

**Chesapeake Region Chapter
Board of Director's Minutes
Monday, January 13, 2025
9:00 am
Zoom meeting**

Attendance: Noni Roan, President
Gary Saylor, President-Elect
Cindy McKoin, Vice-President
Jennifer Melson, Secretary
Michelle Jones, Treasurer
James Anderson, Director
Hillary Collins, Director
B.K. Swartwood, Director

Absent: Rebecca Clemson-Petrik, Director

Chapter Staff: Valerie Lykins, Executive Director, Angela Marsh, Marketing and Events Manager,
Mahogani Brevett, Administrative Specialist

Call to Order

The meeting was called to order by Ms. Roan at 9:05 am.

Approval of Minutes

- Ms. Swartwood **motioned** to approve the Board of Directors meeting minutes dated December 4, 2024. Mr. Saylor seconded. VOTE: (6-0-2). Ms. Jones and Ms. Melson abstained since they were not present at the December meeting. Motion passed.
- The Board sent the December 6, 2024, Annual Meeting minutes for review. They will be approved at the 2025 Annual Meeting.

Officer Election

- **Organizational Meeting**
 - Ms. Roan **motioned** to elect the following Executive Committee for 2025 - Ms. Jones as the Chapter President-Elect, Ms. McKoin as the Chapter Vice-President, Ms. Swartwood as the Chapter Treasurer, and Ms. Melson as the Chapter Secretary. There was not a second on the motion. Motion failed.
 - Ms. Swartwood **motioned** to elect the following Executive Committee for 2025 - Mr. Saylor as the Chapter President-Elect, Ms. McKoin as the Chapter Vice-President, Ms. Jones as the Chapter Treasurer, and Ms. Melson as the Chapter Secretary. Ms. Collins seconded. VOTE (8-0-0). All in favor. Motion passed.
- **Board roster** – Ms. Lykins & staff will finish updating the Board roster and website with the 2025 Board information

- **2025 Committee Liaisons**

- The Board agreed by consensus to approve the 2025 Board Liaisons:
 - Communications – Ms. McKoin
 - Delmarva – Mr. Saylor
 - Education – Ms. Jones
 - Expo – Mr. Anderson
 - Golf – Ms. Clemson-Petrik
 - Legislative – Ms. Collins
 - Magazine – Ms. Melson
 - Membership – Ms. Roan
 - Social – Ms. Swartwood

- **Finance Committee**

- The Board agreed by consensus to approve the 2025 Finance committee:
 - Ms. Jones, Manager, Chair
 - Ms. Roan, Business Partner
 - Mr. Saylor, Business Partner
 - Ms. Swartwood, Community Association Volunteer Leader
 - Rebecca Clemson-Petrik, Manager
- Ms. Lykins will remove Mr. Anderson and Ms. Clemson-Petrik as signatories on the First National and Morgan Stanley bank accounts and will add Ms. Roan and Ms. Jones.
- The committee will meet this month to review the 2024 financials and finalize the 2025 Chapter budget.

- **Nominating Committee**

- The Board agreed by consensus to approve the 2025 Nominating committee:
 - Mr. Anderson, Business Partner, Chair
 - Mr. Saylor, Business Partner
 - Ms. Baldry, Business Partner
 - Ms. Swartwood, Community Association Volunteer Leader
 - Ms. Bennett, Manager

- **Code of Conduct** – Ms. Lykins sent the Board members the code of conduct to sign and send back to her.

Strategic Planning

- The committee strategic planning objective discussion will be tabled until next month.
- The communications committee can move forward with their objectives as long as there is no cost to the Chapter.

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 Annual Social, a 2025 Sponsorship update, information on upcoming events and the Fall/Winter Beacon statistics.

Old Business

- No update

New Business

- **New laptops for Staff**

- Ms. Jones **motioned** to approve the purchase of two laptops for the Chapter staff. Mr. Saylor seconded. VOTE (8-0-0). All in favor. Motion passed.

- **Insurance Renewal**

- Ms. Lykins has not yet received the insurance renewal.

Recess and Resumption

The Board meeting was recessed at 10:02 AM to allow the Board to participate in Board training with Crystal Wallace from CAI National.

The meeting resumed at 10:58 AM.

- **Committee Action Items**

- **Communications Committee**

- Ms. McKoin will ask the committee for an itemized budget and breakdown for the Chapter website.

- **Education Committee**

- Ms. McKoin **motioned** to approve the cancellation of the January 28th Homeowner Webinar due to the constant changes regarding the Corporate Transparency Act and will defer to the education committee for alternative topics and dates. Ms. Jones seconded. VOTE (8-0-0). All in favor. Motion passed.
- Ms. Marsh will inform the January coordinators of the webinar cancellation and Ms. Lykins will notify the registrants.

- **Legislative Committee**

- The committee has asked the board to promptly consider any items necessary once submitted by the committee due to specific deadlines.

- **Membership Committee**

- Mr. Saylor **motioned** to change the name of the membership committee to the Membership Engagement Committee. Ms. Melson seconded. VOTE: (6-2-0). Ms. Roan and Ms. McKoin opposed. Motion passed.
- Ms. Melson motioned to approve the proposed changes to the Ambassador Program outline. Ms. Roan seconded. VOTE (8-0-0). All in favor. Motion passed.

Ms. Swartwood left the meeting at 11:15 am.

- **June Seminar/Happy Hour Sponsorship Structure & Pricing**

- The Board agreed by consensus that the Chapter will not offer tables for Sponsors at our June 11th Seminar/Happy Hour, and will have two ticket rates, one for members and one for non-members.

- **LA Fire Donation**

- Ms. Jones **motioned** that the Chapter sends out the email to membership from CAI National regarding the LA fires and opposes the Chapter making a personal donation. Ms. Melson seconded. VOTE (7-0-0). All in favor. Motion passed.

- **Charting Your Course**

- Ms. Lykins will send the updated Charting Your Course slides to the committee chairs and vice chairs.

Adjournment:

- Mr. Saylor has requested adjournment to the meeting at 11:49 am. Ms. Roan seconded. VOTE (7-0-0). Motion passed.

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