

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, April 1, 2026
9:00 am
Zoom meeting**

Attendance: Gary Saylor, President
Michelle Jones, President-Elect
B.K. Swartwood, Vice-President
Hillary Collins, Secretary
Ashley Zayas, Treasurer
Beth Bencivenni, Director
Cindy McKoin, Director
Michele Nadeau, Director

Absent: Rebecca Clemson-Petrik, Director

Chapter Staff: Valerie Lykins, Executive Director, Angela Marsh, Marketing and Events Manager

Call to Order

The meeting was called to order by Mr. Saylor at 9:01 am.

Approval of Minutes

- Ms. Swartwood **motioned** to approve the Board of Directors meeting minutes dated March 3, 2026. Ms. Nadeau seconded. VOTE: (8-0-0). All in favor. Motion passed.

Treasurers Report

- The Finance Committee found an issue with some coding done by the Chapter's accountant. The accountant has since made the updates, and the Finance Committee will be meeting to review the changes.
- The coding error did affect the 2025-year end financials. The updated 2025-year end financials will be provided to the Board at the May meeting along with the 2026 Q1 financial reports.
- The Finance Committee is looking into hiring a new accounting firm for 2027.

Old Business

- **2025 Chapter Annual Report**
 - Ms. Lykins shared the current draft of the Annual Report with the Board. Staff are currently making edits and once those are finalized, she will share the most updated draft with the Board for their review and feedback.

New Business

- **Committee Action Items**
 - **Delmarva Committee**
 - Ms. Jones **motioned** to approve the 2026 Delmarva Expo title, tag line, and description. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - **Education Committee**
 - The Board agreed by consensus not to take any action regarding the committee's discussion to email no-shows of events and asking why they did not attend, and to continue to not charge Chapter members a fee to attend homeowner webinars.
 - Ms. Lykins confirmed that the membership committee is sending new members welcome emails which includes information on upcoming events.
 - **Expo Committee**
 - Ms. Swartwood **motioned** to approve increasing the 2026 Expo table pricing from \$1,300 to \$1,350 and booth pricing from \$1,600 to \$1,650. Ms. Zayas seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - **Social Committee**
 - Ms. Swartwood **motioned** to approve the 2026 photo booth and DJ contract for the Annual Social. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **DEI Articles in Beacon Magazine**
 - The Board agreed by consensus to remove the DEI banner heading from the Beacon Magazine publication so that article space is not limited.
- **Board Retreat Date**
 - The Board agreed by consensus to change the Board Retreat date to Friday, September 25th, at Ms. Swartwood's offices in Columbia, MD. Ms. Lykins will discuss the time with Ms. Jones.
- **Update from Ms. Jones**
 - Ms. Jones disclosed to the Board that she joined the Chapter as a Business Partner member with her new company but will remain a member of the Board as a Manager member.

CED Management Report

- Ms. Lykins and Ms. Marsh prepared the CED Management report on the following subjects: membership breakdown with numbers, social media/website/email engagement, Winter/Spring Beacon Magazine statistics, March 11th Breakfast Seminar registration numbers, financials, and survey results, April 10th Delmarva Breakfast Seminar registration numbers, Delmarva Golf Outing foursomes and sponsorships sales, May 13th Education & Happy Hour registration numbers, and Turf Valley Golf Outing foursomes and sponsorships sales.

Adjournment:

- Ms. Swartwood **motioned** to adjourn the Board meeting at 10:01. Ms. Nadeau seconded.
VOTE: (8-0-0). All in favor. Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, May 6th at 9:00 am via zoom.