Establish 2020 meeting and event schedule
  - Identify committee members and chairpersons
  - Articles of Incorporation review planning
- Other 2020 potential agenda items:
  - In addition to the sign at the Beach, the community needs *No Parking* signs, and two event sign boards need to be replaced or refurbished
  - The Board needs to establish an Airbnb policy, obtain community approval, and codify in the By-Laws
  - Boat rack expansion
  - Pavilion repair
- The incoming new president, Tim Palombo, asked the Board --if they have not already done so via a procedure manual--to read through the By-Laws and document every responsibility required of that role in said By-Laws

### **Action Items:**

- Treasurer coordinate a meeting at the bank with the incoming President to change signatories
- John Morrison to provide Paul O'Hearn with Garcia's contact information. Paul O'Hearn will check with Garcia and determine whether the Fall Cleanup had been accomplished.
- The Board should consider replacing the sign at the Beach in its 2020 agenda

- Janis Roderick will determine whether the inclement weather provision has been added to the Pavilion rental Agreement
- Paul O'Hearn will determine whether the Boat Ramp Agreement includes a warning not to share the combination with non-members
- Tim Palombo will confirm the new Bylaws have replaced the old one on the web site (and also the Google Drive)
- Board Members will review the By-Laws and document in a procedure manual all relevant responsibilities

**Summary of Board Decisions:**

- Approved the November Board Minutes with amendments
- Approved the December Treasurer's Report

*The Board adjourned the meeting at 8:42 pm*