

**Chesapeake Region Chapter
Board of Director's Minutes
August 13, 2020
10:00 am
Conference Call**

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

Absent: Rod Clark, Director

Chapter Staff: Stephen McConoughey, Chapter Executive Director
Angela Marsh, Office Manager

Call to Order:

The meeting was called to order by Ms. Eaton at 10:08 am.

Approval of Minutes:

- Ms. Windisch **motioned** to accept the minutes of the July 15, 2020 Board Meeting. Ms. Rapaport seconded. VOTE: (8-0-0). Motion Passed

Committee Reports:

Education Committee

- Ms. Eaton noted that under the 2021 proposed Breakfast Seminar topics in the education committee minutes, property managers should be changed to community managers in number 5. **Staff** will make the edit.
- Ms. Eaton suggested that **Mr. McConoughey** add speaker guideline review to the next education committee meeting agenda.
- At the next education meeting, **Ms. Rapaport** will inform the committee that the Board would like for the committee to come up with some webinar guidelines for formatting and for speakers. The Board would like a subcommittee to get together to work on them.

Strategic Planning Committee

- The discussion of the relationship between the committee chairs, vice-chairs and board liaisons will be added by **Mr. Anderson** to the agenda for the next quarterly chair and vice chair meeting.

Treasurer's Report (Ms. Harlan):

- **Ms. Harlan** stated that the detailed financial report will be sent to the Board by the end of next week. Mr. McConoughey is meeting with Mr. Frey on Monday, August 17th.

August 13, 2020 Treasurer's Report (Through July 30, 2020)

SECU Checking	\$83,564.21
SECU Savings (for Office Lease)	\$17,278.05
TOTAL Operating Funds	\$100,842.26

Morgan Stanley (3 CDs @ \$40,000 each) Mature 4/20,4/21,4/22,4/23	\$120,000.00
Morgan Stanley (MM)	\$90,714.02
Morgan Stanley (Investment Gain/Loss)	
Credit Card Rebate (request check when Closed)	Check Requested
TOTAL	\$210,714.02
COMBINED TOTAL	\$311,556.28
Projected Liabilities Due to Lost Revenue	\$126,210.33
Assets after applying projected liabilities	\$185,345.95

Management Report (Mr. McConoughey):**Review of previous to do items:**

- (Ongoing) The survey to managers asking them how many communities they manage and if their communities are members of the Chapter will be sent out in Quarter 3.
- (Ongoing) The survey to homeowners asking if their community is self-managed will be sent out in Quarter 3.
- To date, the employee handbook is estimated to cost \$500. There will likely be a small number of additional changes.
- Ms. Harlan sent the Board some sample documents of the types of mentor programs that have been done in the past within the membership committee.

Member Numbers/ Web Traffic/Social Media/Email Update:

- Mr. McConoughey reviewed the Chapter membership numbers. The Chapter has increased membership numbers by one since last month. The chapter is down 23 from July 2019.
- The Chapters social media engagement has been increasing since June as well as our website traffic.

Webinar updates:

- The Board reviewed the survey results from the July 15th webinar. The results were overall very positive from attendees.
- There were 70 people that registered for the August 12th "Crime" webinar. A higher percentage of registered attendees called in this month over last month. Most attendees stayed on the webinar until the end.
- The Board agreed that the speaker interactions and transitions went very well during the August webinar and that the webinar was an overall good presentation. Ms. Rae stated

that the polling feature was a great addition. The Board also agreed that there was some repetitive information from the speakers and some typos in the PowerPoint.

- Ms. Rae suggested having an interview format like the show “20/20” for a 2021 Seminar. This suggestion can be brought up at the next Education meeting by **Mr. McConoughey**.
- Mr. McConoughey stated that the September 30th “Working from Home” Webinar will have the camera feature on so there can be more attendee interaction. Ms. Rapaport suggested **asking for questions from attendees in advance** since this is such a hot topic. Mr. McConoughey stressed the importance of promoting this seminar since the number of people on the webinar will be available for everyone to access.

