

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, December 3, 2025
9:00 am
Zoom meeting**

Attendance: Gary Saylor, President
Cindy McKoin, Vice-President
Jennifer Melson, Secretary
Michelle Jones, Treasurer
James Anderson, Director
Hillary Collins, Director
B.K. Swartwood, Director

Absent: Rebecca Clemson-Petrik, Director

Chapter Staff: Valerie Lykins, Executive Director, Angela Marsh, Marketing and Events Manager

Call to Order

The meeting was called to order by Mr. Saylor at 9:02 am.

Approval of Minutes

- Ms. McKoin **motioned** to approve the Board of Directors meeting minutes dated October 1, 2025. Ms. Melson seconded. VOTE: (7-0-0). All in favor. Motion passed.

Treasurers Report

- The Board was provided the October financial summary, the October balance sheet and the October budget vs. actuals.
- Ms. Jones noted that the financial committee is finalizing the 2026 budget and will provide it to the Board when it is ready so they can meet and review it for approval.

Ms. McKoin motioned to move into Executive Session at 9:03 am. Ms. Swartwood seconded. VOTE: (7-0-0). All in favor. Motion passed.

Executive Session adjourned and the General Session reconvened to order at 9:50 am.

Old Business

- **Chapter Outreach Committee**
 - Ms. Lykins is currently working on creating a charter for the Chapter's Outreach Committee. The Board would like the charter to be focused on education, engagement, involvement and recruitment and letting the committee come up with objectives and goals they wish to accomplish once they are established.
- **Outreach Program 2026**
 - Discussion tabled until the January meeting.
- **Strategic Planning Update**

- Ms. Lykins and Ms. Jones are still working together to update the Chapter's strategic plan. Ms. Jones will send her updates to Ms. Lykins by this Friday, December 5th.

New Business

- **Committee Action Items**
 - **Delmarva Committee**
 - **2026 Delmarva Golf budget including sponsorships and foursome pricing**
 - Ms. Swartwood **motioned** to approve the 2026 Delmarva Golf Outing draft budget. Ms. Jones seconded. VOTE: (7-0-0). All in favor. Motion passed.
 - **2026 Delmarva Breakfast Seminar budget, ticket pricing and sponsorship pricing**
 - Ms. Swartwood **motioned** to approve the 2026 Delmarva Breakfast Seminar budget, ticket pricing and sponsorship pricing. Ms. McKoin seconded. VOTE: (7-0-0). All in favor. Motion passed.
 - **2026 Delmarva Expo location**
 - Ms. Jones **motioned** to approve keeping the 2026 Expo at the Rehoboth Beach Convention Center. Ms. Swartwood seconded. VOTE: (7-0-0). All in favor. Motion passed.
 - **Magazine Committee**
 - Ms. Jones **motioned** to approve keeping the 2026 Beacon advertising pricing the same as 2025. Ms. Swartwood seconded. VOTE: (7-0-0). All in favor. Motion passed.

Mr. Anderson left the meeting at 10:02 am.

- **Awards Committee**
 - Ms. Jones **motioned** to approve the proposed 2026 Community of the year timeline. Ms. Swartwood seconded. VOTE: (6-0-0). All in favor. Motion passed.
- **Appoint new Board Member to fill vacancy – 2026 through 2027**
 - Ms. Jones **motioned** to approve appointing the vacant manager Board Member position to Ashley Zayas with Tidewater Property Management for 2026 and 2027. Ms. Swartwood seconded. VOTE: (6-0-0). All in favor. Motion passed.
- **Chairs & Vice-Chairs 2026**
 - Mr. Saylor gave an update on his recommendations for 2026 Committee chairs & vice-chairs. The Board agreed that in the future years the President & President-elect will ask for recommendations from the Board liaisons and committee members for the chair and vice-chair positions.

CED Management Report

- Ms. Lykins and Ms. Marsh prepared the CED Management report on the following subjects: membership breakdown with numbers, social media/website/email engagement, Summer/Fall Beacon Magazine statistics, Board Leadership Development Workshop registration numbers, and financials, Delmarva Expo booths, sponsorships, attendance, financials, and survey results. October 15th Homeowner Webinar survey results, December 4th Annual Social sponsorships and registrations, December 10th Breakfast Seminar registrations, and 2026 Annual and Breakfast Sponsorship registrations.

Adjournment:

- Ms. McKoin **motioned** to adjourn the Board meeting at 10:36 am. Ms. Swartwood seconded.
VOTE: (6-0-0). All in favor. Motion passed.

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