

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, April 30, 2025
9:00 am
Zoom meeting**

Attendance: Noni Roan, President
Gary Saylor, President-Elect
Cindy McKoin, Vice-President
Michelle Jones, Treasurer
Jennifer Melson, Secretary
Rebecca Clemson-Petrik, Director
Hillary Collins, Director
B.K. Swartwood, Director

Absent: James Anderson, Director

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

Call to Order

The meeting was called to order by Ms. Roan at 9:03 am.

Approval of Minutes

- Ms. McKoin **motioned** to approve the Board of Directors meeting minutes dated April 2, 2025. Ms. Melson seconded. VOTE: (6-0-0). All in favor. Motion passed.

Old Business

None at this time

New Business

- **Committee Action Items**
 - **Magazine Committee**
 - Ms. McKoin **motioned** to approve the “Members in the News” guidelines submitted by the Magazine Committee. Ms. Melson seconded. VOTE: (6-0-0). All in favor. Motion passed.

(Ms. Clemson-Petrik joined the meeting at 9:05 am).

- **Expo Committee**
 - Ms. Clemson-Petrik **motioned** to approve the pricing for the 2025 Expo Booths (\$1,600) and tables (\$1,300). There was no increase from 2024. VOTE: (7-0-0). All in favor. Motion passed.
(Ms. Swartwood joined the meeting at 9:14 am)
 - Mr. Saylor motioned to approve the 2025 Expo sponsorships as presented. Ms. Clemson-Petrik seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - The Board agreed by consensus to approve the electric floorplan layout from Maryland Live! Casino.

- **Keystone Executive Retreat**
 - Ms. Jones **motioned** to approve Ms. Lykins attendance at the Keystone Executive Retreat and the costs associated with attending. Ms. Swartwood seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **CAI Staff Mileage**
 - Ms. McKoin **motioned** that after the Delmarva Golf Outing on May 5th, staff use the Columbia Post Office address, 6801 Oak Hall Ln, Columbia, MD 21045, rather than the old office address for their mileage reimbursement. Ms. Swartwood seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **GURU Contract**
 - Ms. Swartwood **motioned** to approve the GURU contract to add a security layer to the staff computers. Ms. Clemson-Petrik seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **BEPS Update**
 - Ms. McKoin **motioned** to approve allowing the Maryland Department of the Environment host a webinar for our members regarding Maryland's Building Energy Performance Standards. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Staff will work on finalizing the date and putting together the event with the MDE representatives. Ms. Jones will notify the education committee of this additional webinar.

Strategic Planning

- Ms. Roan will attend the strategic planning committee meeting and go over the Chapter objectives. Additional discussion on strategic planning was tabled until June.

Membership Engagement Committee

- Ms. Roan informed the committee that there will be a call for volunteers going out to the membership for a June 5th end-of-year Carnival event at Marley Glen School.
- There will also be a call for volunteers going out later in the year for the Landscaping Day at Marley Glen School.
- Ms. McKoin offered to provide the Board an updated draft of the charitable contribution policy for the June Board meeting.

Treasurers Report

- Ms. Jones stated that the financials reports are up to date.
- Ms. Lykins is going to check with GlueUp to see if there is a line we can add to the invoice that states something similar to "If this invoice is not paid by the due date shown above, the Chesapeake Region Chapter has the option to cancel this registration and sell this sponsorship".
- Ms. Lykins will ask other CED's at the National Conference about their payment policies. This will be added to the June Board meeting agenda for further discussion.
- Ms. Jones noted that herself, Ms. Lykins and Ms. Roan have been working with Ascensus/Vanguard regarding the misappropriation of funds for a Chapter employee. Their goal is to have this rectified in the next month or two. Ms. Roan recommends using a CPA she has

been in contact with to assist with this. She will send the pricing to hire this CPA to the Board for review and approval.

- Ms. Lykins is going to send the draft of the most recent email to the Chapter membership regarding credit card fees on registrations to the Board.

CED Management Report

- Ms. Lykins and Ms. Marsh put together the CED Management report on the following subjects: membership breakdown with numbers, social media/website/email engagement, Winter/Spring Beacon Magazine statistics, final numbers and survey results from the April Delmarva Breakfast Seminar, Delmarva Golf Outing sponsorships and foursomes sold, May 15th Homeowner Webinar registrations, June 10th Educational Seminar sponsorships and registrations sold, and Norbeck Golf Outing sponsorships and foursomes sold.

Other

- Ms. Roan stated that she would be resigning from the Board on May 31, 2025. She will send Ms. Melson her resignation letter as required by the by-laws and copy Ms. Lykins on the email.

Adjournment:

- The meeting was adjourned by consensus at 10:45 am.

Next meeting: The next Board meeting will be held on Wednesday, June 4, 2025, at 9:00 am via zoom.