

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, January 4, 2023
9:00 am
Zoom Conference Call**

Attendance: Rebecca Clemson-Petrik, President
James Anderson, President-Elect
Gail Windisch, Vice President
Susan Rapaport, Secretary
Vicki Eaton, Treasurer
Cindy McKoin, Director
Steve Randol, Director
Noni Roan, Director
Gary Saylor, Director

Chapter Staff: Richard Coppage, Executive Director

Call to Order

The meeting was called to order by Ms. Rapaport at 9:00 am.

Officer Election

- Ms. Rapaport **motioned** to elect Ms. Clemson President. Ms. McKoin seconded. VOTE (9-0-0).

Ms. Clemson took over chairing the meeting.

- Ms. Eaton **motioned** to elect Mr. Anderson President-Elect. Ms. Clemson seconded. VOTE (9-0-0).
- Ms. Rapaport **motioned** to elect Ms. Eaton Treasurer. Mr. Anderson seconded. VOTE (9-0-0).
- Ms. Clemson **motioned** to elect Ms. Windisch Vice President. Ms. Rapaport seconded. VOTE (9-0-0).
- Ms. Windisch **motioned** to elect Ms. McKoin Secretary. Ms. McKoin withdrew.
- Mr. Anderson **motioned** to elect Ms. Rapaport, Secretary. Mr. Randol seconded VOTE (9-0-0).

Ms. Clemson added a few items to the Agenda:

- Old Business – Update: Vanguard
- New Business – Discussion: Chapter Awards (due February)
Discussion: Outreach Task Force

Ms. Clemson announced that the Board would meet in executive session following the open meeting.

Approval of Minutes

- Ms. Eaton **motioned** to approve the Board of Directors meeting minutes dated December 7, 2022, as presented. Mr. Anderson seconded. VOTE: (9-0-0).

Treasurer's Report

- Ms. Eaton reported that the engagement letter has been signed with Anderson Davis for 2 years. Ms. Eaton is working with the bookkeeper to have the budget and reporting match up with QuickBooks. Once the bookkeeper completes this task, the Finance Committee will work on the budget. Mr. Coppage noted that a budget is needed as part of the Chapter's recertification application.

Strategic Planning Report

Mr. Anderson commented that the Complete Player charity falls more in line with an outreach program than under the Strategic Plan and that outreach should be separated from Strategic Plan. This will enable the Strategic Planning Committee to focus on the Chapter's Strategic Plan.

- Ms. Clemson **motioned** to create an Outreach Task Force. Mr. Randol seconded. VOTE: (9-0-0).
- Ms. Clemson **motioned** to have Mr. Saylor, Ms. Roan, Ms. McKoin and Mr. Randol serve on the Outreach Task Force. Seconded by Ms. Eaton. VOTE: (9-0-0).

CED Management Report

- Mr. Coppage provided updates on the following subjects: membership numbers, social media/website/email engagement, survey results from Holiday party, and information on upcoming events.
- Survey results from Holiday party indicated that the food was not well received. It was also noted that the number of business partners at events is increasing and that the Chapter is growing in this area.
- Mr. Coppage noted that he was working on the Chapter recertification process. He will get the information together and send to Ms. Clemson and Ms. Rapaport to sign.

Old Business

- **Credit Card**
 - Mr. Coppage noted that since the Chapter has an Amazon Business account, getting an Amazon credit card, which is an American Express card, might also be an option. Mr. Coppage will continue reaching out to SECU to see what they will provide and then explore what Amazon is able to offer. Ms. Eaton suggested that the Finance Committee explore looking into a bank that is able to handle all of the Chapter's financial needs.
- **Suitcasing Issues**
 - Ms. Rapaport to prepare.
- **Corporate flings**
 - Ms. Rapaport to review
- **New insurance agent**
 - Ms. Eaton and Ms. Rapaport to explore.

New Business

- **Standing Committees**
 - Finance Committee – Ms. Easton **motioned** to have Ms. Eaton, Ms. Roan and Mr. Anderson serve on the Finance Committee. Seconded by Mr. Randol. VOTE (9-0-0).
 - Strategic Planning Committee – Mr. Anderson **motioned** to have the same members serve on the Strategic Planning Committee, but to add Mr. Saylor and Mr. Randol and at Ms. Windisch's request to remove her from the committee. Seconded by Ms. Clemson. VOTE (9-0-0). Ms. Clemson thanked Ms. Windisch for serving. (Members of the

Strategic Planning Committee are: Ms. Rapaport, Mr. Anderson, Ms. Eaton, Ms. Clemson, Mr. Todd El-Taher, Ms. Ellen Throop, Mr. Saylor and Mr. Randol).

