

**Chesapeake Region Chapter  
Board of Director's Minutes  
Wednesday, June 4, 2025  
9:00 am  
Zoom meeting**

**Attendance:** Gary Saylor, President  
Cindy McKoin, Vice-President  
Michelle Jones, Treasurer  
Jennifer Melson, Secretary  
James Anderson, Director  
Rebecca Clemson-Petrik, Director  
Hillary Collins, Director (*joined 9:54 am*)  
B.K. Swartwood, Director (*joined at 9:20 am*)

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

**Call to Order**

The meeting was called to order by Mr. Saylor at 9:01 am.

**Approval of Minutes**

- Ms. Jones **motioned** to approve the Board of Directors meeting minutes dated April 30, 2025. Ms. Melson seconded. VOTE: (5-0-1). Mr. Anderson abstained from the vote since he was not at the April 30<sup>th</sup> meeting. Motion passed.

**Treasurers Report**

- Ms. Jones noted that moving forward Ms. Lykins will provide a summary of the financials in the Board packet. Overall, she reported that the financials look good.

**Old Business**

- **IRA Contribution**
  - Ms. Jones noted that she is waiting for the final amount from the accountant of what should be added to Ms. Marsh's IRA account. She noted that this should be finalized in the next few weeks.
- **Cyber Security**
  - Ms. Lykins noted that the Chapter's insurance company is gathering policies for the Board to review. They should be available for review at the next meeting.
- **Collection Fees**
  - The Board agreed by consensus to add a statement to Chapter invoices that states "This invoice may be subject to additional fees and loss of sponsorship if not paid within 30 days."
  - Ms. Lykins will send the suggested wording to Ms. Collins for review. The Board will vote to approve the final statement via email.
- **Charitable Support Policy**
  - Ms. Jones **motioned** to approve the Charitable Support Policy as written with edits. Ms. Melson seconded. VOTE: (6-0-0). All in favor. Motion passed.

- Ms. McKoin **motioned** to ratify the Board approval by email on May 13, 2025, to hire CPA, Daniel Bowman with Brown, Edwards, & Company, L.L.P. to provide the amount that is owed to Angela Marsh for her simple IRA to include her payroll deducted amount since January 27, 2023 through May 16, 2025, the matching employer 3%, and the earnings since January 27, 2003. Ms. Jone seconded. VOTE: (6-0-0). All in favor. Motion passed.

*Ms. Swartwood joined the meeting at 9:20 am.*

### **New Business**

- **Vacant Board Position**
  - Ms. McKoin **motioned** not to fill the vacant Board of Directors position for the remainder of 2025. Ms. Melson seconded. VOTE: (7-0-0). All in favor. Motion passed.
- **Finance Committee Member**
  - Mr. Saylor appointed Ms. Melson to fill the vacant position on the finance committee.
- **Membership Committee Liaison**
  - The Board agreed by consensus that Ms. Melson take over as the membership committee Board Liaison.
- **Committee Action Items**
  - **Communications Committee**
    - Ms. Swartwood **motioned** to approve the brochure submitted by the communications committee without the statement removed at the bottom from CVI. Ms. Jones seconded. VOTE: (7-0-0). All in favor. Motion passed.
  - **Delmarva Committee**
    - Ms. Swartwood **motioned** to accept the recommendations submitted from the Delmarva committee for the 2025 Expo booth, sponsorship and attendee prices. Ms. Clemson-Petrik seconded. VOTE: (7-0-0). All in favor. Motion passed.
  - **Expo Committee**
    - Ms. Swartwood **motioned** to accept the recommended \$5 increase for attendee pricing at the October 6<sup>th</sup> Expo. Ms. Melson seconded. VOTE: (7-0-0). All in favor. Motion passed.
  - **Magazine Committee**
    - Action items tabled as the survey was not received.

*(Ms. Collins joined the meeting at 9:54 am)*

- **Membership Engagement Committee**
  - Ms. Swartwood **motioned** to approve the proposal submission from the Membership Engagement Committee regarding a partnership with the Potomac Conservancy for a “Community Hub” cleanup event with the caveat that they submit an article for publication in the Beacon Magazine. Ms. Melson seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Chapter PO Box**
  - Ms. Melson **motioned** to approve that once additional keys are made, Ms. Swartwood would pick up the Chapter’s mail from the post office once and week

and mail it to Ms. Lykins. Ms. Swartwood will be reimbursed for any expenses for postage, shipping and envelopes. Mr. Saylor offered to fill in for Ms. Swartwood if she is out of town or unable to pick up the mail. As a backup option, the Chapter is able to pay \$25.00 to have the mail forwarded. Ms. Swartwood seconded.

VOTE: (8-0-0). All in favor. Motion passed.

- **2026 Calendar**

- Ms. Lykins provided a draft of the 2026 calendar to be reviewed and finalized at a later date.
- The Board agreed by consensus that the Chapter revisit holding the Joint Chapter Event in 2026. Ms. Lykins will check with the Washington Metro Chapter to see if they are interested.
- The Board agreed by consensus to hold a Chair/Vice-chair meeting in December with the 2026 committee chairs as well as one in June rather than quarterly.
- Ms. Jones **motioned** to approve adding Martin Luther King Day (Jan. 14<sup>th</sup>), President's Day (Feb. 16<sup>th</sup>) and Juneteenth (June 19<sup>th</sup>) as paid holidays for the Staff in 2026. Ms. Melson seconded. VOTE: (8-0-0). All in favor. Motion passed.

- **2026 Sponsorships**

- The Board agreed by consensus to review the 2026 Sponsorship booklet further after the Chapter budget is prepared.

- **Committee Liaison Duties**

- This was tabled until the July meeting.

### **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, Winter/Spring Beacon Magazine statistics, final numbers and survey results from the Delmarva Golf Outing, May 15<sup>th</sup> Homeowner Webinar final numbers and survey results, June 5<sup>th</sup> Marley Glen Carnival volunteer numbers, June 10<sup>th</sup> Educational Seminar sponsorships and registrations, Norbeck Golf Outing sponsorships and foursomes sold, BEPS Webinar registration numbers, and Crab Feast sponsorships and registrations sold.

### **Adjournment:**

- Ms. McKoin motioned to adjourn the meeting at 10:54 am. Ms. Swartwood seconded. VOTE: (8-0-0). All in favor. Motion passed.

**Next meeting:** The next Board meeting will be held on Wednesday, July 2, 2025, at 9:00 am via zoom.