

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, March 17, 2021
9:30 am
Conference Call/Zoom Meeting**

Attendance: Gail Windisch, President
Susan Rapaport, President-Elect
B.K. Swartwood, Vice-President
Vicki Eaton, Treasurer
James Anderson, Secretary
Rebecca Clemson-Petrik, Director
Kelly Rae, Director

Absent: Rod Clark, Director
Cindy McKoin, Director

Chapter Staff: Stephen McConoughey, Chapter Executive Director
Angela Marsh, Marketing and Events Manager

Call to Order

The meeting was called to order by Ms. Windisch at 9:35 am.

Approval of Minutes

- Ms. Eaton **motioned** to approve the Executive Session Committee meeting minutes dated January 28, 2021 and the Board of Directors meeting minutes dated February 17, 2021. Ms. Rae seconded.
VOTE: (7-0-0). Motion Passed.
 - **Ms. Marsh** is tasked with adding the February 17th minutes to the website.

Treasurer's Report

- Ms. Eaton reviewed the March 12th finance committee minutes with the Board.
- Ms. Windisch **motioned** to “approve the finance committee recommendation to roll over the \$40,000 CD plus interest that matures April 5, 2021 into another CD to mature in 2024”. Mr. Anderson seconded.
VOTE: (7-0-0). Motion passed. **Mr. McConoughey** is tasked with rolling over the CD.
- Ms. Windisch **motioned** to “approve the finance committee recommendation that a letter be sent by the Board to Michael’s requesting the return of the \$1,000 deposit” which to date the Chapter has not yet received. Ms. Rapaport seconded. VOTE: (7-0-0). Motion passed. **Mr. McConoughey** is tasked with drafting the letter.
- Ms. Swartwood **motioned** to “approve the finance committee recommendation that the Board send a official letter requesting payment from the sponsor who did not submit payment for the 2020 Golf Outing”. Ms. Eaton seconded. VOTE: (7-0-0). Motion passed. **Mr. McConoughey** is tasked with drafting the letter.
- Ms. Eaton stated that the finance committee is preparing a collections policy to present to the Board at a later date.

March 2021 Treasurer's Report (Through January 31, 2020)

SECU Checking	\$93,072.44
SECU Savings (for Office Lease)	\$5,014.16
TOTAL Operating Funds	\$98,086.60

Morgan Stanley (3 CDs @ \$40,000 each)	\$120,000.00
Mature 4/21,4/22,4/23	
Morgan Stanley (MM)	\$90,958.55
Morgan Stanley (Investment Gain/Loss)	
Credit Card Rebate	\$636.22
TOTAL	\$210,958.55
COMBINED TOTAL	\$309,045.15
Liabilities	\$163,196.12
Assets after applying liabilities	\$145,849.03

CED Management Report (Mr. McConoughey)

- **Ongoing Action items**
 - Staff is **tasked** with sending digital directory to Diamond sponsors.
 - The awards subcommittee is **tasked** to set up their first meeting.
 - Remaining Board members are **tasked** with sending in their signed conflict of interest form if they have not already done so. Mr. McConoughey will send reminders to those Board members that he has not received one from.
- **Discussion with Martin's West** - The Board **approved by consensus** to use \$3,000 of the current \$6,000 deposit to Martin's West for the 2021 Expo and the remaining \$3,000 will be used for the 2022 Expo.
- **Code of Conduct** – Ms. Rapaport recommended removing item #5 from the code of conduct.
 - Ms. Eaton **motioned** to approve the code of conduct as amended. Ms. Swartwood seconded. VOTE: (7-0-0). Motion passed.
- **Membership** – The Chapter has 1,130 members which is a decrease of 9 members from last month and 36 members from February of 2020.
- **Events**
 - The February Homeowner and March Breakfast Webinar were reviewed.
 - The Board was updated on upcoming webinars.
- **August 30, 2021 Golf Outing** – Ms. Swartwood **motioned** to “recommend the golf committee test out the foursome raffle in an effort to recruit more managers and homeowners to play with the following criteria:
 - \$150/ticket for a foursome
 - Sell 20 tickets (total of \$3,000)
 - Donate half to charity
 - Give discounts to future educational events to those that do not win”

Ms. Eaton seconded. VOTE: (7-0-0). Motion passed.

 - The **staff** will develop a one-page flyer with the raffle details for people to share with their Board members and fellow managers.
- The Board was notified that the Chapter is not a good candidate for the CAI National Grant Program, but National does provide \$500 towards a membership mailing.

Washington Metro Expo Update - (June 10th - 12th)

- Ms. Eaton **motioned** to approve the updated agreement sent from the Washington Metro Chapter. Ms. Rae seconded. VOTE: (7-0-0). Motion passed.

