

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, January 7, 2026
9:00 am
Zoom meeting**

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

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

Ms. Lykins gave the Board training presentation from 9:02 am to 9:36 am.

Call to Order

The meeting was called to order by Mr. Saylor at 9:36 am.

Approval of Minutes

- Ms. Swartwood **motioned** to approve the Board of Directors meeting minutes dated December 3, 2025. Ms. Jones seconded. VOTE: (9-0-0). All in favor. Motion passed.
- Ms. Swartwood **motioned** to approve the Board of Directors meeting minutes dated December 19, 2025. Ms. Clemson-Petrik seconded. VOTE: (9-0-0). All in favor. Motion passed.
- The Board was provided the December 10, 2025, Annual Meeting minutes for review.

Treasurers Report

- There was no treasurers report given at this time.

Officer Election

- **Organizational Meeting**
 - Ms. Swartwood **motioned** to elect the following Executive Committee for 2026 - Ms. Jones as the Chapter President-Elect, Ms. Swartwood as the Chapter Vice-President, Ms. Zayas as the Chapter Treasurer, and Ms. Collins as the Chapter Secretary. Ms. Jones seconded. VOTE (9-0-0). All in favor. Motion passed.
 - **Board roster** – Ms. Lykins & staff will finish updating the Board roster and website with the 2026 Board information
 - Ms. Lykins reminded the Board to send in their code of conduct.
 - Ms. Swartwood **motioned** to approve the following Finance & Nominating committee members for 2026:
Finance Committee:
 - Ms. Zayas, Manager, Chair

- Ms. Jones, Manager
- Mr. Saylor, Business Partner
- Ms. Bencivenni, Business Partner
- Ms. Nadeau, Manager

Nominating committee:

- Mr. Anderson, Business Partner and Past-President, Chair
- Ms. Jones, Manager
- Ms. McKoin, Community Association Volunteer Leader
- Ms. Baldry, Business Partner
- Ms. Brady, Business Partner

Ms. Jones seconded. VOTE (9-0-0). All in favor. Motion passed.

- Ms. Lykins will update the Chapter bank accounts.

• **Board Liaisons**

Ms. Swartwood **motioned** to approve the following Board liaisons for 2026:

- Communications – Mr. Saylor
- Delmarva – Mr. Saylor
- Education – Ms. Jones
- Expo – Ms. Swartwood
- Golf – Ms. Clemson-Petrik
- Legislative – Ms. Collins
- Magazine – Ms. McKoin
- Membership – Ms. Nadeau
- Outreach – Ms. Bencivenni
- Social – Ms. Zayas

Ms. McKoin seconded. VOTE (9-0-0). All in favor. Motion passed.

Old Business

• **Strategic Planning Update**

- Ms. McKoin **motioned** to approve the Chapter's Strategic Plan with the recommended changes and additions. Ms. Swartwood seconded. VOTE (9-0-0). All in favor. Motion passed.

• **Outreach Committee**

- Ms. Jones **motioned** to approve the establishment of a Chapter Outreach committee as well as the committee charter with the caveat that the membership committee is notified of this change before it is published to the membership. Ms. Swartwood seconded. VOTE (9-0-0). All in favor. Motion passed.
- The committee chair and vice-chair will be established after Charting Your Course this month.

New Business

- **Committee Action Items**
 - **Delmarva Committee**
 - **Title and Description for the April Breakfast Seminar**
 - Ms. McKoin motioned to approve the title and description for the April 10th Delmarva Breakfast Seminar. Ms. Swartwood seconded. VOTE (9-0-0). All in favor. Motion passed.
 - **Happy Hour Contract on November 12th**
 - Ms. Nadeau **motioned** to approve the Happy Hour contract at Sirocco Food & Drink at the Coast Rehoboth Beach Hotel on Thursday, November 12th. Ms. Swartwood seconded. VOTE (9-0-0). All in favor. Motion passed.
 - **Joint Chapter Committee**
 - Ms. Jones **motioned** to approve the location and contract for the Joint Chapter event on Thursday, August 13th at The Maryland Jockey Club in Laurel, MD pending the approval from the Washington Metro Chapter. Ms. Swartwood seconded. VOTE (9-0-0). All in favor. Motion passed.
 - **Social Committee**
 - Ms. Jones **motioned** to approve the Rolling Road contract for the Annual Social on Thursday, December 3, 2026. Ms. Swartwood seconded. VOTE (9-0-0). All in favor. Motion passed.
 - **2025 Chapter Annual Report**
 - Ms. Jones **motioned** to approve that Ms. McKoin and Ms. Swartwood may begin working on the 2025 Chapter Annual Report. Ms. Nadeau seconded. VOTE (9-0-0). All in favor. Motion passed.
 - **2026 Chapter calendar**
 - The Board agreed by consensus to add event times and topics of educational sessions to the Chapter calendar. Ms. Marsh will work with the designer to get this updated.

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, December 4th Annual Social final numbers and financials, December 10th Breakfast Seminar final numbers, financials, and survey results, January 15th Charting Your Course registration numbers, January 27th Homeowner Webinar registrations, and 2026 Annual and Breakfast Sponsorship registrations.

Adjournment:

- Ms. Swartwood **motioned** to adjourn the Board meeting at 10:38 am. Ms. Jones seconded. VOTE: (9-0-0). All in favor. Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, February 4th at 9:00 am via zoom.

