

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, March 5, 2025
9:00 am
Zoom meeting**

Attendance: Noni Roan, President
Gary Saylor, President-Elect
Cindy McKoin, Vice-President
Michelle Jones, Treasurer
Jennifer Melson, Secretary
Hillary Collins, Director

Absent: James Anderson, Director
Rebecca Clemson-Petrik, Director
B.K. Swartwood, Director

Chapter Staff: Angela Marsh, Marketing and Events Manager, Mahogani Brevett, Administrative Specialist

Call to Order

The meeting was called to order by Ms. Roan at 9:02 am.

Approval of Minutes

- Ms. Melson **motioned** to approve the Board of Directors meeting minutes dated February 5, 2025. Ms. McKoin seconded. VOTE: (6-0-0). All in favor. Motion passed.

Treasurers Report

- Ms. Jones stated that the 2024 financials are complete as well as the 2025 budget. Ms. Jones and Ms. Lykins will be working with the finance committee to rebuild and reformat the budget for 2026.
- Ms. Melson **motioned** to approve the Chapter's 2025 budget. Ms. McKoin seconded. VOTE: (6-0-0). All in favor. Motion passed.
- Ms. Jones proposed and the Board agreed by consensus that the finance committee approve bank and credit card statements at the committee level and that the Board review the monthly financial statements.

Old Business

- **Strategic Planning Charter**
 - Ms. Jones **motioned** to approve the Strategic Planning Committee Charter as presented. Ms. Melson seconded. VOTE: (6-0-0). All in favor. Motion passed.
- **June 10th Seminar & Happy Hour**
 - Ms. Jones **motioned** to approve the social committee's suggestion of Option #1 (Kasava & Blind Tiger) as the caterer and bartender for the June 10th Seminar & Happy Hour event. Mr. Saylor seconded. VOTE: (6-0-0). All in favor. Motion passed.
 - Ms. Jones **motioned** to approve the June 10th Seminar & Happy Hour sponsorships, attendee pricing & budget. Ms. Melson seconded. VOTE: (6-0-0). All in favor. Motion passed.

New Business

- **Committee Action Items**
 - **Social Committee**
 - **Annual Social**
 - The Rolling Road contract was approved by consensus.
 - **Crab Feast**
 - Mr. Saylor **motioned** to approve the 2025 Crab Feast budget. Ms. Jones seconded. VOTE: (6-0-0). All in favor. Motion passed.
 - Ms. Melson **motioned** to approve the Crab Feast sponsorships and attendee pricing. Mr. Saylor seconded. VOTE: (6-0-0). All in favor. Motion passed.
 - **Joint Chapter**
 - The Board reviewed the Joint Chapter Event contract for Smokey Glen Farm. Ms. Roan noted that the proposed September date was the same date as the CEOMC conference.
 - Mr. Saylor **motioned** to not hold a Joint Chapter Event this year. Ms. Jones seconded. VOTE: (6-0-0). All in favor. Motion passed. The Board is open to possibly revisiting the idea in 2026.
 - **Glen Riddle Rain Date**
 - The Board reviewed Glen Riddle's rain date policy.
 - **Delmarva Expo**
 - Mr. Saylor **motioned** to approve the contract for the Rehoboth Beach Convention Center for the Delmarva Expo on November 13th & 14th. VOTE: (6-0-0). All in favor. Motion passed.
 - Ms. Jones **motioned** to approve the letter of intent confirming Sposato Landscape as the sponsor of the Rehoboth Beacon Convention Center location for the Delmarva Expo. Mr. Saylor seconded. VOTE: (6-0-0). All in favor. Motion passed.
 - **Chapter Charitable Support Policy-draft**
 - The Board agreed by consensus that the drafted policy was a good start, and that the committee move forward with the suggested edits given by the Board regarding not entertaining monetary requests.

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, final numbers and survey results from the for the February 19th Breakfast Webinar, 2025 sponsorships, March 19th Breakfast Seminar registrations, April 11th sponsorships sold and registration numbers, Delmarva Golf Outing sponsorships and foursomes sold, sponsorships sold for the Norbeck Golf Outing and updates from CAI National.

Adjournment:

- The meeting was adjourned by consensus at 10:02 am.

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