

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, February 5, 2025
9:00 am
Zoom meeting**

Attendance: Noni Roan, President
Gary Saylor, President-Elect
Cindy McKoin, Vice-President
Michelle Jones, Treasurer
Jennifer Melson, Secretary (*joined at 9:50 am*)
James Anderson, Director
Rebecca Clemson-Petrik, Director
Hillary Collins, Director
B.K. Swartwood, Director

Absent: N/A

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

Call to Order

The meeting was called to order by Ms. Roan at 9:01 am.

Approval of Minutes

- Ms. Swartwood **motioned** to approve the Board of Directors meeting minutes dated January 13, 2025. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.

Treasurers Report

- Ms. Lykins provided the December bank statements for review.
- Ms. Jones noted that Ms. Lykins has sent the coded 2024 income and expenses to the accounting firm. The financial statements should be provided by the accountant within the next week. After reviewing the 2024 year-end statements, the finance committee can finalize the 2025 Chapter budget.

Old Business

- **Ratify – Board Email decision – Ronald McDonald House**
 - Ms. Swartwood **motioned** to ratify the Board's email decision to approve collecting pop tops for Ronald McDonald House at the next breakfast seminar on 3/19 and having a contest for the most collected by weight. This can be a management company, community, or business partner. The prize would be a shout out on social media and at the end of the March breakfast. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.

New Business

- **Committee Action Items**

- **Delmarva Committee**

- Mr. Saylor **motioned** to approve the Delmarva Committee's April 11th Breakfast Seminar topic and description. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.

- **Delmarva Golf Subcommittee**

- Ms. Jones **motioned** to approve the 2025 Delmarva Golf Outing budget which includes an increase in foursome pricing from \$650 to \$750. Mr. Saylor seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Mr. Saylor **motioned** to approve the proposed 2025 Delmarva Golf Outing sponsorship pricing. Ms. Swartwood seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. Jones **motioned** to approve the Glen Riddle contract for the Delmarva Golf Outing on Monday, May 5th. Mr. Saylor seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. Roan asked if staff could reach out to Glen Riddle regarding their protocol for a rain date.
 - Ms. Swartwood **motioned** to approve the Black Diamond Catering contract. Mr. Saylor seconded. VOTE: (8-0-0). All in favor. Motion passed.

- **Expo Committee**

- Mr. Saylor **motioned** to approve the 2025 Expo topic *Beginning to end how to plan and execute massive issues. (Natural disasters, emergency situations, large capital project overview)*. Mr. Anderson seconded. VOTE: (8-0-0). All in favor. Motion passed.

- **Golf Committee**

- Ms. Clemson-Petrik **motioned** to approve the 2025 proposed Norbeck Golf Outing sponsorships. Mr. Saylor seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - The 2025 foursome pricing will remain the same at \$1,400.
 - Ms. Clemson-Petrik **motioned** to approve signing the 2026 contract with Turf Valley Golf Course based on the proposed budget that was provided by the committee. Mr. Saylor seconded. VOTE: (8-0-0). All in favor. Motion passed.

- **Legislative Committee**

- Ms. Swartwood **motioned** to approve that the Chapter create generic business cards for the Legislative Committee as well as an email address for the Board Liaison, Chair and Vice-Chair of the committee to monitor. Ms. Collins seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. Collins will inform the committee that non-members are able to exhibit at the Expo tradeshow and that the Board had previously approved allowing two legislators attend the Expo at no cost. Legislators may also reach out to the Expo committee if they are interested in speaking on a certain topic.

Ms. Melson joined the meeting at 9:50 am

- **Social Committee**

- Ms. Jones **motioned** to approve the budget for the June 10th Happy Hour event at Two Rivers Community Center in Odenton, MD. Mr. Saylor seconded. VOTE: (9-0-0). All in favor. Motion passed.
- **Kasava Catering & Blind Tiger Bartending Proposals** - The Board did not have concerns with these proposals but for the matter of transparency and best business practice, they would like to receive two more proposals for comparison.
- **2025 Annual Social** – Ms. Swartwood **motioned** that the Social Committee pursue Rolling Road Golf Club for the December 4th or December 5th social date as available. Ms. Jones seconded. VOTE: (9-0-0). All in favor. Motion passed.
- Ms. Jones **motioned** to increase the non-exhibiting/non-sponsoring Business Partner member tickets by 50% of the original member ticket cost for the June Happy Hour, July Crab Feast and the December Annual Social. Ms. Swartwood seconded. VOTE: (9-0-0). All in favor. Motion passed.

- **Insurance Renewal**

- Ms. Swartwood **motioned** to approve the 2025 insurance renewal proposal. Ms. Jones seconded. VOTE: (9-0-0). All in favor. Motion passed.

- **Multi-Chapter Agreement**

- Ms. Jones **motioned** to approve proceeding with the Washington Metro Chapter's Expo agreement again for this year. Ms. Roan seconded. VOTE: (9-0-0). All in favor. Motion passed.

- **Strategic Planning Charter**

- Ms. Roan is asking that the Board review the charter for discussion at the next meeting.

- **Member Inquiry – Angela Vazquez – TCP**

- Ms. Collins **motioned** that the request by a member for a TCP article to be written for the magazine be deferred to the Membership Engagement Committee for discussion, to deny advertising for donations to TCP to our Chapter Business Partners and to permit Ms. Roan to submit her ad to the Beacon magazine so long as it follows the Magazine Committee parameters. Ms. Jones seconded. VOTE: (9-0-0). All in favor. Motion passed.

Strategic Planning Committee Objectives

- The Board agreed by consensus to approve the committee objectives as proposed. Ms. Lykins will work with Mr. Scarfo on updating the Strategic Plan.

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, updates from the January events, a 2025 Sponsorship update, registrations for the February 19th Breakfast Webinar, registrations for the Delmarva Breakfast Seminar sponsor tables, 2024 Chapter statistics and the 2024 Year in Review from CAI National.

Table at the TCP Event

- Ms. Jones **motioned** to task the Membership Engagement Committee with exploring opportunities and drafting a policy and application for the Board to review regarding outside requests for donations. Until this policy is in place, the Chapter will not currently give charitable donations. Ms. McKoin seconded. VOTE: (9-0-0). All in favor. Motion passed.

Adjournment:

- The meeting was adjourned by consensus at 10:50 am.

Next meeting: The next Board meeting will be held on Wednesday, March 5, 2025, at 9:00 am via zoom.