

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

Attendance: Gary Saylor, President
Cindy McKoin, Vice-President
Jennifer Melson, Secretary
Michelle Jones, Treasurer
James Anderson, Director
Rebecca Clemson-Petrik, Director
Hillary Collins, Director

Absent: B.K. Swartwood, Director

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 9:03 am.

Approval of Minutes

- Ms. McKoin **motioned** to approve the Board of Directors meeting minutes dated October 1, 2025. Ms. Melson seconded. VOTE: (7-0-0). All in favor. Motion passed.

New Business

- **Committee Action Items**
 - **Communications - Execution Plan: CRCAI Committee Involvement Campaign**
 - Ms. Clemson-Petrik **motioned** to approve the concept of the Communication's Committee CRCCAI Committee Involvement Campaign with a reduced number of emails as requested and with the understanding that any wording that is sent to the membership must be reviewed first by the Executive Director and staff. Ms. Collins seconded. VOTE: (7-0-0). All in favor. Motion passed.
 - **Education Committee – Changes to Pathway to 2026**
 - Mr. Saylor **motioned** adding Ms. Jones back as the coordinator for the Legal Tightrope Seminar on March 11, 2026, and putting the Manager speaker and/or HOL speaker from the property chosen as the 2025 Community of the Year Award back to presenting at the May Educational Happy Hour on Wednesday, May 13, 2026. Ms. Collins seconded. VOTE: (7-0-0). All in favor. Motion passed.
 - Mr. Saylor will reach out to the committee chair and coordinators with all changes from the Board.
- **Maryland LAC – Fundraising inquiry at Annual Social & member recommendation**
 - Ms. Collins **motioned** to approve the Maryland LAC holding a 50/50 raffle or silent auction at the Annual Social with the understanding that the Maryland LAC will handle

the workload and appointing Angela Vazquez as the Chapter delegate representative for the Maryland LAC. Ms. Jones seconded. VOTE: (7-0-0). All in favor. Motion passed.

- **2025 Chapter Awards**

- Mr. Saylor **motioned** to approve the following recipients of the 2025 Chapter Awards:
 - **Recruiter of the Year:** Christina Sites, Legum & Norman
 - **Beacon of Light:** Michelle Nadeau, Legum & Norman
 - **Volunteer of the Year:** Jeff Cheney, CWR & Beth Bencivenni, RestoreCore
 - **Educator of the Year:** Stephan Kaganzev, FirstService ResidentialMs. Clemson-Petrik seconded. VOTE: (7-0-0). All in favor. Motion passed.

- **2026 Maryland Live! Contract**

- Ms. Jones **motioned** to approve the Maryland Live! Contract for the Chapter's Expo on October 5, 2026. Mr. Anderson seconded. VOTE: (7-0-0). All in favor. Motion passed.

- **Active committee members/speaker gifts (\$25 Amazon gift card)**

- Ms. Jones **motioned** to approve sending a \$25 Amazon gift card to active 2025 committee members, speakers and coordinators. Ms. Clemson-Petrik seconded. VOTE: (7-0-0). All in favor. Motion passed.

- **2026 Crab Feast contract – Kurtz's Beach**

- Mr. Anderson **motioned** to approve the Kurtz Beach contract for the Chapter Crab Feast on Thursday, July 23, 2026. Ms. McKoin seconded. VOTE: (7-0-0). All in favor. Motion passed.

- **March 2026 meeting – change of date**

- Ms. McKoin **motioned** to approve moving the 2026 March Board meeting date from Wednesday, March 4th to Tuesday, March 3rd. Mr. Anderson seconded. VOTE: (7-0-0). All in favor. Motion passed.

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, Summer/Fall Beacon Magazine statistics, October Expo booths, tables, sponsorships and registrations sold, October Expo exhibitor and attendee survey results, Delmarva Expo booths, sponsorships, and registrations sold, October 15th Homeowner Webinar registrations and financials, October 24th OC Clean-Up Day registration numbers, Board Leadership Development Workshop registration numbers, December 4th Annual Social sponsorships and registrations, December 10th Breakfast Seminar registrations, and 2026 Annual and Breakfast Sponsorship registrations.

(Mr. Anderson left the meeting)

Treasurers Report

- Ms. Lykins and Ms. Jones provided the Board with the September financial summary, balance sheet and budget vs. actuals.
- The Chapter budget is projected to be available by the December Board meeting.

Old Business

- **Chapter Outreach Committee**
 - The Board approved by consensus having Ms. Lykins create a charter for the Chapter's Outreach Committee. The Board would like the charter to be focused on education, engagement, involvement and recruitment and letting the committee come up with objectives and goals they wish to accomplish once they are established.
- **Strategic Planning Update**
 - Ms. Lykins and Ms. Jones are still working together to update the Chapter's strategic plan.
- **Digitizing Archived Materials**
 - After reviewing pricing, Ms. McKoin does not think digitizing the Chapter archives may be necessary. She will provide some additional pricing at the next meeting.

Adjournment:

- Mr. Saylor **motioned** to adjourn the Board meeting at 10:48 am. Ms. Jones seconded. VOTE: (6-0-0). All in favor. Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, December 3rd at 9:00 am via zoom.