

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, May 6, 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

Call to Order

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

Approval of Minutes

- Ms. Nadeau **motioned** to approve the Board of Directors meeting minutes dated April 1, 2026. Ms. Bencivenni seconded. VOTE: (8-0-0). All in favor. Motion passed.

Treasurers Report

- The Finance Committee has found some issues with coding done by the Chapter's accountant that needs to be updated.

Old Business

- **2025 Chapter Annual Report - Ratify email approval**
 - Ms. Jones **motioned** to ratify the Board's email vote approval of the 2025 Chapter Annual Report. Ms. Clemson-Petrick seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Board Consideration for new Bookkeeper in 2027**
 - Ms. Lykins and the Finance Committee are continuing to look into hiring a new accounting firm for 2027.

New Business

- **Committee Action Items**
 - **Delmarva Committee**
 - Ms. McKoin **motioned** to approve the 2026 Delmarva Expo budget. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.

- **Expo Committee**
 - Ms. Nadeau **motioned** to approve the 2026 Expo sponsorship pricing, Expo pipe and drape contract, and the Expo title and outline for the program. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Social Committee**
 - Ms. Nadeau **motioned** to approve the 2026 Annual Social budget. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Joint Chapter**
 - Ms. McKoin **motioned** to table the approval of the Joint Chapter Event budget until it has been corrected. Ms. Nadeau seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. Lykins will update the budget.
- **CAI National Case Study Opportunity**
 - Ms. Jones **motioned** to approve that Ms. Lykins create a draft email to the Chapter membership inquiring if any communities might be interested in serving as the subject association for a 2027 PCAM Case Study that she will send to the Board for approval. Ms. Nadeau seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **“Who We Are” Policies and Annual Report**
 - Ms. Nadeau **motioned** to approve Ms. McKoin’s revised “Who We Are” Chapter statement that she provided to the Board that will be updated in the Chapter policies, on the website and in the Annual Report. Ms. Zayas seconded. VOTE: (8-0-0). All in favor. Motion passed.

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, April 10th Delmarva Breakfast Seminar registration numbers, financials and survey results, Delmarva Golf Outing foursomes and sponsorships sales, May 13th Education & Happy Hour registration and sponsorship numbers, Turf Valley Golf Outing foursome and sponsorship sales, MD LAC – 2026 End of Session Report and CAI National’s letter to Ms. Lykins informing her she has been chosen to serve on the Chapter Leadership Committee.

Other

- The Board agreed by consensus that the Communications Committee may continue to expand on the customer service topic from the May 13th Seminar by creating one page documents that will be shared with the membership.

Adjournment:

- Ms. McKoin motioned to adjourn the Board meeting at 9:59 am. Ms. Clemson-Petrik seconded. VOTE: (8-0-0). All in favor. Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, May 27th at 9:00 am via zoom.