

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, April 2, 2025
9:00 am
Zoom meeting**

Attendance: Cindy McKoin, Vice-President
Gary Saylor, President-Elect (joined at 9:27am)
Michelle Jones, Treasurer
Jennifer Melson, Secretary
Hillary Collins, Director
James Anderson, Director
Rebecca Clemson-Petrik, Director

Absent: Noni Roan, President
B.K. Swartwood, Director

Chapter Staff:
Valerie Lykins, Chapter Executive Director
Mahogani Brevett, Administrative Specialist

Call to Order

The meeting was called to order by Ms. McKoin at 9:01 am.

Treasurers Report - Ms. Jones

Corrections were made for the 2024 receivables. There is one outstanding invoice, it is in the mail. 2025 is going well and financials are on track. Sponsorship dollars have been collected and with trend, the year 2025 should end with a profit. Currently it looks like there is a large profit, however larger expenses will come out as the year progresses. There is a CD that is rolling over in May 4.03% for a 3-year CD versus the 4.0% interest rate. Next one is up in August.

Old Business

- **New Member Registration at Expos – offer one free Breakfast Seminar ticket. At the expo at the Membership table and someone agrees to sign up that day, the person will be offered another free ticket for another seminar. Someone agrees to be a member at that expo, they sign up and receive a free ticket for breakfast only. Payment would need to be made at the event for the members' registration to receive the free additional ticket for breakfast.**

Ms. Jones **motioned** to approve the offer of one free Breakfast Seminar ticket Ms. McKoin second. VOTE: (6-0-0). All in favor. Motion passed.

New Business

Decisions – Committee Action Items

Expo Committee - Mr. Anderson

- **Remove Wrap Party for 2025 and increase the value of breakfast and lunch foods and add a take home snack.** – Fairly strong sentiment about extending the day. The wrap party is great,

however after the long day, most people would like to go home. Take away is shorten the day but hit all aspects. Give better quality experience. Increase quality of food.

Ms. Jones **motioned** to remove the wrap party and increase the value of breakfast and lunch foods and add take home a snack Mr Anderson second. VOTE: (6-0-0). All in favor. Motion passed.

Legislative Committee -

- **Alicia Menefee has requested permission to attend the Anne Arundel County HOA Summit on May 10, 2025, on behalf of our Chapter. There is no cost unless the committee orders the Gap Reports, which are \$20 each. No expense for the table.**

Ms. Jones **motioned** to approve the attendance at the summit with CAI table runners, CAI business cards, and membership applications. The material that will be presented and discussed at the Summit must be presented to the Board for review and approval, up to 2 copies of the Reserve Studies Gap Report at \$20 each from CAI National to have on display. Ms. Menefee will prepare a one-page handout on reserve studies. Mr. Saylor second. VOTE: (7-0-0). All in favor. Motion passed.

- **Approval - Credit Card processing fees**
The processing fee of 3.9% would be charged back to the members when they register for any events. There is no charge for the ACH or debit card. Ms. Lykins will send a letter to all members. This would become effective on May 1, 2025.

Mr. Saylor **motioned** to pass the processing fee of 3.9% to the members who use a credit card for events beginning on May 1, 2025, Ms Clemson-Petrik second. VOTE: (7-0-0). All in favor. Motion passed.

- **Review – Attendee pricing for June Event and Crab Feast**
Ms. Jones **motioned** increasing Crab Feast the non-member early bird price to \$150, non-member sponsoring Business Partner to \$200 until June 27th and for staff to put the initial prices on the website with an asterisk and then update the prices on the date they need to be updated to simplify the matter. All other prices would remain as they have been presented. Ms. Lykins will let the Board know if adjustments need to be made. Ms. McKoin second. VOTE: (7-0-0). All in favor. Motion passed.
- **Discussion – Historical Records – Ms. McKoin**
Ms. McKoin **motioned** that she would like to chair this archive project to launch a 6-month campaign to collect archive materials from members via The Beacon, social media, and events. Most will be hard copies and placed in our storage unit until they can be uploaded and kept as digital copies in the Chapter's SharePoint. Mr. Saylor seconded. VOTE: (7-0-0). All in favor. Motion passed.
- **Discussion – Board Retreat location**
Mr. Saylor **motioned** to have the Board Retreat in Columbia, MD at the Forestar offices on September 24, 2025. Ms. Lykins to confirm with Ms. Swartwood that date is available. Ms. Jones second. VOTE: (7-0-0). All in favor. Motion passed.

CED Management Report

- Membership numbers
- Engagement
- Magazine Stats
- Past Events
 - March 19th Breakfast Seminar – Income vs Expense
- Upcoming events
 - Updates to attendees and sponsorships
- March 19th Breakfast Seminar – survey results
- Ms. Lykins also reported that some Chapters are having trouble with private equity firms attending their events to approach management companies about purchasing their companies. Ms. Lykins asked if anyone learns of this happening at our events to report it to her immediately.

Approval of Minutes (this vote was taken later in the meeting until we had quorum of those that attended the March meeting)

Mr. Saylor **motioned** to approve the Board of Directors meeting minutes dated March 5, 2025. Ms. Jones seconded. VOTE: (5-2-0) (Ms. Clemson-Petrik and Mr. Anderson abstained as they were not present at the meeting). Motion passed.

Adjournment:

- The meeting was adjourned by consensus at 10:36 am.

Next meeting: The next Board meeting will be held on Wednesday, April 30, 2025, at 9:00 am via zoom.