

# BOG Meeting Minutes (Thurs., March 24, 2022, 7:00 PM)

Meeting started at 7pm.

CAP BOG in attendance: Janice Roderick, Paul White, and Linda Phillips

Item	Time
<p><b>Secretary's Report:</b> Review/approve the meeting minutes from 02/17/2022.</p>	<p>5 minutes Review was not completed due to lack of quorum.</p>
<p><b>Treasurer's Report:</b> Review/approve January (tabled from 2.17.22 meeting), February and March reports</p> <p><b>Treasurer Action Items:</b></p> <ul style="list-style-type: none"> <li>a. <u>Action Item:</u> Paul W. will sit down with Virginia White this week to finish the Treasurer paperwork signover.</li> <li>b. <u>Action Item:</u> Paul W. will pick up the mail with Kim and Janice as backup for completed membership forms &amp; checks.</li> </ul>	<p>5 minutes Review was not completed due to lack of quorum.</p> <p><u>Action Items:</u></p> <ul style="list-style-type: none"> <li>a. Completed</li> <li>b. Ongoing</li> </ul> <p>The President noted that she added a formal thank you to Virginia White in the February minutes, recognizing her for her exemplary work as CAP Treasurer and for her keen sense for detail.</p>
<p><b>Committee Reports: Updates from current Chairs and associated follow up Action Items.</b></p> <p><b>1. Membership</b></p> <ul style="list-style-type: none"> <li>a. <u>Action Item:</u> Spreadsheet 2022 will continue to be updated with cross checking the 1/9/22 Address File from Chris Erbacher.</li> </ul> <p><b>2. Communications</b></p> <ul style="list-style-type: none"> <li>a. <u>Action Item:</u> Verify the PayPal payment/refund status of the two PayPals received in January were accounted for.</li> <li>b. <u>Action Item:</u> Give Stephanie access to Financials on Website.</li> <li>c. <u>Action Item:</u> In the Spring Newsletter,</li> </ul>	<p>15 minutes</p> <p><b>1. Membership</b></p> <p><u>Update:</u> Chair not present. <u>Action Items:</u> moved to the next meeting.</p> <p><b>2. Communicatio</b></p> <p><u>Update:</u> Linda hopes to get the Newsletter out by April 2nd pending information needed from other CAP BOG.</p> <p><u>Action Items:</u></p> <ul style="list-style-type: none"> <li>a. Completed</li> <li>b. Completed</li> <li>c. Completed</li> </ul>

mention Joyce as a pillar in the community.

**3. External Affairs**

- a. Action Item: Rose will bring a welcome plant to the house next to Jordie/Linda on Round Bay, and across from Linda.

**4. Property Maintenance**

- a. Action Item: Paul O. will chart/combine the Boards' comments for the signs and review them with the Board at the March BOG meeting. Plans will be made to present info to Sign Craft.
- b. Action Item: Paul O. will continue to get cost estimates for the basketball hoops and backboard.
- c. Action Item: Paul O. will ask Bill Bell if he could back hoe the sand when purchased.
- d. Action Item: Linda will contact Sasha in the neighborhood for sand purchase contact.
- e. Action Item: Paul O. will call Chaney and Reliable for sand estimates.
- f. Action Item: Paul W will discern the total yearly cost for landscaping cost for Paul O. to make some decisions for 2022- COMPLETED at end of 2.17.22 meeting: \$2500 was the cost.

**3. External Affairs**

Update: Chair not present, but she notified the President, prior to the meeting, that she had (1) delivered a welcome plant to the property on Round Bay and that (2) delivery of the Dumpster was set for May 13th.

Action Item: Rose delivered the Round Bay plant. Next delivery will be to the new neighbors on Anne Arundel Blvd.

**4. Property Maintenance:**

Update: Chair not present

Action Items: Moved to 4/21/22 meeting.

<p><b>5. Social</b></p> <p>a. <u>Action Item:</u> Ask approval for <i>Members Only</i> party in June with free pizza and a movie to entice membership and reward members.</p> <p>b. <u>Action Item:</u> Plan Easter Egg Hunt</p>	<p><b>5. Social</b></p> <p><u>Update:</u> Chair not present</p> <p><u>Action Items:</u></p> <p>a. Board members agreed to the <i>Members Only</i> party since the Social Chair thought it was a good idea.</p> <p>b. Ann will ask Stephanie if she is still interested in hosting the Easter Egg Hunt and, if so, will work with her to establish a menu, preferably before the Spring Newsletter gets sent out.</p>
<p><b>Additional Action Items Summary Follow-up:</b></p> <ol style="list-style-type: none"> <li>1. <u>Action Item:</u> Replace basketball hoops and purchase sand depending on cost. Paul and Linda will get sand estimates.</li> <li>2. <u>Action Item:</u> Linda will ask Scott Phillips to provide pavilion replacement cost/plans from another Severn neighborhood to Paul O'Hearn.</li> <li>3. <u>Action Item:</u> Linda will look into the cost of a management company.</li> <li>4. <u>Action Item:</u>The President requested that research be done to find out how the Treasurer knows exactly what monies are deposited into the bank per member name when credit card fees are added. The President further requested that the Membership Chair will review the updated website to determine if appropriate information is easily attainable for membership records.</li> </ol>	<p>15 minutes</p> <ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> <li>3. Ongoing</li> <li>4. Research was conducted and will continue.</li> </ol>

<p>5. <u>Action Item</u>: Paul White and Stephanie will explore the WIX website to see if they need any other information. They will report to the BOG where to find the exact deposits into the BOG, per household</p> <p>6. <u>Action Item</u>: The President will call the bank to sign the 2022 signature paper and take the minutes with her.</p>	<p>5. Ongoing 6. Completed</p>
<p>New Business:</p> <ol style="list-style-type: none"> <li>1. Determine what food will be offered at the Easter Egg Hunt.</li> <li>2. Need someone to take notes at the April 29 General Meeting. Linda will be out of town.</li> <li>3. Determine what will be discussed at the April 29 General Meeting- to include in the Newsletter</li> </ol> <p>Old Business:</p>	<p>15 Minutes</p> <ol style="list-style-type: none"> <li>1. Stephanie and Ann will discuss.</li> <li>2. Action item for next meeting.</li> <li>3. Completed</li> </ol> <p>It was decided to change the dates of the General Meetings to Fridays instead of Thursdays. The Calendar, Minutes, and Newsletter need to be updated. The Calendar and February Minutes were updated on March 24th.</p>
<p>Generate Agenda for: General Meeting for April 29th: 1) update on new sign progress; 2)update on beach work date; 3) update on the start of website payment;</p>	<p>5 minutes Agenda was agreed upon as shown</p>
<p>Other time-sensitive discussion</p>	<p>Unallocated</p>
<p>Action Item Summary</p>	<p>Unallocated</p>

Total Scheduled Time: 60 minutes

Meeting adjourned: