

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, February 19, 2020
12:30 pm
Michael's Eighth Avenue, Glen Burnie, MD**

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 12:50 pm.

Approval of Minutes:

- Ms. Eaton noted that that there needed to be an edit to the first bullet point of the treasurer's report in the January 15, 2020 Board Meeting Minutes to read "Ms. Harlan motioned" rather than "Ms. Harlan made motioned". Mr. McConoughey is tasked with making this update.
 - Ms. Harlan motioned to accept the minutes of the January 15, 2020 Board Meeting. Ms. Rapaport seconded. VOTE: (9-0-0). Motion Passed.
- Ms. Windisch motioned to accept the minutes of the January 24, 2020 Board Orientation. Ms. Zander seconded. VOTE: (9-0-0). Motion Passed.

Committee Reports:

Delmarva Committee –

Two corrections to the submitted meeting minutes: "2020" should be added in title and "Meeting was held via conference call" to be added.

- Ms. Harlan questioned the bullet point regarding that non-members would be offered free tickets to Eastern Shore events. Mr. McConoughey noted that he had spoken to CAI National and we are required to charge non-members a ticket rate higher than our Chapter members. He is going to update the committee on their next call.

L.E.A.D Committee –

- The Board questioned the Networking event discussion that was in the minutes, and Ms. Windisch noted that this was still a work in progress and the committee is brainstorming ideas for a small Happy Hour to try to get some more members to join the committee.

Each person has been tasked with trying to recruit three more people. The Board will have more information on research at the March meeting. Ms. Swartwood noted that there was a typo in the word “chair” under the Board Update. Ms. Marsh is tasked to update this typo.

Treasurer’s Report (Ms. Harlan):

- Mr. McConoughey is tasked to put together paperwork for an audit review.
- Mr. McConoughey is tasked to confirm all accounts were changed from Past-President, Allen Mott to current President, Vicki Eaton.
- Ms. Harlan noted that there was an amount of \$114 charged to Membership/Marketing committee prizes. Ms. Abdo is tasked to verify what this charge was for.
- Ms. Harlan asked that the Board send any questions regarding finance to the finance committee.
- Mr. McConoughey noted that he has set-up an auto-occurrence of the monthly office space rent to be transferred into the account until annual disbursement.
- Drafts for the Investment Policy and Financial Committee Charter will be provided at the March Board meeting.
- Not all committees show activity on the January 2020 Profit and Loss due to “no” activity.

Management Report (Mr. McConoughey):

- (Ongoing from last month) - Mr. McConoughey and staff are tasked to start to get together a new sponsorship brochure that lists all sponsorship event pricing and benefits by the March or April meeting that will help to promote future sponsorships in 2021.
- (Ongoing from last month) Mr. McConoughey and staff are tasked to research live streaming our Chapter Breakfast Seminars. This will be an agenda item at the June meeting.
- Mr. McConoughey is tasked to add a column to the action item list with the name of the person the action is assigned to.
- Ms. Marsh and Mr. McConoughey are to send Ms. Swartwood the completed Board meeting minutes within 72 hours of the meeting. Mr. Swartwood will send her edits back to Staff and they will send them out the Board.
- The Board thought it would be beneficial for Staff to create a weekly email with upcoming events to send out every week to the membership. Staff is tasked with creating these emails.
- Mr. McConoughey and Ms. Abdo are tasked with confirming how members can search our Business Partners by industry with EventBank.
- Mr. McConoughey is tasked with adding that there were 17 comped Business Partner sponsor attendees to the Delmarva Seminar attendee comparison chart.
- Ms. Eaton motioned to accept Mr. McConoughey’s suggestion that the Chapter print new badges for every Breakfast Seminar and that members stuff their badges into holders and add their own ribbons as needed. Ms. Rae seconded. VOTE: (9-0-0). Motion Passed.
- Staff is tasked with ordering horizontal ribbons for Sponsors, Platinum Sponsors, Designations, Board Members and a generic one for committee members.

- Ms. Zander suggested that it may be nice for the Chapter President or all Board Members to have a special pin to wear and keep each year. Staff is tasked to research the cost.
- By consensus, the Board agreed to establish an Ad Hoc Strategic Planning Committee consisting of Mr. Anderson as Chair, Ms. Rapaport, Ms. Rae, Mr. Clark and Ms. Windisch.

