Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, May 27, 2026
9:00 am
Zoom meeting

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

Absent: Rebecca Clemson-Petrik, Director, Michele Nadeau, Director

Chapter Staff: Valerie Lykins, Executive Director, Mahogani Brevett, Administrative Specialist

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

Approval of Minutes
- Ms. Swartwood motioned to approve the Board of Directors meeting minutes dated May 6, 2026. Ms. McKoin seconded. VOTE: (7-0-0). All in favor. Motion passed.

Treasurers Report
- The Finance Committee is awaiting corrections to the Balance Sheet, removing inactive line items.
- Ms. Lykins reported that the $3,000.00 in uncategorized income was removed and not moved to any other line item.
- Ms. Lykins will follow up with Confluent regarding the 2026 Annual Sponsorships being accounted for.

Old Business
- Ms. Lykins has interviewed two prospective accountants and plans to interview two more after returning from National. Three proposals received including the current Bookkeeper.

New Business
- **Committee Action Items**
  - **Communications Committee**
    - The Board agreed by consensus that the Communications Committee may continue developing one-page documents on the customer service topic presented at the May 13th Seminar. These materials will be shared with the membership through social media platforms and the Chesapeake website, with suggested edits

to use the membership type terminology commonly used by the chapter. VOTE: (7-0-0). All in favor. Motion passed.

- **Education Committee**
  - The Board agreed by consensus to allow business partners who sponsor educational seminars to speak for up to 15 seconds at the conclusion of the seminar, following the Q&A session and prior to prize announcements, provided time permits and the presentation coordinator/monitor enforce strict time limits. VOTE: (7-0-0). All in favor. Motion passed.
- **Expo Committee**
  - Ms. Jones motioned to approve the $5 dollar increase for all attendee tickets for the 2026 Annual Expo & Symposium. Ms. Swartwood seconded. VOTE: (7-0-0). All in favor. Motion passed.
- **Joint Chapter**
  - Ms. Jones motioned to approve the Joint Chapter Event budget as presented. Ms. Swartwood seconded. VOTE: (7-0-0). All in favor. Motion passed.
- **Maryland LAC**
  - Ms. Jones moved to approve a $10,000 donation to the LAC, as budgeted. The motion was amended to proceed with the $10,000 donation and to direct the Finance Committee to revisit the budget in December to determine whether an additional contribution is feasible. Ms. McKoin seconded the amended motion. VOTE: (7-0-0). All in favor. Motion passed.
  - Ms. Swartwood motioned that, if the LAC requests a table for both expos, the Board approves the request in advance and authorizes Ms. Lykins to proceed with the necessary logistics. Ms. Collins seconded the motion. VOTE: (7-0-0). All in favor. Motion passed.

- **2027 Calendar of Events**
  - If Turf Valley is positively received, staff should proceed with exploring the booking and rescheduling of the golf outing to the first week of June and the Education Happy Hour to the third week of June for 2027.

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, May 4th Delmarva Golf Outing, financials, Delmarva Golf Outing foursomes and sponsorships sales, May 13th Education & Happy Hour registration and sponsorship numbers, June 16th Turf Valley Golf Outing foursome and sponsorship sales, July 10th Crab Feast registration and sponsorship numbers and July 15th Community of the Year submissions.

Other

- The Communications Committee is working on a think tank webinar outline.

Adjournment:

- Ms. Swartwood motioned to adjourn General Session and enter Executive Session. Ms. Jones seconded. VOTE: (7-0-0). All in favor. Motion passed.
  The General Session adjourned at 10:21., and Executive Session convened immediately thereafter.

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