

**Chesapeake Region Chapter
Board of Director's Minutes
November 6, 2024
9:00 am
Zoom meeting**

Attendance: James Anderson, President
Noni Roan, President-Elect
Hillary Collins, Secretary
Cindy McKoin, Director
Gary Saylor, Director
B.K. Swartwood, Director
Gail Windisch. Director

Board Members Absent: Vicki Eaton, Vice-President
Rebecca Clemson-Petrik, Treasurer

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

Call to Order

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

Approval of Minutes

- Mr. Saylor **motioned** to approve the Board of Directors meeting minutes dated October 2, 2024, as amended. Ms. Roan seconded. VOTE: (6-0-0). All in favor. Motion passed.

Strategic Planning

- The 2025 Board liaisons will review the objectives written in the draft strategic plan with the new chairs and vice-chairs.
- Mr. Anderson will send an email to the chairs and vice-chairs to let them know there is no quorum requirement for committee meetings.

CED Management Report

- Ms. Lykins and Ms. Marsh prepared the CED Report on the following subjects: membership breakdown with numbers, social media/website/email engagement, October 7th Expo sponsorships, booth sales, attendee numbers, survey results, and financials, an update on the Homeowner Webinar registration numbers and financials, an update on Delmarva Expo sponsorships, booth, and registration numbers, an update on the Annual Social attendee numbers and sponsorships and the Summer/Fall Beacon statistics.
- Ms. Lykins shared CAI National's email with the Board regarding their lawsuit over the Corporate Transparency Act.

Old Business

- **Charter updates**
 - The Board will ensure the committee objectives in the strategic plan are in conjunction with the committee charters. This will be finalized in 2025.

New Business

- **Committee Action Items**
 - **Education Committee – Pathway to 2025**
 - Mr. Saylor **motioned** to approve the Pathway to 2025 with the suggested amendments. Ms. Windisch seconded. VOTE: (6-0-0). All in favor. Motion passed.
 - Mr. Anderson will inform the committee that the programs need to be an hour and a half long and offer two educational credits for members.
 - Mr. Anderson will inform the committee that the Board suggested adding additional landscaping information for the Tree Care Seminar.
 - **Expo Committee**
 - Ms. McKoin **motioned** to approve the 2025 Expo contract at Maryland Live! Casino on Monday, October 6th. Ms. Windisch seconded. VOTE: (6-0-0). All in favor. Motion passed.
 - **Social Committee**
 - Ms. Roan motioned to approve the 2025 Crab Feast contract at Kurtz Beach on Thursday, July 10th. Mr. Saylor seconded. VOTE: (6-0-0). All in favor. Motion passed.

(Ms. Swartwood joined the meeting at 9:35 am)

- **2025 Annual Sponsor Packet**
 - Mr. Saylor **motioned** to approve the 2025 Annual Sponsorship booklet as amended. Ms. Roan seconded. VOTE: (7-0-0-). All in favor. Motion passed.
 - Staff will make the amendments to the booklet and send out the information to the membership by the end of the month.
- **Ten Oaks Breakfast Seminar Contracts**
 - Mr. Saylor **motioned** to approve the 2025 Breakfast Seminar contracts at Ten Oaks Ballroom dated Wednesday, March 19th and Wednesday, December 10th. VOTE: (7-0-0-). All in favor. Motion passed.
- **Chapter Awards**
 - **Recruiter of the Year**- Based on CAI National's records, Staci Gelfound is the Chapter's Recruiter of the Year with 46 recruits.
 - **Beacon of Light** – Ms. Swartwood **motioned** to nominate Eddie Ramos for the Beacon of Light Award. Mr. Anderson seconded. VOTE: (7-0-0-). All in favor. Motion passed.
 - **Educator of the Year** – Mr. Saylor **motioned** to nominate Ellen Throop as the Educator of the Year. Ms. Swartwood seconded. VOTE: (7-0-0-). All in favor. Motion passed.
 - **Volunteer of the Year** – The Board agreed by majority that the Volunteer of the Year Awards would be given to Michelle Baldry, Michelle Jones, Don Plank and Lisa Meck.

- Mr. Anderson **motioned** to award all the winners with the Ambient Blue Acrylic Diamond Trophy. Mr. Saylor seconded. VOTE: (7-0-0-). All in favor. Motion passed.
- The committee agreed by consensus on the Chapter Awards wording that Ms. Lykins presented.

Adjournment:

- Mr. Anderson **motioned** to adjourn the meeting at 11:04 am. Mr. Saylor seconded. VOTE (7-0-0). Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, December 4th at 9:00 am.

The committee went into Executive Session at 11:05 am.