

**Chesapeake Region Chapter  
Board of Director's Minutes  
Friday, December 19, 2025  
1:00 pm  
Zoom meeting**

**Attendance:** Gary Saylor, President  
Cindy McKoin, Vice-President  
Michelle Jones, Treasurer  
James Anderson, Director  
Hillary Collins, Director  
B.K. Swartwood, Director  
Rebecca Clemson-Petrik, Director

**Absent:** Jennifer Melson, Secretary

**Chapter Staff:** Valerie Lykins, Executive Director

**Call to Order**

A special meeting was called to order by Mr. Saylor at 1:00 pm with the purpose of reviewing and approving the 2026 proposed draft budget.

**Proposed 2026 Draft Budget**

Ms. Jones explained to the Board that significant changes have been made to the GL structure to simplify coding and streamline those processes. She reviewed the Revenues line items for 2026 and asked if there were any questions regarding the Expenses. She further showed the Board the spreadsheet and showed how each line item had its own tab which provides explanation of each line item.

Ms. Swartwood commented that the current format flows better and is easier to understand. Ms. McKoin asked if each committee would use this new format for their individual events or if they would use the existing formats. The Board agreed the committees would not use this new format and would continue with their current process.

Ms. Jones reported that the Executive Committee will meet with Ms. Lykins in January or February when Ms. Lykins will be given deadlines to meet in the budget process moving forward.

Ms. Swartwood **motioned** to approve the proposed 2026 draft budget, Mr. Saylor seconded the motion. VOTE: 7-0-0. Motion passed.

In additional discussion, Ms. Jones **motioned** that the Board close the Chapter office and allow staff an additional holiday on Friday, January 2, 2026 to return after winter break on Monday, January 5, 2026. Ms. Swartwood seconded the motion. VOTE 7-0-0. All in favor. Motion passed.

**Adjournment:**

- Ms. McKoin motioned to adjourn the Board meeting at 1:23 pm. Ms. Swartwood seconded. VOTE: (7-0-0). All in favor. Motion passed.

**Next meeting:** The next Board meeting will be held on Wednesday, January 7<sup>th</sup> at 9:00 am via zoom.