

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, January 15, 2020
9:30 am
Chapter Office**

Attendance: Vicki Eaton, President
James Anderson
Ruth Harlan
B.K. Swartwood
Kelly Rae
Susan Rapaport
Gail Windisch
Kerrie Zander

Stephen McConoughey, Executive Director
Angela Marsh, Office Manager

Absent: Rod Clark

Call to Order:

The meeting was called to order by Ms. Eaton at 9:31 am.

Approval of Minutes:

- Ms. Windisch is tasked to resend an updated version of the December 10, 2019 Board Meeting minutes to the Chapter Staff.
- Ms. Harlan **motioned** to accept the minutes of the December 10, 2019 meeting. Ms. Windisch seconded. Approved with all in favor.

Committee Reports:

- Ms. Eaton noted that there needed to be a change in the matrix numbers on the membership and marketing committee minutes. Staff is tasked to update those before they are posted on the website.

Treasurer's Report (Ms. Harlan):

- Ms. Harlan **motioned** that in an anticipation of the annual advance office rental payment of \$31,450 for 2021 (due in December 2020) an about of \$2,860 (1/11 of total) be transferred monthly from the SECU operating funds to the SECU saving account. Ms. Windisch seconded. Approved with all in favor.
- Mr. McConoughey is tasked to put the account codes on the Board SharePoint.
- Staff is tasked to contact Nan Blake and let her know we will not be needing her secretarial services for 2020.
- Mr. McConoughey is tasked to contact BJ's to get a new card.

Management Report (Mr. McConoughey):

- Mr. McConoughey and staff are tasked to start to get together a new sponsorship brochure that lists all sponsorship event pricing and benefits by the March or April meeting that will help to promote future sponsorships in 2021.
- Mr. McConoughey is tasked to add the definitions of the terms on the social media slides.
- Ms. Eaton noted that it would be beneficial to have a staff member with a computer at the registration area at the Breakfast Seminars to help members who may be having difficulty activating their memberships on the new website. Ms. Windisch suggested that a tutorial or YouTube video be put together as well.
- Mr. McConoughey is tasked to reach out to Lisa Meck with Legum & Norman regarding more details on having a table at their Expo. He is also going to ask her to send us a calendar of their events.
- Ms. Eaton has tasked the staff with adding the staff action item list to the Board SharePoint.
- Mr. McConoughey is tasked to create a list of monthly Board meeting folders in the Board SharePoint and send the links to the Board in a separate document.
- Mr. McConoughey and staff are tasked to research live streaming our Chapter Breakfast Seminars. This will be an agenda item at the June meeting.

Old Business:

- Ms. Swartwood **motioned** to approve the L.E.A.D. committee Charter as amended. Ms. Harlan second. Approved with all in favor.
- Mr. McConoughey noted that we will have a table in the lounge at the Washington Metro EVOLUTION expo.

New Business:

- Ms. Windisch **motioned** to approve the staff position descriptions as submitted. Ms. Swartwood seconded. Approved all in favor.
- Ms. Swartwood **motioned** to elect Ms. Windisch as President-Elect, Ms. Rapaport as Vice President and Ms. Harlan as Treasurer. Ms. Zander seconded. Approved with all in favor.
- Ms. Eaton **motioned** to elect Ms. Swartwood as Secretary. Ms. Windisch seconded. Approved with all in favor.
- Ms. Swartwood **motioned** that the finance committee consist of Ms. Eaton, Mr. Anderson and Ms. Harlan. Ms. Windisch seconded. Approved with all in favor.
- It was approved by consensus that the 2020 Committee Board Liaisons are as follows:
 - Golf – Ms. Rae
 - Expo – Ms. Zander
 - Social – Ms. Harlan
 - Membership & Marketing – Mr. Anderson
 - Delmarva – Ms. Swartwood
 - Newsletter – Ms. Windisch
 - Education – Ms. Rapaport
 - L.E.A.D – Ms. Windisch
- Staff is tasked with starting a spreadsheet to keep track of when committee chairs served their term starting from 2019. A committee chair may serve for three years.

- Ms. Eaton informed the Board that the Chair, Vice-Chair and Board Liaison meeting will be held on Tuesday, January 28th at 10:00 am. Staff is tasked to make sure the MSDA meeting space is available on that day.
- Ms. Eaton is tasked with obtaining the updated Chesapeake Employers Insurance.
- Ms. Eaton **motioned** to approve the committee charters as amended. Ms. Harlan seconded. Approved with all in favor.
- Staff is tasked with putting the updated Charter's on SharePoint as well as giving the Board a hardcopy once they are received.
- Mr. McConoughey is tasked with sending the Board the deadline schedule him and Ms. Eaton had put together.
- Ms. Harlan is tasked to do some research for alternatives to using badges during events due to the amount of staff time it takes up. Ms. Rapaport suggested putting together a survey for the members to get their input. Ms. Harlan will be sending the Board her research and this will be revisited at the February or March meeting.

Adjournment:

- Ms. Swartwood motioned to adjourn the meeting a 11:41 am. Ms. Windisch seconded. Approved with all in favor.

Next meeting:

- The next Board meeting will be held on Wednesday, February 19th at 12:30 pm following the Breakfast Seminar at Michael's Eighth Avenue in Glen Burnie, MD.