- Personnel Committee – Ms. Clemson **motioned** to have Mr. Anderson, Ms. Windish and Ms. Clemson serve on the Personnel Committee. Seconded by Ms. Rapaport. VOTE (9-0-0).
- **New Committees**
 - Annual Planning (Ad Hoc Committee) Ms. Eaton **motioned** to have Ms. Eaton, Ms. Rapaport, Ms. Windisch and Mr. Saylor serve on the Annual Planning Committee. Seconded by Ms. Rapaport. VOTE (9-0-0).
 - Governance Committee (Ad Hoc Committee) Focus will be on Chapter Bylaws. Ms. Clemson **motioned** to have, Ms. Rapaport, Ms. Leslie Brown, Ms. Tiffany Releford and Mr. Brian Fellner serve on the Governance Committee. Seconded by Ms. Windisch. VOTE (9-0-0).
 - Chapter Policies – Ms. McKoin and Ms. Rapaport will work on them.
- **Committee Chairs and Vice Chairs**
 - Ms. Clemson announced that the following individuals have agreed to serve as Chairs and Vice Chairs:
 - Social – Chair Dani Bressler, Vice Chair Carrie Ehart
 - Delmarva – Chair Chad Toms, Vice Chair Lisa Meck
 - Education – Chair Christa Brady, Vice Chair Michelle Doster
 - Expo – Chair Ellen Throop, Vice Chair Joanne Frallicciardii
 - Legislative – Chair Cyndy Hitt-Kent, Vice Chair Karen Fooks
 - Membership – Chair Jennifer Melson, Vice Chair Beth Bencivenni
 - Magazine – Chair Michelle Baldry, Vice Chair Don Plank
 - Communications – Chair Alicia Menefee, Vice Chair Vince Scarfo
 - Golf – Chair Kelly Rae, Vice Chairs Chase Hudson and TJ Socks
 - By consensus, the Board member liaisons to each committee are as follows:
 - Social - Ms. Clemson
 - Delmarva - Mr. Saylor
 - Education – Ms. Roan
 - Expo – Ms. Eaton
 - Legislative – Mr. Randol
 - Membership – Ms. Windisch
 - Magazine – Ms. Rapaport
 - Communications – Ms. McKoin
 - Golf – Mr. Anderson
 - Ms. Clemson **motioned** to change the name of the Newsletter Committee to the Magazine Committee. Seconded by Ms. McKoin. VOTE (9-0-0).
- **Code of Conduct for Committees**
 - Ms. Clemson **motioned** to approve the current Code of Conduct and send it out to all committee members by the end of January. Seconded by Ms. Eaton. VOTE (9-0-0).
- **Committee Action Items**
 - **Education**

- Ms. Eaton **motioned** to approve the Education Committee's 2023 breakfast seminar/webinar programs and the noted months for the programs. Seconded by Ms. Rapaport. VOTE (9-0-0).
- Ms. Rapaport **motioned** to approve the drawing of a \$25.00 gift card with eligibility being all attendees who fill out the survey for all 2023 events of the Education Committee. Seconded by Ms. Eaton. VOTE (9-0-0).
- **Expo**
 - Mr. Coppage noted that Maryland Live's space is multi-functional and will provide an opportunity to upsell sponsorships. There are exhibit booths and tables and a place for the wrap party. By contract, the Baltimore Convention Center will necessitate hiring an exhibit company to plan the set up and security and there are parking issues.
Ms. Eaton **motioned** to approve Maryland Live for the 2023 Expo. Seconded by Mr. Saylor. Ms. Eaton **amended the motion** to include October 17, 2023 as the first date preference and October 18, 2023 as the contingent date. Seconded by Mr. Saylor. VOTE (9-0-0).
- **Delmarva**
 - The Golf Subcommittee presented a budget with event details and proposed sponsorships.
Mr. Randol **motioned** to approve the Delmarva Golf Event budget. Mr. Saylor seconded. VOTE (9-0-0).
Mr. Randol **motioned** to approve the Delmarva Breakfast on April 21, 2023. Ms. Eaton seconded. VOTE (9-0-0).
By consensus, the Board is amenable to holding the Delmarva Breakfast and Expo at Atlantic Sands in Delaware, pending further details.
- **Legislative**
 - Discussion on attending conferences tabled to next month, pending additional information from the committee.
- **Social**
 - Ms. Clemson **motioned** to hold the Social Gala on November 3, 2023. Mr. Saylor seconded. VOTE (9-0-0).
- **Joint Chapter Events**
 - Ms. Clemson noted that the Social Committee is excited to have a joint event with the D.C. Chapter.
Ms. Clemson **motioned** for the Social Committed to pursue a multi-chapter event in Montgomery County. Mr. Randol seconded. Ms. Clemson **amended the motion** that the Chapter will take the lead in organizing the event. Mr. Randol seconded. VOTE (9-0-0).
- **Signature Cards**
 - Ms. Windisch **motioned** to add Ms. Clemson to SECU, Vanguard and Morgan Stanley accounts and to remove the prior President. Ms. Rapaport seconded. VOTE (9-0-0).
- **Vanguard**
 - Mr. Coppage advised that he has access to the Vanguard account, all funds have been caught up and he will check if the payroll company can automatically deposit employee contributions to Vanguard account.
- **Chapter Awards**
 - Ms. Clemson will send out the information.

Adjournment

Mr. Saylor **motioned** to adjourn the meeting at 12:00 PM. Ms. Rapaport seconded. VOTE: (9-0-0).
Motion Passed.

Next meeting: The next Board meeting will be held on Wednesday, February 1, 2023 via Zoom.

Respectfully submitted,

Susan Rapaport, Secretary