**Chesapeake Region Chapter**

**Board of Director’s Minutes**

**Wednesday, January 5, 2022**

**9:00 am**

**Zoom Conference Call**

**Attendance:** Susan Rapaport, President

 Rebecca Clemson-Petrik, President-Elect

 James Anderson, Vice-President

 Gail Windisch, Secretary

 Vicki Eaton, Treasurer

 Cindy McKoin, Director

 Kelly Rae, Director

 Steve Randol, Director

 Gary Saylor, 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. Rapaport at 9:03 am.

**Approval of Minutes**

* Ms. Eaton motioned to approve the Board of Directors meeting minutes dated December 15, 2021. Mr. Anderson seconded. VOTE: (9-0-0). Motion Passed.

**Election of Officers**

Ms. Eaton motioned the following election of Board officers for 2022:

* Susan Rapaport, President
* Rebecca Clemson-Petrik, President-Elect
* James Anderson, Vice-President
* Gail Windisch, Secretary
* Vicki Eaton, Treasurer

Ms. Rae seconded. VOTE: (9-0-0). Motion Passed.

**Treasurer’s Report**

December 2021 Treasurer’s Report (through October 31, 2021). Ms. Eaton noted that there was nothing new to report since last meeting.

**Strategic Planning Report**

* Mr. Andy Schindling, President of The Complete Player Charity, joined the zoom and spoke with the Board regarding the workforce development collaboration with the Chapter.

**CED Management Report (Mr. McConoughey)**

Mr. McConoughey provided updates on the following subjects: membership numbers, social media/website engagement, 2022 sponsorships and the Chapter insurance policies.

**Old Business**

* **Chapter Policies**
	+ Ms. Eaton motioned to adopt the Chapter policies with any minor corrections and the changes to the Chapter suit casing policy. Mr. Randol seconded. VOTE: (9-0-0). Motion Passed.
* **Annual Report** – to be finalized and approved at the February meeting

**New Business**

* **Board Liaisons**
	+ Ms. Rapaport motioned that the Board Liaison to a Chapter committee should have the ability to be a voting member. Ms. Rae seconded. VOTE: (3-6-0). Motion opposed.
	+ Ms. Clemson-Petrik motioned to approve the 2002 Board Liaisons as follows:
		- Golf – Mr. Anderson
		- Social – Ms. Clemson Petrik
		- Delmarva – Mr. Saylor
		- Education – Ms. Windisch
		- Expo – Ms. Eaton
		- Legislative – Mr. Randol
		- Membership – Ms. Rae
		- Newsletter- Ms. Windisch
		- Business Partner Advisory – Mr. Saylor
		- Communication – Ms. McKoin

Mr. Randol seconded. VOTE: (9-0-0). Motion Passed.

* **Audit Engagement Letter –** decision tabled until the February meeting.
* **Ten Oaks Contract –** Ms. Eaton motioned to approve the Ten Oaks contract with the change to #10 on the agreement. Ms. McKoin seconded. VOTE: (9-0-0). Motion Passed.
* **Board Email addresses –** decision tabled until the February meeting.
* **Board Minutes –** The Board agreed by consensus that Board minutes should reflect motions and decisions only that are made by the Board. A separate action item list will also be created.
* **Chapter policies**
	+ Ms. Rapaport motioned to adopt the Chapter #13 policy *Committee Code of Conduct.* Ms. Eaton seconded. VOTE: (9-0-0). Motion Passed.

*Mr. Randol left the meeting.*

* + Ms. Rapaport motioned to establish a Board personnel committee composed of three Board members who will discuss matters in the *Attendee Code of Conduct* as well as other issues that may arise. Mr. Anderson seconded. VOTE: (8-0-0).

*Mr. Anderson left the meeting.*

* **Vaccination at Events**
	+ Ms. Rapaport motioned that the Chapter would abide by all applicable government entity requirements for mandates regarding COVID-19 safety protocols at Chapter events. Ms. Eaton seconded. VOTE: (7-0-0) Motion passed.

**Adjournment:**

Ms. Eaton motioned to adjourn the meeting at 11:47 am. Ms. McKoin seconded. VOTE: (7-0-0). Motion Passed.

**Next meeting:** The next Board meeting will be held on Wednesday, February 2nd at 9:00 am via zoom conference call.