

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, July 1, 2026
9:00 am
Zoom meeting**

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

Absent: Rebecca Clemson-Petrik, Director, B.K. Swartwood, Vice-President

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

Call to Order

The meeting was called to order by Mr. Saylor at 9:04 am.

Approval of Minutes

- Ms. McKoin **motioned** to approve the Board of Directors meeting minutes dated May 27, 2026. Ms. Jones seconded. VOTE: (7-0-0). All in favor. Motion passed.

Treasurers Report

- Ms. Zayas reported that the financial statements they received from the accountant ending May 31, 2026, had inaccurate coding and that the finance committee is working on recommendations for a new bookkeeper. The accountant is working on updating the current statements.

Old Business

- Ms. Lykins reported that the recommendations for a new bookkeeper will be on the August agenda. The finance committee would like the new accounting firm to begin in January of 2027.

New Business

- **Committee Action Items**
 - **Communications Committee**
 - Mr. Jones **motioned** to approve the one-page customer service flyer presented by the communications committee with the noted changes of the speaker's titles. Ms. Nadeau seconded. VOTE: (7-0-0). All in favor. Motion passed.
 - The new form submission for Testimonial Tuesday was tabled until the next meeting.

- **Expo Committee**
 - Ms. Jones **motioned** to approve the 2026 Expo budget. Ms. Nadeau seconded. VOTE: (7-0-0). All in favor. Motion passed.
- **Outreach Committee**
 - Ms. Jones **motioned** to approve the Outreach Committee's request to collect food donations for the Anne Arundel County Food Bank at the October Expo. Ms. Zayas seconded. VOTE: (7-0-0). All in favor. Motion passed.
- **Maryland LAC**
 - Ms. Jones **motioned** to approve appointing Charlene Morrazani Hood as a Chapter Delegate on the MDLAC so that she can become a full voting member for the next year starting October 1, 2026. Ms. Zayas seconded. VOTE: (7-0-0). All in favor. Motion passed.
 - Ms. Jones **motioned** to approve that the MDLAC be able to place a 2'x 3' placard at their LAC table at the Expo that thanks their supporters and add the names of their supporters on the LAC materials handed out that day as a thank you. Ms. McKoin seconded. VOTE: (7-0-0). All in favor. Motion passed.
 - The Board will continue the discussion of the Chapter holding an event next year to support LAC fundraising at the Board Retreat.
- **Advertising for the West Virginia Chapter Golf Outing**
 - Ms. Jones **motioned** to approve the Chapter promoting the West Virginia Chapter's Golf Outing. Ms. Nadeau seconded. VOTE: (7-0-0). All in favor. Motion passed.
- **CD recommendation for maturing CD in July 2026**
 - Ms. Jones **motioned** to approve of the finance committee's recommendation to reinvest in the CD with Morgan Stanley for four years at a 4.35% interest rate. Ms. McKoin seconded. VOTE: (7-0-0). All in favor. Motion passed.
- **Board Meeting September Date Change**
 - The Board agreed by consensus to change the date of the September Board meeting from September 2nd to September 9th at 10:00 am.
- **Delaware taskforce/LAC**
 - The Board will continue the discussion of the Delaware taskforce becoming a Delaware LAC in the next few years at the Board retreat.

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, Winter/Spring Beacon Magazine statistics, June 16th Turf Valley Golf Outing foursome and sponsorship sales (financials will be available in August), July 10th Crab Feast registration and sponsorship numbers, July 15th Community of the Year submissions, August 13th Joint Chapter registration and sponsorship numbers, August 28th Monocacy clean-up registrations and Expo booth and table-top registrations.
- The Board expressed concern regarding membership numbers dropping. Ms. Lykins noted the majority of members that we lose are Associations. Ms. Nadeau offered to write a Beacon article about CAI'S mission, vision and the benefits of having educated Board members through CAI.

Adjournment:

- Ms. Zayas motioned to adjourn the meeting at 10:23 am. Ms. Jones seconded. VOTE: (7-0-0). All in favor. Motion passed.

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