

**Chesapeake Region Chapter  
Board of Director's Minutes  
Wednesday, March 18, 2020  
10:00 am  
Conference Call**

**Attendance:** Vicki Eaton, President  
Gail Windisch, President Elect  
Susan Rapaport, Vice-President  
Ruth Harlan, Treasurer  
B.K. Swartwood, Secretary  
James Anderson, Director  
Rod Clark, Director  
Kelly Rae, Director  
Kerrie Zander, Director

Stephen McConoughey, Chapter Executive Director  
Angela Marsh, Office Manager

**Call to Order:**

The meeting was called to order by Ms. Eaton at 10:01 am.

**Approval of Minutes:**

- Ms. Windisch **motioned** to accept the minutes of the February 19<sup>th</sup>, 2020 Board Meeting. Ms. Swartwood seconded. VOTE: (9-0-0). Motion Passed.
- The Board agreed to table the review of the March 11<sup>th</sup>, 2020 conference call meeting minutes until the April meeting.

**Committee Reports:**

- There were no edits or revisions to the committee minutes presented. Discussion on Board action items will be addressed under new business.

**Treasurer's Report (Ms. Harlan):**

- Mr. McConoughey and Ms. Harlan reviewed the treasurer's report. Mr. McConoughey noted a few specific details:
  - Mr. Frey, the chapter bookkeeper, will be looking at all monthly expense receipts rather than just the monthly credit card statements to give a more accurate number on money that is spent during each month.
  - Income and expenses are being recorded differently for 2020 than 2019, so it is difficult trying to compare the year's numbers side by side.
  - Budgets will be done in a month to month format.
  - EventBank has been successful in capturing event revenue and it has been helpful having the income for each event in one area. This is also where staff does all invoicing.

- Staff is now working on creating pages for sponsorship payments for events such as golf, expo, etc.

## **Management Report (Mr. McConoughey):**

### **Review of previous to do items:**

- (Ongoing) **Mr. McConoughey** and staff are tasked to research live streaming our Chapter Breakfast Seminars. This will be an agenda item at the June meeting.
- (Ongoing) - **Mr. McConoughey** and staff are tasked with creating weekly emails with updates on upcoming events that can be sent to the membership.
- (Ongoing) **Mr. McConoughey** and staff are tasked with researching the cost for the Chapter President or all Board Members to have a special pin to wear at Seminars and keep each year.
- **Mr. McConoughey** is going to have the Attorney who reviews the employee handbook address the section regarding simple IRA after 90 days.
- Ms. Eaton **motioned** to change the wording of full-time employee hours from 40 hours to 30 hours a week in the employee handbook. Mr. Clark seconded. VOTE: (9-0-0). Motion Passed.
- Ms. Eaton **motioned** that unless the Attorney reviewing the employee handbook states otherwise, that no part-time employee will receive paid sick and safe leave. If the employee chooses to take sick and safe leave, they will use their PTO. Ms. Harlan seconded. VOTE: (9-0-0). Motion Passed.
- **Mr. McConoughey** noted that paystubs for staff will be modified to show accrued leave.

### **Rescheduling Seminars:**

- Ms. Rapaport **motioned** to reschedule to March 18<sup>th</sup>, 2020 “Make America Green Again” Breakfast Seminar to Wednesday, July 15<sup>th</sup>, 2020. Ms. Rae seconded. VOTE: (9-0-0). Motion Passed.
- Ms. Rapaport **motioned** that if National approves, we cancel the March 28<sup>th</sup> Board Leadership Development Workshop and host a combined Workshop this year at the Doubletree in Columbia on September 12<sup>th</sup>, 2020. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed. **Mr. McConoughey** is tasked with checking with CAI National on their policy.
- **Mr. McConoughey** is tasked with following up with Barry Yatovitz to see if he can teach the September Board Leadership course. If he is unable to teach it, would he be willing to meet with Ms. Eaton, Ms. Swartwood and Ms. Windisch to review the materials and go over some training on how the class is taught.
- Mr. McConoughey informed that Board that our lease with the MSDA only allows us to hold 10 meetings a year in their facility before a fee is charged. **Mr. McConoughey** is going to meet with the MSDA Executive Director again and provide him with a new schedule of meetings for the year. He will also discuss the burden on the MSDA of hosting Seminars there on Saturdays as well as their rental fee charge in more depth.
- Mr. McConoughey informed the Board that an email has been sent out regarding the April 4<sup>th</sup> Homeowner Seminar now being offered as a webinar. Ms. Rae suggested sending out an in-depth follow-up email with a “how-to” video or instructions on how to participate in a webinar. **Mr. McConoughey** will send the email out early next week.

- Ms. Eaton **motioned** to reschedule the Wednesday, April 22<sup>nd</sup>, 2020 “I want it all – the Bidding Process Explained” Breakfast Seminar to Wednesday, November 18<sup>th</sup>, 2020. Mr. Clark seconded. VOTE: (9-0-0). Motion Passed.
- Ms. Eaton **motioned** to cancel the May 8<sup>th</sup> Eastern Shore Roundtable Breakfast Seminar and reschedule it for a later date that is TBD. Ms. Rae seconded. VOTE: (9-0-0). Motion Passed. **Mr. McConoughey** will get some available dates from the Clarion and follow-up with the committee members and experts on their availability. He will report the new date back to the board for approval prior to the next board meeting.
- Discussion on the May 16<sup>th</sup> Homeowner Seminar and the June 3<sup>rd</sup> Breakfast Seminar will be tabled until the April meeting.

