

**Chesapeake Region Chapter
Board of Director's Minutes
Tuesday, March 3, 2026
9:00 am
Zoom meeting**

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

Absent: B.K. Swartwood, Vice-President

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

In Attendance (non-voting): Donna Clayton, Homeowner Observer, Twelve Trees Condominium

Call to Order

The meeting was called to order by Mr. Saylor at 9:05 am.

Approval of Minutes

- Ms. Jones **motioned** to approve the Board of Directors meeting minutes dated February 4, 2026. Ms. Bencivenni seconded. VOTE: (8-0-0). All in favor. Motion passed.

Treasurers Report

- The January balance sheet and budget vs. actuals were provided to the Board. The accountant is working on updating some coding and the February reports will be provided in the April Board packet.

Old Business

• **2025 Chapter Annual Report**

- Ms. McKoin and Ms. Lykins put together a rough draft on the 2025 Annual Report. Ms. Swartwood will also be going through the report to make additional edits. Once the draft is complete, Ms. Lykins will send it to the designer to begin working on the layout.
- Ms. Collins **motioned** to approve to remove the service medallion logo from the 2025 Annual Report and that Mr. Saylor be listed as the 2025 Chapter President. Ms. Nadeau seconded. VOTE: (8-0-0). All in favor. Motion passed.
- Ms. Nadeau suggested adding a picture from Captain's Cove on the cover.

New Business

- **Committee Action Items**
 - **Communications Committee one-page flyers**
 - Ms. Jones **motioned** to approve the flyers that were presented by the Communications Committee that they would like to send to Management Companies and Homeowners with the addition of adding the title to the May Education Seminar and Happy Hour. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - **Finance Committee**
 - Ms. Jones **motioned** to approve purchasing two CDs in the amount of \$75,000 for twelve months at First National Bank at 3.5% and that when the July 2026 CD matures, to leave the money in the Chapter Money Market account as cash. Ms. Zayas seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - **Membership Committee**
 - Ms. Zayas **motioned** to approve that the Chapter purchase yellow lanyards for Board Members, membership committee members and ambassadors to wear at educational events rather than asking new members to wear them. Ms. Nadeau seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - **Social Committee**
 - Ms. Jones **motioned** to approve the Educational Seminar and Happy Hour budget. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - The Board approved by consensus to approve a Grinch theme for the Annual Social in December.
- **Board Retreat Date**
 - Ms. Lykins will send out a doodle poll for possible Board Retreat dates.
- **Staff Cell Phones**
 - The Board agreed by consensus that Ms. Lykins may get rid of two of the Chapter staff cell phones.
- **Chapter Policies Task Force**
 - The Board agreed by consensus that the Chapter policies be reviewed every two years. Ms. Lykins will add this to the 2027 agendas.

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, February 18th Breakfast Webinar registration numbers, financials, and survey results, March 11th Breakfast Seminar registration numbers, April 10th Delmarva Breakfast Seminar registration numbers, Delmarva Golf Outing foursomes and sponsorships sales, 2026 Annual and Breakfast Sponsorship registrations, and an update on the new CAI West Virginia Chapter.

Adjournment:

- Ms. McKoin **motioned** to adjourn the Board meeting at 10:20 am to go into Executive Session. Ms. Nadeau seconded. VOTE: (8-0-0). All in favor. Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, April 1st at 9:00 am via zoom.