

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, August 6, 2025
9:00 am
Zoom meeting**

Attendance: Gary Saylor, President
Cindy McKoin, Vice-President
Jennifer Melson, Secretary
Rebecca Clemson-Petrik, Director
Hillary Collins, Director
B.K. Swartwood, Director

Absent: Michelle Jones, Treasurer
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 Mr. Saylor at 9:02 am.

Approval of Minutes

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

Treasurers Report

- Ms. Lykins shared the June financial summary, balance sheet and budget vs. actuals.
- Ms. Lykins noted that the finance committee will now be providing a financial summary report to the Board rather than the entire financial packet. Ms. Swartwood noted that the Board still has full access to the Chapter financial reports.

Old Business

- **2026 Events Calendar**
 - Ms. Swartwood **motioned** to approve the 2026 Calendar of Events. Ms. Melson seconded. Vote (6-0-0). All in favor. Motion passed.
- **2026 Annual Sponsorships and Breakfast Sponsors**
 - Tabled until the September Planning Retreat when the 2026 budget is complete.

New Business

- **Committee Action Items**
 - **Communications Committee**
 - Ms. McKoin **motioned** to approve the Communications committees proposed Legislative Alert flyer to go into Board Packets. Ms. Swartwood seconded. Vote (6-0-0). All in favor. Motion passed.

- **Delmarva Committee**
 - Ms. Swartwood **motioned** to approve the 2026 Delmarva Breakfast Seminar contract at Bayside Resort. Ms. McKoin seconded. VOTE: (6-0-0). All in favor. Motion passed.
- **Legislative Committee**
 - Ms. Swartwood **motioned** to approve the Legislative committee's request to attend the Winter MACO event. Mr. Saylor seconded. VOTE: (6-0-0). All in favor. Motion passed.
- **Glue-up Contract**
 - Ms. Swartwood **motioned** to approve the Glue-up renewal contract at an amount of \$5,520.00. Ms. Melson seconded. VOTE: (6-0-0). All in favor. Motion passed.
- **Venue and caterer contracts for 2026 Breakfast Seminars**
 - Ms. Swartwood motioned to approve the 2026 Breakfast Seminar contracts for the Ten Oaks Ballroom contracts and Putting on the Ritz for the March 11, 2026, and December 13, 2026 Breakfast Seminars. Ms. McKoin seconded. VOTE: (6-0-0). All in favor. Motion passed.
- **New location for May Education Seminar & Happy Hour 2026**
 - The Board discussed possible locations for the May Education Seminar and Happy Hour. Bulle Rock was noted as a possible option. Location will be discussed further with the Education and Social committees
 - Ms. Swartwood suggested sending an email to the membership with the specifications needed for the Education Seminar and Happy Hour to see if anyone may be willing to offer their community space.
- **Strategic Planning**
 - The Board agreed by consensus to keep the committee but to put them at a pause for the moment. The Board will review the Chapter's mission and vision statement at the Planning Retreat and then move forward with giving the committee directions on what their tasks to achieve and accomplish are.

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, Spring/Summer Beacon Magazine statistics, July 10th Crab Feast sponsorships, registrations sold and financials, June 23rd Norbeck Golf Outing financials and survey results, Community of the Year submission numbers, Marley Glen registration numbers, BEPS Webinar survey results, Community of the Year submissions, October Expo booths, tables, sponsorships and registrations sold, Delmarva Expo booths and sponsorships sold, and an update from CAI National on in-person PMDP course offerings and the application process.
- Ms. Swartwood suggested that the Magazine committee consider writing an article on the changes in popularity of online learning based on the findings from CAI National.
- The Board discussed sending the membership an update regarding BEPS update. Ms. Collins will do more research on this and report back to the Board on what she suggests is sent out.

Additions to the Agenda

- **2026 Golf Contract**
 - The 2026 Golf contract will be sent to the Board to approve via email once it is updated.
- **Prince George's County's Common Interest Ownership Unit "Spirits of Community" Event**
 - The Board agreed by consensus that we have CAI representation at a table to promote membership during this event. Ms. Melson will update the membership committee and ask for volunteers once Ms. Lykins sends her the location of the event.
- The Board requested that the Education Committee prepare a webinar for our membership in light of a serious matter involving a former CAI member and credential holder of Community Associations Institute. The webinar would outline the importance of reading and understanding financials, the importance of a finance committee, the importance of fidelity insurance and the value of an audit. This will be discussed further at the Education Committee meeting next week.
- The Board would like staff to get the costs of printing copies of the Beacon Magazine in both color and black and white to have at in-person events.

Adjournment:

- Ms. Swartwood **motioned** to adjourn the Board meeting at 10:17 am. Ms. Clemson-Petrik seconded. VOTE: (6-0-0). All in favor. Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, September 3rd at 9:00 am via zoom.