



# *On the Road with* CAI

MINI TRADE SHOW & EDUCATIONAL FORUM | WEDNESDAY, OCTOBER 8, 2014 | 5:30 PM

## *How to Conduct Quick, Efficient and Productive Board and Unit Owner Meetings*

"I went to a fight the other night and a hockey game broke out." – Rodney Dangerfield.

The Pennsylvania state statutes governing planned communities and community association governing documents require that Unit Owner and Board meetings be held. Important association business is conducted in these meetings relating to financial, legal and maintenance issues. All too often, however, meetings take too long, digress into arguments, one person dominates the floor or the meeting, threats are made, fingers are pointed, fights break out and in the end, no decisions are made on the important issues.

This one hour, fast paced, and humorous presentation will provide helpful hints and tips to Unit Owners, Board members and Managers who attend or participate in condominium or homeowner association meetings.

Topics covered will include: meeting notices, meeting locations, meetings via email, FaceTime or Skype, meetings agendas, special meetings, executive sessions, professionalism and decorum, parliamentary procedures, minutes, recording of meetings via videotape or recording, an overview of the Edward de Bono Six Thinking Hats tool for meetings and more.



### **When:**

October 8, 2014

5:00 PM Exhibitor Setup

5:30 PM Attendee Registration

5:30 PM Exhibit hall open

7:00 PM Education Program

8:30 PM Program ends

### **Where:**

Cork Factory Hotel

480 New Holland Avenue

Lancaster, Pennsylvania 17602

### **Registration\*:**

FREE for all CAI Members.

Non-member

Managers and Homeowners: \$20

Additional fees apply after October 6.

Non-member, non-exhibiting

Business Partners: \$30

Additional fees apply after October 6.

### **Event Sponsors:**

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### Central Pennsylvania Regional Council Mini Trade Show

PLEASE COMPLETE AND RETURN TO: CAI, 601 S. HENDERSON ROAD, SUITE 151, KING OF PRUSSIA, PA 19406

FAX TO: 610.783.1318 | E-MAIL TO: [INFO@CAI-PADELVAL.ORG](mailto:INFO@CAI-PADELVAL.ORG) | REGISTER ON-LINE AT: [WWW.CAI-PADELVAL.ORG](http://WWW.CAI-PADELVAL.ORG)

### Please select your CAI membership type (choose one):

	Register by 10.06.2014	after 10.06.2014
<input type="checkbox"/> CAI Member	FREE	FREE
<input type="checkbox"/> Non-Member Manager	\$20	\$25
<input type="checkbox"/> Non-Member Homeowner	\$20	\$25
<input type="checkbox"/> Non-Member Business Partner	\$30	\$35

### Please tell us a little bit about yourself

Your name: \_\_\_\_\_

Your association / organization: \_\_\_\_\_

Your city, state, and zip code: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your e-mail address: \_\_\_\_\_

### Payment details (for non-member registrants)

*Please make checks payable to CAI. For credit card payments, please complete below.*

Credit Card type: ☐ VISA ☐ MasterCard ☐ Discover Card ☐ American Express

Name on credit card: \_\_\_\_\_

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