

**Chesapeake Region Chapter
Board of Director's Minutes
October 2, 2024
9:00 am
Zoom meeting**

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

Board Members Absent: Vicki Eaton, Vice-President
Gail Windisch, Director (*Joined at 10:54 am for Executive Session*)

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

Call to Order

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

Approval of Minutes

- Ms. McKoin **motioned** to approve the Board of Directors meeting minutes dated September 4, 2024. Ms. Swartwood seconded. VOTE: (6-0-0). All in favor. Motion passed.

Strategic Planning

- The Board liaisons will review the objectives written in the draft strategic plan with their committee chair and vice-chair and bring their thoughts back to the Board at the November meeting. The Board will ensure the committee objectives in the strategic plan are in conjunction with the committee charters.
- Ms. Swartwood **motioned** to create a Strategic Planning Committee with a chair and vice-chair to be determined in 2025. Mr. Saylor seconded. VOTE: (6-0-0). All in favor. Motion passed.
- Mr. Anderson and Ms. Lykins will work on creating a charter for this committee.
- The current Ad-Hoc Strategic Planning committee are still finalizing the draft Strategic Plan for Board approval.

CED Management Report

- Ms. Lykins and Ms. Marsh prepared the CED Report on the following subjects: membership breakdown with numbers, social media/website/email engagement, September 10th Joint Chapter registrations, sponsorships, income and expenses, an update on the October 7th Expo sponsorships, booth, table and registration numbers, an update on the Homeowner Webinar registration numbers, an update on Delmarva Expo sponsorships, booth, and registration numbers and the Spring/Summer Beacon statistics.
- Ms. Lykins shared CAI National's email with the Board regarding their lawsuit over the Corporate Transparency Act.

Ms. Clemson-Petrik joined the meeting at 9:45am.

Old Business

- **Consensus vs. quorum language for Charters**
 - The Board agreed by consensus that there will no longer be a quorum requirement for committee meetings. The Bylaws and Committee Charters do not require this for committee meetings.
- **Virginia Leadership Retreat**
 - Ms. Collins **motioned** to withdraw the Chesapeake Chapter from participation in the planning of the Virginia Leadership Retreat in 2025. Mr. Saylor seconded. VOTE: (7-0-0). All in favor. Motion passed.

New Business

- **Outreach programs under Social Committee**
 - Ms. Swartwood will reach out to the chair and vice-chair to discuss this prior to the Board voting on it.
- **Committee Action Items**
 - **Education Committee – Pathway to 2025**
 - Ms. Swartwood **motioned** to preliminarily approve three of the suggested 2025 Seminar/Webinar topics – Tuesday, January 28th Homeowner Webinar on the Corporate Transparency Act, Wednesday, February 19th Breakfast Webinar with the topic changed to Vaping/Marijuana issues, and the Wednesday, March 19th in-person Breakfast Seminar on Neighbor-to-Neighbor disputes pending the bullet point submission with additional details on the Seminar. Mr. Saylor seconded. VOTE: (7-0-0). All in favor. Motion passed.
 - The Board would like to see more detailed bulleted descriptions of the additional proposed 2025 Seminars before they are approved.
 - The Board agreed by consensus to keep the March and December Breakfast Seminar at Ten Oaks Ballroom.
 - **Membership Committee**
 - Ms. Roan **motioned** to approve the membership committee's proposal of implementing an ambassador program. Ms. Swartwood seconded. VOTE: (7-0-0). All in favor. Motion passed.

Adjournment:

- Mr. Anderson **motioned** to adjourn the meeting at 10:53 am. Mr. Saylor seconded. VOTE (7-0-0). Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, November 6th at 9:00 am.

Ms. Windisch joined the meeting for Executive Session and the remainder of the Board meeting.

The committee went into Executive Session at 10:54 am.

The Board meeting was called back to order at 11:21 am.

- **Nominating Committee Candidate Decision**

- Mr. Anderson **motioned** to approve Ms. Swartwood running for the 2025 Board of Directors as a Homeowner Leader. Mr. Saylor seconded. Roll call vote – Mr. Saylor – approve; Ms. Windisch – approve; Ms. Clemson-Petrik – approve; Mr. Anderson – approve; Ms. Collins – approve; Ms. Roan – object; Ms. McKoin – object; Ms. Swartwood – abstain. VOTE (5-2-1). Motion passed.

The meeting was adjourned at 11:28 am.