Golf Outing:

- Mr. McConoughey informed the Board that a company who is also sponsoring the outing has asked for a refund for one of their foursomes. The Board agreed by consensus that they should be **sent a refund of \$1,300**.
- As of 8-13-20, 25 foursomes have been sold.
- Several golfers have expressed interest in having their own social gathering after the outing at a local bar. The Chapter will not be promoting and/or getting involved with the gathering as it is a separate event from the outing.

Expo:

- Mr. McConoughey informed the Board that the Chapter has 20 virtual exhibitors signed up and 2 companies on the waiting list. Virtual exhibiting rooms will be on hold until attendees begin registering.
- The commercials during the Expo are sold out but sponsorships are still open at this time.
- Ms. Swartwood **motioned** that for Expo early bird registrations the first-round prize drawing would be for \$150 and the second-round prize drawing would be for \$100. Mr. Anderson seconded. VOTE: (8-0-0). Motion Passed

Old Business:

Employee Handbook Update:

- The Board agreed on two additions to the employee handbook:
 1. Staff must always handle themselves in a professional manner during social events or they will be subject to the disciplinary procedures and guidelines listed in the handbook. **Mr. McConoughey** is going to make sure these disciplinary procedures and guidelines in the handbook are clearly stated.
 2. Staff will be able to telework at the discretion of the CED with Board approval.

Strategic Planning:

- The first strategic planning chair/vice chair meeting was held. The second one will be held in October.
- The strategic planning committee will present a draft of the strategic plan to the Board for review in the October meeting.

Golf Outing:

- Mr. Anderson **motioned** to ratify approving the Baltimore Station as the 50/50 charity donation for the Golf Outing for 2020. Ms. Rapaport seconded. VOTE: (8-0-0). Motion Passed

New Business:**Action Items from Committees:**

- **L.E.A.D Committee:** Ms. Harlan **motioned** to approve the L.E.A.D Committee's concept to partner with local nursing homes to provide an outreach on behalf of CRCAI while waiting to hear additional details. Ms. Rae seconded. VOTE: (8-0-0). Motion Passed
- **Social Committee:** Ms. Swartwood **motioned** to approve the social committee's idea of hosting a trivia night virtual happy hour with an expense not to exceed \$425.00. Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed
- **Golf Committee:** Ms. Rapaport **motioned** that the Board approve the 2020 Golf Outing guidelines as presented. Ms. Swartwood seconded. VOTE: (8-0-0). Motion Passed

Board Leadership Development Workshop:

- The Board agreed by consensus to offer a \$25 gift card to each attendee for lunch as a part of their meeting materials.

Stimulus:

- Mr. McConoughey stated that the application is ready to submit once the legislation is approved by the Senate.

Organizing the Nominating Committee:

- **Ms. Harlan** and **Ms. Windisch** are going to look at the nominating committee charter for the proper procedures and are going to create a timeline for the Board to review.

LAC Update:

- Ms. Rapaport **motioned** to appoint Mr. Steve Randol, Ms. Marie Fowler and Ms. Susan Rapaport as the LAC Liaisons. Ms. Swartwood seconded. VOTE: (8-0-0). Motion Passed
- Ms. Rapaport **motioned** to add an "action item" header to the LAC article in the Beacon to grab readers attention and to send out a mass email to the entire membership regarding the new law about the \$10,000 deductible. Ms. Eaton seconded. VOTE: (8-0-0). Motion Passed

Membership Committee – Recommendation for Vice-Chair:

- **Mr. Anderson** is going to reach out to the membership committee chair, Mr. Bridge to see regarding his new vice-chair. If Mr. Bridge approves, Ms. Eaton will move forward with the request and reach out to the possible committee member.

Adjournment:

The meeting was adjourned at 11:45 am.

Next meeting:

The next Board meeting will be held on Wednesday, September 23rd at 10:00 am via conference call.