Old Business:

- Ms. Swartwood motioned to formally ratify the approval authorizing our CED to spend \$300 plus mileage to secure a table at the L&N program, to be expensed out of Membership Development. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed
- **Employee Handbook:**
 - Mr. McConoughey is tasked with contacting CAI National to see if they have an employee handbook or policy.
 - Mr. McConoughey is tasked with creating an email (director@caimdches.org) so employees can send concerns they may have anonymously. The Board will designate a Board Member who will monitor this email each year. Ms. Zander was nominated to monitor the email for 2020. The Board is tasked with creating a more in-depth policy regarding how these anonymous emails are to be handled.
 - Mr. McConoughey is tasked with finding out how many hours is considered a part time vs. full time employee.
 - Mr. McConoughey is tasked with finding out if pay stubs reflect accrued leave.
 - Mr. McConoughey is tasked with finding out if sick and safe leave is required for part-time employees.
 - Mr. McConoughey is tasked with making the following Employee Handbook Changes:
 - Delete part-time employees from receiving pro-rated or holiday pay.
 - Delete part-time employees from receiving payment from 12-25 thru 1-1 annually due to office closure. This item will be discussed with staff member on a one on one basis with regards to monitoring the office during closure for compensation.
 - Add "Full-time" and change jury duty compensation payment from 5 days to 3 days.
 - Remove the military leave, witness leave, and the victim of crime leave sections.
 - Delete part-time employees from receiving bereavement pay.
 - Confirm that the IRA eligibility can be delayed until after the 90-day introductory period
 - Change the office hours from 8:00 am from 4:00 pm.
 - Remove the lactation break section.
 - Correct signature page
- Ms. Eaton motioned that Mr. McConoughey get three proposals from employee attorney firms to review the employee handbook. One of the proposals must be from an outside member of the Chapter. Once the proposals are received, Mr. McConoughey will make

his recommendation and the Board will vote via email. Ms. Swartwood seconded. VOTE: (9-0-0). Motion Passed

New Business:

- Ms. Zander asked for permission from the Board that Staff send a payment of \$18.00 to the Maryland Bay-Wise Program for handouts that will be charged as a March Breakfast Seminar expense. **Agreed by consensus.** **Staff** is tasked with mailing this payment.
- Ms. Harlan asked if the Board could provide the Social committee with some guidance on the type of community service events that they would like them to research. The Board suggested partnering with other events where 10-20 Chapter members could volunteer (soup kitchens, Ronald McDonald House, etc.). Board members with ideas are tasked to email them to Ms. Harlan.
- Ms. Harlan suggested that the Board evaluate and review all committee chairs and vice-chairs after six months and at the conclusion of the year. All Board Liaisons are responsible for reporting on their committee chairs/vice-chairs. **Agreed by consensus.**
- Ms. Eaton **motioned** to accept the following motions from the golf committee meeting on January 24, 2020:
 - To increase the registration fee per foursome by \$50 to a total cost of \$1,300.
 - To accept the 3 new sponsorships at \$500 each.
 - To add sponsor signs at 100 yards at the price of \$450/side.
- Mr. Anderson seconded all golf motions. VOTE: (9-0-0). Motion Passed
- By consensus, the Board agreed that there should be a Board/Staff representative for a welcome at each of the Breakfast Seminars.
 - March – Ms. Zander
 - April – Ms. Windisch
 - June - Ms. Marsh
 - September – Ms. Harlan
- Ms. Windisch, Ms. Eaton, and Ms. Swartwood will audit the Board Leadership Development Workshop on March 28, 2020 at the Doubletree in Columbia. The Board **agreed by consensus** to reimburse Ms. Tara Laing for her room expense since she is coming to audit from the Eastern Shore and will be staying at the hotel the night before.

Adjournment:

- Ms. Swartwood motioned to adjourn the meeting at 3:12 pm. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed

Next meeting:

- The next Board meeting will be held on Wednesday, March 18th at 12:30 pm following the Breakfast Seminar at Michael's Eighth Avenue in Glen Burnie, MD.