

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, October 1, 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
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 9:01 am.

Approval of Minutes

- Ms. Swartwood **motioned** to approve the Board of Directors meeting minutes dated September 3, 2025. Ms. Melson seconded. VOTE: (8-0-0). All in favor. Motion passed.

Treasurers Report

- Ms. Lykins and Ms. Jones provided the Board with the August financial summary, balance sheet and budget vs. actuals.
- The Chapter budget is projected to be available by the November Board meeting.
- Ms. Lykins noted that she has been working with Morgan Stanley regarding the Chapter receiving a 3.85% interest rate on one of the Chapter's CD but will be paid the remainder of the difference she was promised. She will get this in writing from Morgan Stanley.

Old Business

- **2026 Annual Sponsorships and Breakfast Sponsors**
 - Ms. Jones **motioned** to approve finalizing the 2026 Sponsorship packages which had no changes from the 2025 package. Ms. Swartwood seconded. VOTE: (8-0-0). All in favor. Motion passed.

New Business

- **Committee Action Items**
 - **Communications Committee**
 - Ms. Swartwood **motioned** to approve the October 6th Symposium & Expo flyer that the communications committee presented. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.

- **Education Committee**
 - Ms. Jones gave an update that there was a slight change in the topic for the Homeowner Webinar on October 15th from tree care to Fall landscaping due to speaker availability.
- **Golf Committee**
 - Ms. Swartwood **motioned** to approve the proposed foursome pricing of \$1,400 for the Turf Valley Golf Outing which is the same as the 2025 Golf Outing. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Membership Engagement Committee**
 - The Board did not approve of the committee's request to have staff write and send out monthly cards to new members. The Board is requesting that the committee submit a plan including who will be mailing, writing and sending the cards from the committee for Board approval. Ms. Melson will notify the committee of this request.
 - Ms. McKoin notified the Board that the clean-up at Monocacy Battlefield was very successful.
 - Ms. McKoin and Mr. Saylor notified the Board that the Prince George's County event was very successful and suggested considering having a Breakfast Seminar at the Crowne Plaza hotel in the future.
- **Social Committee**
 - Ms. Swartwood **motioned** to approve the DJ contract for the Annual Social. Ms. Melson seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Maryland LAC Donation Request**
 - Ms. McKoin **motioned** to approve the Chapter donating a \$10,000 contribution to Maryland LAC in 2025 to help pay for their lobbyist expenses. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. Collins will send Ms. Lykins the information on where to send the \$10,000 donation. Ms. Collins will request the amount the Maryland LAC will be asking for in 2026 for Chapter budgeting purposes.
 - Mr. Saylor suggested that the Chapter send out an e-mail blast to the membership from the Maryland LAC asking for donations.
- **Chapter Storage Unit**
 - Ms. Swartwood **motioned** the purchase of three storage lockers and materials needed in an amount not to exceed \$350 to store the Chapter archives in the storage unit. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. Jones asked Ms. McKoin to give her an estimate of how many boxes of archives will need to be digitalized for budget purposes.
- **Chapter Outreach Committee**
 - Ms. Jones **motioned** to approve establishing a Charter for a Chapter outreach committee. Ms. Melson seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Strategic Planning Update**
 - Ms. Lykins is working on updating the strategic plan as discussed at the Planning Retreat. Ms. Jones and Ms. McKoin will send her their updates by October 23rd.

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, Spring/Summer Beacon Magazine statistics, Sept 26th Clean Up Day registration numbers, October Expo booths, tables, sponsorships and registrations sold, Delmarva Expo booths, sponsorships, and registrations sold, October 15th Homeowner Webinar registrations, and the October 24th OC Clean-Up Day registration numbers.

Adjournment:

- Ms. Swartwood **motioned** to adjourn the Board meeting at 10:11 am. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, November 5th at 9:00 am via zoom.