

**Chesapeake Region Chapter  
Board of Director's Minutes  
Wednesday, February 4, 2026  
9:00 am  
Zoom meeting**

**Attendance:** Gary Saylor, President  
Michelle Jones, President-Elect  
Hillary Collins, Secretary  
Ashley Zayas, Treasurer  
Beth Bencivenni, Director  
Rebecca Clemson-Petrik, Director  
Cindy McKoin, Director  
Michele Nadeau, Director

**Absent:** B.K. Swartwood, Vice-President

**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 9:03 am.

**Approval of Minutes**

- Ms. Jones **motioned** to approve the Board of Directors meeting minutes dated January 7, 2026. Ms. Zayas seconded. VOTE: (8-0-0). All in favor. Motion passed.

**Treasurers Report**

- There was no treasurers report given at this time.

**Old Business**

- **2025 Chapter Annual Report**
  - Ms. McKoin and Ms. Swartwood are working on the draft for the 2025 Annual Report and should have the draft available by the next meeting.

**New Business**

- **Committee Action Items**
  - **Awards Committee**
    - Ms. Jones **motioned** to approve the Community of the Year Award grading sheet for 2026. Ms. Nadeau seconded. VOTE: (8-0-0). All in favor. Motion passed.
  - **Communications Committee one page flyer**
    - This was tabled for discussion at a later date.
  - **Golf Committee**
    - Ms. Clemson Petrik **motioned** to approve the 2026 Golf Outing sponsorship pricing. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.

- Ms. Jones **motioned** to approve the Kasava catering proposal for providing boxed lunches at the 2026 Golf Outing. Ms. Zayas seconded. VOTE: (8-0-0). All in favor. Motion passed.
  - **Social Committee**
    - Ms. McKoin **motioned** to approve the 2026 Crab Feast budget. Ms. Bencivenni seconded. VOTE: (8-0-0). All in favor. Motion passed.
  - **2026 Insurance Policies**
    - Ms. Jones **motioned** to approve the property & casualty insurance policy proposal from USI Insurance Services. VOTE: (8-0-0). All in favor. Motion passed.
  - **Financial and Budget Policy**
    - Ms. McKoin **motioned** to approve the Chesapeake Chapter CAI Monthly Financial Reporting and Annual Budget Policy. VOTE: (8-0-0). All in favor. Motion passed.
    - Ms. Lykins will update the Chapter policies to reflect this report.
  - **2026 Rehoboth Beach Convention Center Delmarva Expo Contract**
    - Ms. Nadeau **motioned** to approve the Rehoboth Beach Convention Center contract for the 2026 Delmarva Expo. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.
  - **CD Ladder**
    - Ms. Jones **motioned** to approve the following recommendations from the Finance Committee:
      - Reallocating \$80,000 of cash into Certificates of Deposit. There is currently \$126,929.66 in cash in the Morgan Stanley account.
      - Purchasing two \$40,000 CDs: one with a one-year term maturing in February

Ms. Bencivenni seconded. VOTE: (8-0-0). All in favor. Motion passed.

    - Ms. Lykins and the finance committee will review the Chapter's monthly expenses and financial statements to determine if additional funds in the Chapter's savings account should be put into a CD.
- **May Education & Happy Hour Event**
  - Ms. McKoin **motioned** to approve moving forward with the Customer Service presentation for the May Educational & Happy Hour event. Ms. Zayas seconded. VOTE: (8-0-0). All in favor. Motion passed.
  - Ms. Jones will reach out to the coordinators and speakers to let them know the Board's decision.
- **CAI National Report**
  - Ms. Lykins shared the CAI National Report from the Community Institute-International Board of Trustees and Member Representation Groups after their Law Seminar in San Diego, CA. They are asking the Chapter for their organization concerns, chapter level needs and goals and success stories of member communities.

## **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, Fall/Winter Beacon Magazine statistics, January 15<sup>th</sup> Charting Your Course registration numbers and financials, January 27<sup>th</sup> Homeowner Webinar registration numbers and financials, February 18<sup>th</sup> Breakfast Webinar registration numbers, March 11<sup>th</sup> Breakfast Seminar registration numbers, 2026 Annual and Breakfast Sponsorship registrations, and the meeting summary from the CAI Headquarters & Chapter Executive Directors January 20<sup>th</sup> Quarterly Connection.

## **Additions to the Agenda**

- **May Education & Happy Hour event**
  - Ms. Clemson-Petrik **motioned** to approve the DoubleTree by Hilton Hotel BWI Airport for the location of the May Educational and Happy Hour event. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Washington Metro Chapter Expo**
  - Ms. Jones **motioned** to approve that the Chapter participates in the Washington Metro's Chapter Expo on Saturday, February 28<sup>th</sup>. Ms. Clemson-Petrik seconded. VOTE: (8-0-0). All in favor. Motion passed.

## **Adjournment:**

- Mr. Saylor **motioned** to adjourn the Board meeting at 10:35 am. Ms. Nadeau seconded. VOTE: (8-0-0). All in favor. Motion passed.

**Next meeting:** The next Board meeting will be held on Tuesday, March 3<sup>rd</sup> at 9:00 am via zoom.