

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, December 6, 2023
9:00 am
Zoom meeting**

Attendance: Rebecca Clemson-Petrik, President
James Anderson, President-Elect
Gail Windisch, Vice-President
Noni Roan, Secretary
Vicki Eaton, Treasurer
Hillary Collins, Director
Cindy McKoin, Director
Gary Saylor, Director
B.K. Swartwood, Director

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

Call to Order

The meeting was called to order by Ms. Clemson-Petrik at 9:03 am.

Approval of Minutes

- Ms. Windisch **motioned** to approve the Board of Directors meeting minutes dated November 1, 2023. Ms. McKoin seconded. VOTE: (9-0-0). Motion passed.

Treasurer's Report

- The audit has been finished and Ms. Lykins will send it to the Board.
- Ms. Lykins has been working with Flaherty and has given them all the Chapter financial information.

Strategic Planning Report

- Mr. Anderson stated that a member expressed interest in helping with the Chapter strategic planning and is going to see if he is interested in chairing the committee in 2024.

CED Management Report

- Ms. Lykins and Ms. Marsh put together the CED Management report on the following subjects: membership breakdown with numbers, social media/website/email engagement, financials from the Delmarva Expo & Annual Social, registration numbers for the December breakfast, survey results from the Delmarva Expo and information on National's Chapter dues/rebates.

Old Business

- **Chapter Policy Review**
 - Ms. Lykins and Ms. McKoin should have the policy updates ready for review at the January meeting. Ms. Swartwood is reviewing the policies for grammar edits.

- **VLR – Members**
 - Ms. Roan **motioned** that Mr. Saylor and Mr. Anderson assist Ms. Lykins as the Chapter representatives for the Virginia Leadership Retreat committee. Mr. Anderson seconded. VOTE: (9-0-0). Motion passed.
- **Other**
 - Ms. McKoin stated that HR job descriptions and performance reviews should be added to old business on the next agenda.

New Business

- **Committee Action Items**
 - **Education Committee**
 - Ms. Roan stated that the education committee is going to work with the communications committee on an educational video regarding the Corporate Transparency Act.
 - The Board confirmed that educational speakers do not have to be members of the Chapter.
 - Ms. Roan stated that the committee would not like to hold a webinar in January of 2025 because of the pressure for the coordinators and speakers to get the webinar together so early in the year. The thought it was a good idea to host our Charting Your Course event in-person in January.
 - Ms. Roan **motioned** to move the February Breakfast Webinar from February 14th to February 21st due to conflict with the CAI Law Seminar dates. Ms. Eaton seconded. VOTE: (9-0-0). Motion passed.
 - The committee had asked that the date be moved to February 28th which conflicts with a scheduled Board Leadership Development Workshop course.
- **Write-offs (2021)**
 - Ms. Eaton **motioned** to write off \$135.00 from the 2021 Chapter outstanding invoices but to keep note of the attendees who did not make payments. Attendees who did not make payments will not be able to attend future CAI events until paying their past due invoice. VOTE: (9-0-0). Motion passed.
- **2024 Board Leadership Development Workshops**
 - Ms. Collins volunteered to be the Attorney speaker on February 27th and February 28th. She will look for a manager to present with her.
- **Back to Basics**
 - The Board reviewed the document put together by Mr. Anderson and Ms. Swartwood and agreed to move forward with the concept pending further Chapter financial review.
 - Once the document and ideas have been finalized further, Ms. Swartwood will bring it to the membership committee as their liaison.

(Ms. Eaton left the meeting)

- **Atlantic Sands Contract**
 - Ms. McKoin **motioned** to approve the Atlantic Sands Contract for the 2024 Delmarva Breakfast Seminar. Ms. Swartwood seconded. VOTE: (8-0-0). Motion passed.

- **Bayside Bull Contract**
 - Ms. McKoin **motioned** to approve the Bayside Bull contract for the 2024 Crab Feast. Ms. Roan seconded. VOTE: (8-0-0). Motion passed.
- **Maryland LIVE! Contract**
 - Ms. Roan **motioned** to approve the MD LIVE! contract for the 2024 Expo. Ms. Swartwood seconded. VOTE: (8-0-0). Motion passed
- **Glenn Riddle Contract**
 - Ms. Roan **motioned** to approve Glen Riddle contract for the 2024 Delmarva Golf Outing. Ms. Swartwood seconded. VOTE: (8-0-0). Motion passed
- **2024 Venue for Annual Social**
 - The Board agreed by consensus that Mr. Anderson speak with the 2024 committee chair about working with the committee to decide on recommendations for an Annual Social date, time, venue, and possible survey poll to bring to the Board for discussion.
- **Achievement & Excellence Awards**
 - Ms. McKoin will update the 2022 Chapter Awards application and send it back to Mr. Anderson for review.
- **Chapter Awards**
 - Mr. Windisch motioned to give a \$25 Amazon gift card to all 2023 active committee member volunteers and volunteer speakers. Ms. Swartwood seconded. VOTE: (8-0-0). Motion passed

Adjournment:

- The meeting was adjourned at 11:19 am by consensus.

Next meeting: The next Board meeting will be held on Wednesday, January 3, 2024, at 9:00 am via zoom.