### **Membership/Event Updates**

- Mr. McConoughey reviewed overall membership numbers, social media/web/email traffic and the both of the February Breakfast Seminar financials & attendance numbers.
- Mr. McConoughey noted that the Business Partners can now be searched by industry on our website. **Mr. McConoughey** is going to check to make sure the company phone numbers are visible. **Mr. McConoughey** is going to check to see if the member Management Companies can be searchable by industry. Additional features are being reviewed for later this year and 2021.
- Mr. Clark **motioned** that monthly mailings be changed to postcards to decrease cost and still keep the members informed. Ms. Swartwood seconded. VOTE: (9-0-0). Motion Passed.

### **Strategic Planning Committee Update**

- Mr. Anderson informed the Board that the strategic planning committee is working on reviewing the committee charters in relation to the chapter mission and preparing Chapter goals in a short, mid and long-term perspective.
- Mr. Anderson **motioned** to approve adding Ellen Throop and Todd El-Taher to the strategic planning committee. Mr. Clark seconded. VOTE: (9-0-0). Motion Passed.

### **Old Business:**

- Mr. Clark **motioned** to accept Howard Hoffman to review the employee handbook. Ms. Zander seconded. VOTE: (9-0-0). Motion Passed.
- **Ms. Rapaport** is going to send Mr. McConoughey some wording to make sure that Howard Hoffman is aware that we want the handbook review to be limited exclusively to compliance with all law.

### **New Business:**

#### **Board Action Items from Committee:**

- **Delmarva Committee** – The discussion on the happy hour on the day prior to the Seminar is tabled until a later date.
- **Education Committee** – Ms. Harlan **motioned** to inform the committee that we will look into holding Homeowner Seminars on weeknights for 2021. This will be a discussion at the Educational Planning Retreat. Ms. Rapaport seconded. VOTE: (9-0-0). Motion Passed.

- **Expo Committee** – Ms. Rapaport **motioned** to approve the Expo committee price increases for the 2020 Expo as shown below. Mr. Clark seconded. VOTE: (9-0-0). Motion Passed.
  - The 2020 table-top and booth rates increase by \$75.00 for 2020.
  - Increase the non-member homeowner fee to \$35.00 and to keep the cost for the member homeowner fee at \$25.00.
  - Increase the four wrap party sponsorships from \$350 to \$400 each and to remove the three Wrap Party Prize Drawing Sponsorships that were \$150.00 each. An added benefit to the Wrap Party Sponsorship being \$400.00 would be to include the benefits of the Wrap Party Prize Drawing Sponsorship that was eliminated.
  - Increase the ice cream sundae bar sponsorship from \$500.00 to \$750.00.
  
- **Golf Committee**
  - Ms. Eaton **motioned** to deny the request of purchasing a 25<sup>th</sup> Anniversary logoed umbrella as a giveaway at the tournament. Ms. Swartwood seconded. VOTE: (9-0-0). Motion Passed.
  - The request to purchase radar equipment for a new “Fast & Furious” sponsorship was removed by the Golf Committee.
  - Ms. Rapaport **motioned** that if the sponsorship is sold then the Chapter would purchase a birdie ball kit at an amount not to exceed \$150 and that the sponsorship would be sold for \$750. Mr. Clark seconded. VOTE: (9-0-0). Motion Passed.
  - Ms. Eaton **motioned** to accept the new “Sure Shot” sponsorship be sold for \$750 (sponsors must purchase the golf balls). Ms. Rae seconded. VOTE: (9-0-0). Motion Passed.
  - Ms. Rapaport **motioned** to accept the new yard marker signage sponsorship on 14 holes that includes one lunch and dinner ticket that will be sold for \$750. Mr. Anderson seconded. VOTE: (9-0-0). Motion Passed.
  - Ms. Harlan **motioned** to accept the new “Scorecard” sponsorship to be sold for \$500. Ms. Rae seconded. VOTE: (9-0-0). Motion Passed.
    - Scorecards will be printed by Waverly Woods at the cost of \$1.50/scorecard.
  - Ms. Rae **motioned** that the new wheel sponsorship be offered at \$750 rather than \$500 since it is a game sponsorship on a hole. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed.
  
- **L.E.A.D Committee** – Ms. Harlan **motioned** to approve the committee spending \$300 for a networking event with a date TBD. Mr. Clark seconded. VOTE: (9-0-0). Motion Passed.
  
- **Social Committee** –
  - Mr. Clark **motioned** to hold the gala on Friday, December 4<sup>th</sup>, 2020 at the Historic Savage Mill. Ms. Zander seconded. VOTE: (9-0-0). Motion Passed.

- **Mr. McConoughey** is tasked with confirming if insurance is needed to be able to participate in charity events such as the Watershed Cleanup and the Relay for Life. Ms. Eaton **motioned** to table the discussion on participating at these events until Mr. McConoughey looks into insurance coverage. Ms. Rapaport seconded. VOTE: (9-0-0). Motion Passed.

### **Proposal for Travel to National CAI Convention**

- The Board agreed to table this discussion until the April meeting. **Ms. Rapaport** is tasked with rewording the proposal based on the Board suggestions.

### **Sponsorships of bags for Homeowner Seminars**

- Ms. Rapaport noted that there could be some legal issues we would run into if we are giving away logoed company items without their permission and claiming them as property of the Chapter. **Mr. McConoughey** is tasked to check with CAI National and other Chapters on their procedures and guidelines they may have regarding this.

### **Legislative Committee for the Chapter**

- Ms. Rapaport thought it would be a good idea for the Chapter to have a legislative committee. **Ms. Rapaport** is tasked with coming up with a draft Charter for the committee for the next meeting.

### **Adjournment:**

- Ms. Eaton **motioned** to adjourn the meeting at 12:45 pm. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed

### **Next meeting:**

- The next Board meeting will be held on Wednesday, April 22<sup>nd</sup>. Location and time TBD.