

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, April 22, 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 (entered at 11:30 am)
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 10:05 am.

Approval of Minutes:

- Ms. Harlan **motioned** to accept the minutes of the March 18, 2020 Board Meeting. Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed.
- Ms. Harlan **motioned** to accept the minutes of the March 11, 2020 conference call meeting. Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed.

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):

- Ms. Harlan reviewed the treasurer's report and noted a few specific details:
 - Mr. Frey, Ms. Harlan and Mr. McConoughey will meet monthly to discuss financials. They will then send their reports to the finance committee for discussion. The documents will then be sent to the Board for review.
 - **Mr. McConoughey** and Ms. Harlan are tasked with reaching out to Morgan Stanley to request an electronic version of the monthly report.
 - Staff went through the Chapter financials and noted where potential price cuts could be made for 2020 (approximately \$22,000).
- Ms. Harlan **motioned** to add the President-Elect as a signatory to the Morgan Stanley account. Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed. **Mr. McConoughey and Ms. Harlan** are tasked with contacting Morgan Stanley to get Ms. Windisch added.

April 22, 2020 Treasurer's Report (Through March 31, 2020)

SECU Checking	\$108,813.40
SECU Savings (for Office Lease)	5,827.70
TOTAL Operating Funds	\$114,641.10

Morgan Stanley (4 CDs @ \$40,000 each) Mature 4/20,4/21,4/22,4/23	\$160,000.00
Morgan Stanley (MM)	42,104.27
Morgan Stanley (Investment Gain/Loss)	
Credit Card Rebate (request check when Closed)	714.70
TOTAL	\$202,818.97
COMBINED TOTAL	\$317,460.07

- Mr. McConoughey informed the Board that the Chapter now owns the copier machine that is located in the Chapter office conference room. The Chapter will be paying the last bill of \$5.00 this month. He noted that we do have a separate maintenance contract and a contract for ordering machine supplies.

Management Report (Mr. McConoughey):

Review of previous to do items:

- (Ongoing from April meeting) Mr. McConoughey will follow-up with CAI National to see if there is a specific number of Board Leadership courses the Chapter must hold each year. He received no response from his initial email.
- (Ongoing from April meeting) - Mr. McConoughey will follow-up with the MSDA regarding using their space. He received no response from his initial email.
- (Ongoing from April meeting) Mr. McConoughey will follow-up with the Clarion regarding available dates for the Eastern Shore roundtable seminar. He was given a new contact from the General Manager.
- (Ongoing from April meeting) Mr. McConoughey will check with CAI National and other Chapters on their procedures and guidelines they may have regarding usage of sponsor logos.
- (Ongoing from April meeting) Ms. Rapaport is tasked with providing an updated CAI National Conference Reimbursable Policy for inclusion on the next agenda.

Seminars/Webinars:

- Staff is tasked with reaching out to Michael's regarding their cancellation policy for the Chapters Breakfast Seminars.
- Mr. McConoughey is tasked with checking with CAI National about their policy on managers being able to receive continuing education credits if they attend a Breakfast Seminar that is offered as a webinar.
- Mr. McConoughey noted that there was very positive feedback from the April webinar. He reviewed the topic "Financial Planning Moving Forward" for the May roundtable

webinar as well as the panel of experts. The panel for the May webinar is meeting on April 23rd to finalize the webinar date and details.

Membership/Eventbank Updates

- Mr. McConoughey reviewed the membership numbers, web traffic and social media engagement and the revised 2020 calendar dates.
- Mr. McConoughey noted that Staff had been working on e-newsletters and postcards to be sent out to the membership. The Chapters first postcard is in the mail now. Staff is tasked with sending the Board the template for the first e-newsletter.
- Mr. McConoughey gave an EventBank and Directory update. Mr. McConoughey is tasked with looking into if individuals can be searched by name as well as if members can be searched for by their associations in the Directory.

Annual Social

- Ms. Harlan motioned to approve the deposit for the Annual Social of \$750 for the space and \$2,500 for the catering based on the fact it can be carried over for 18 months. Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed.