Old Business

- **Review 2021 Breakfast Seminar Venue Contract and Layout at Merriweather Lakehouse**
 - Once Merriweather venue has opened, Mr. McConoughey and Ms. Windisch will review the spacing layout where sponsors will be located and will also confirm the proposed layout is acceptable as it relates to the County's fire code.
 - Questions/Suggestions regarding proposed contract raised:
 - Page 1– Update chapter address to reflect new P.O. Box address.
 - Under Function Room Set-up and Operation page 1 – What is definition of “elaborate” staging?
 - Under Room Rental page 2 – Need clarification on the statement “If a group seeks to reduce the size of the event, hotel reserves the right to increase room rental fees.”
 - Under Security page 5 – Need clarification on some of the contract language noted in this section.
 - Ms. Eaton and Mr. McConoughey are tasked with discussing these items with Merriweather.
 - The Board approved by consensus to move the September Breakfast Seminar date from Tuesday, September 14, 2021 to Wednesday, September 22, 2021.
- **Business Partner Advisory Committee**
 - The Board approved by consensus to have Ms. Rae serve as the Board Liaison to the Business Partner Advisory committee.
- **Office Move Language**
 - The Board approved by consensus the language for the “office move” postcard as amended.

New Business

- **2022 Eastern Shore Golf Outing**
 - The subcommittee will submit a draft budget to the Board in the upcoming months.
- **Changing of Bank Signors**
 - Ms. Windisch motioned to “approve the signers on the SECU account be changed to reflect Ms. Windisch as President and Ms. Eaton as Treasurer”. Ms. Swartwood seconded. VOTE: (7-0-0). Motion passed.
- **Insurance Policies**
 - It was noted based on discussion that shared space had been utilized by staff for one of the seminars. The Board has tasked Mr. McConoughey to confirm if additional insurance coverage is needed when the Chapter utilizes shared space.
- **Review/Approve Committee Action Items**
 - **Education** – Ms. Swartwood motioned to “approve the concept that the education committee begin to put together speaker training content for Board review”. Ms. Eaton seconded. VOTE: (7-0-0). Motion passed.
 - The Board agreed by consensus to approach CAI National, once the concept has been created, about working with them on utilizing the concept of speaker training in the future.
 - **Expo** – Ms. Windisch motioned to approve the Expo committee proceed with their plan for the 2021 Expo which includes: Event be held in-person; morning and afternoon educational and exhibitor sessions; additional option will be available for members to watch recorded educational sessions on the Chapter's website up to two weeks after the Expo and allow for participants that watch recorded sessions to receive educational credits. Ms. Eaton seconded. VOTE: (7-0-0). Motion passed.
 - **L.E.A.D** - Ms. Swartwood motioned that the L.E.A.D committee move forward in planning the “Random Acts of Kindness” virtual event and submit event details to the Board as they proceed. Ms. Eaton seconded. VOTE: (7-0-0). Motion passed.

- **Legislative Committee** – Ms. Eaton **motioned** to approve the Legislative Committee recommendation that the County Subcommittee forward to the Chapter Executive Director (CED) any legislation that they determine should be acted upon by the Chapter Legislative Committee; the CED will send the recommendation to the Chapter’s Executive Board for swift action to advise what action the Legislative Committee should take. Ms. Swartwood seconded. VOTE: (7-0-0). Motion passed.
 - Ms. Rapaport is **tasked** with updating the Committee Charter to submit to the Board later.
- **Membership** – The Board **agreed by consensus** to take the membership committees suggested recruiter award ideas and offer a recruiter of the year award at the end of the year. The awards subcommittee to discuss this item at their meeting.
- **Newsletter** – Ms. Windisch **motioned** to approve the newsletter committees “Beacon Editorial Design Guidelines” with suggested edit. Ms. Swartwood seconded. VOTE: (7-0-0). Motion passed.
- **Social** – Ms. Windisch **motioned** to approve a Chapter virtual clean-up event during the week of Earth Day in April. The Chapter will donate \$5 per social media user (LinkedIn and Facebook) post to a charity in the Chesapeake Bay Region (Chesapeake Foundation or Save-The-Bay) not to exceed \$250. This line item to be expensed from the Chapter’s social budget. Ms. Eaton seconded. VOTE: (7-0-0). Motion passed.

Other Business

- The Board **agreed by consensus** that Ms. Rae will be the Board Liaison to the Membership Committee and Mr. Anderson will be the Board Liaison to the Golf Committee.
- Mr. McConoughey is **tasked** with adding the attendees to the Legislative and L.E.A.D committee minutes.

Adjournment:

Ms. Windisch **motioned** to adjourn the meeting at 12:35 pm. Ms. Swartwood seconded. VOTE: (7-0-0). Motion passed.

Next meeting:

The next Board meeting will be held on Wednesday, April 21st at 9:30 am.