

**Chesapeake Region Chapter
Board of Director's Conference Call Meeting Minutes
Wednesday, May 6, 2020
12:00 pm**

Attendance: Vicki Eaton, President
Gail Windisch, President Elect
Susan Rapaport, Vice-President
Ruth Harlan, Treasurer
B.K. Swartwood, Secretary
James Anderson, Director
Kelly Rae, Director
Kerrie Zander, Director

Stephen McConoughey, Chapter Executive Director
Angela Marsh, Office Manager

Absent: Rod Clark, Director

Call to Order:

The meeting was called to order by Ms. Eaton at 12:06 am.

Moving the July 15th Breakfast Seminar to a Webinar:

- Mr. McConoughey notified the Board that managers can receive continuing education credits if the July 15th Breakfast Seminar is moved to a webinar format.
- Ms. Swartwood **motioned** that the July 15th Breakfast Seminar be changed to a webinar.
Mr. Anderson seconded. VOTE: (8-0-0). Motion Passed.

June Webinar:

- Ms. Eaton informed the Board that the Education committee had met earlier in the day and wanted to propose hosting a June Webinar on "Tips for Working from Home".
- Ms. Rapaport **motioned** to approve the June webinar on "Tips for Working from Home". The education committee chair, Susan Blackburn and vice-chair, Noni Roan will be putting together the Webinar material.
Ms. Rae seconded. VOTE: (8-0-0). Motion Passed.

Pricing for Webinars:

July 15th

- Ms. Swartwood **motioned** to offer the following pricing for the July 15th Webinar
 - \$20.00 – Member price if the webinar offers continuing education credits

- \$30.00 – Non-member price if the webinar offers continuing education credits
- \$10.00 - Member price if the webinar does not offer continuing education credits
- \$20.00 – Non-Member price if the webinar does not offer continuing education credits

Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed.

June Webinar

- Mr. Anderson motioned that the June webinar be free to all members and non-members. Ms. Zander seconded. **Motion withdrawn by Mr. Anderson after further Board discussion.**
- Ms. Harlan **motioned** to offer the following pricing for the June Webinar
 - \$20.00 – Member price if the webinar offers continuing education credits
 - \$30.00 – Non-member price if the webinar offers continuing education credits
 - \$10.00 - Member price if the webinar does not offer continuing education credits
 - \$20.00 – Non - Member price if the webinar does not offer continuing education credits

Ms. Rapaport seconded. VOTE: (8-0-0). Motion Passed.

Possible scenarios for the 2020 Expo in October if the Chapter is unable to hold a full Expo

- Mr. McConoughey informed the Board about possible scenarios of a virtual Expo if the Chapter is unable to hold it in person. Mr. McConoughey has a conference call on Sunday, May 10th with the company who puts on virtual Expos and will provide further details to the Board after the call. Ms. Rae and Ms. Eaton asked Mr. McConoughey to send them the meeting invite so they have the opportunity to join the call.
- **Staff will be putting together a survey to send to Chapter members asking questions which will include but not be limited to the following:**
 - Would you be willing to attend a virtual Expo?
 - Would you attend the 2020 Expo in person if offered that way?
 - Etc.
- A separate email will be sent to business partners to ask if they would be willing to sponsor a virtual Expo for 2020

Adjournment:

- The meeting was adjourned at 1:07 pm.

Next meeting:

- The next Board meeting will be held on Wednesday, May 20th at 10:00 am via conference call.

Action	Owner	Due Date	Status
Contact National regarding if managers can receive continuing education credits for the June webinar	Mr. McConoughey	5/11/20	
Prepare and send member survey to Board for review	SM/Staff	5/11/20	
Contact education committee Chair & Vice-Chair to notify them that the Board approved moving forward with preparing the Tips for Working from Home Webinar material by them for June.	Staff		
Provide Board with updated details of the Virtual Meeting call held on Sunday, May 10 via conference call.	Mr. McConoughey	5/20	