Old Business:

- Ms. Eaton personally thanked Mr. McConoughey, Ms. Marsh and Ms. Abdo for all of the hard work they have done to keep things within the Chapter running smoothly during these times.
- The employee handbook is still under review and discussion will be tabled until the next meeting.
- Mr. McConoughey will follow-up with CAI National regarding their attendance, reimbursable and travel policy. Ms. Windisch noted that she received an email from National stating that they may be offering ways for people to attend the conference virtually.

- **Ratification of email approvals:**

- Ms. Harlan motioned to approve the following motions made by email on April 6, 2020:
 - Ms. Eaton motioned to Approve postponing the May 8th Delmarva Breakfast Seminar to a date to be determined, Ms. Zander seconds, unanimous approval via email.
 - Ms. Eaton motioned to Approve moving the June 3rd Breakfast Seminar to August 12th, Ms. Zander second, unanimous approval via email.

Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed.

- Ms. Harlan motioned to approve the recommendations suggested in the Board email from March 25, 2020:
 - The Golf Committee Chairs would like to move the Golf Outing to from Wednesday June 24 to Wednesday, August 26th
 - Make the April Homeowner webinar free to attend (from the current \$10 registration fee)

Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed.

(Mr. Clark joined the meeting at 11:30 am which will now change the voting numbers to 9 Board Members as opposed to 8).

New Business:

Board Action Items from Committee:

- **Education Committee** – Ms. Harlan **motioned** to approve sending out the Manager Survey regarding seminar topics. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed.
- **Expo Committee** – Ms. Harlan **motioned** to approve the Expo General Session topic, the Expo title “*Nothing Personal...It’s Just Business*”, the General Session bullet points and the topics for the afternoon session. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed.
- **Strategic Planning Committee:** Mr. Anderson reviewed the action items from the Strategic Planning Committee. Ms. Eaton **motioned** that starting in July, the Chapter begin quarterly meetings with the Executive Director, Chapter Staff, Committee Chairs, Vice-Chairs, and Board members to bridge the “silo” effect between committees and have a more collaborative joint/team effort in managing tasks. The meeting will be chaired by the President and President-elect. Ms. Harlan seconded. VOTE: (9-0-0). Motion Passed.
- **The strategic planning committee** is tasked with coming up with a structure for the type of information that should be discussed in these meetings.
- **LAC Committee:**
 - Ms. Rapaport asked if anyone on the Board knew of any Board Members who are politically active on their community Board and would be interested in being active on the LAC committee. She noted that there will need to be attorneys on this committee as well. **Ms. Windisch** is tasked with sending Ms. Rapaport a possible candidate for the committee. **All Board Liaisons** are tasked with asking if anyone would be interested in serving on the LAC committee at their next meetings.
 - Ms. Rapaport believes the Chapter should target Baltimore and Anne Arundel County to start. **Ms. Rapaport** is tasked with reaching out to Steve Randol to see if he would be interested or if he has any guidance on getting this committee started.
 - (Ongoing from last meeting) **Ms. Rapaport** is tasked with preparing a draft Charter for Chapter Legislative Committee for discussion at the next Board meeting.

Information Sharing Policy

- Ms. Harlan **motioned** to accept the CAI National information sharing policy as stated. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed.

Updated 2020 Calendar

- Ms. Eaton noted that the Board meeting times should be changed to 10:00 am. Staff is tasked with making this update
- Ms. Eaton noted that there were two Board meetings listed in November. Staff is tasked with making this edit.

New Items

- Ms. Eaton motioned that the Expo committee be responsible for coming up with two or three topics to submit at the Planning Retreat for the 2021 Expo. Ms. Rapaport seconded. VOTE: (9-0-0). Motion Passed.
- Mr. McConoughey informed the Board that the L.E.A.D committee would be hosting a happy hour to try to get others involved on the committee on April 30th at 3:30 pm.

Adjournment:

- Ms. Eaton motioned to adjourn the meeting at 12:01 pm. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed. The Board entered Executive Session.

Next meeting:

- The next Board meeting will be held on Wednesday, May 20th at 10:00 am via conference call.