

**Chesapeake Region Chapter
Board of Director's Minutes
September 4, 2024
9:00 am
Zoom meeting**

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

Board Members Absent: Vicki Eaton, 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. Anderson at 9:01 am.

Approval of Minutes

- Ms. Windisch **motioned** to approve the Board of Directors meeting minutes dated August 7, 2024. Mr. Saylor seconded. VOTE: (5-0-2). Ms. McKoin and Ms. Clemson-Petrik abstained because they were not in attendance for the August meeting. Motion passed.

Strategic Planning

- The Chapter Strategic Plan that was submitted by the Strategic Planning Committee will be reviewed at the September 25th Board Retreat.

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, Marley Glen registration numbers, September 10th Joint Chapter sponsorships and registrations, an update on the October 7th Expo sponsorships, booth, table and registration numbers, an update on Delmarva Expo sponsorships, booth, and registration numbers.
- Ms. Lykins shared CAI National's chapter membership data for the first half of the year including membership numbers, 12-month growth percentages and January-June 2024 retention percentages.

Old Business

- **Chapter Policy Review**
 - Ms. Swartwood **motioned** to approve the Chesapeake Region Chapter policies as presented. Mr. Anderson seconded. VOTE: (7-0-0). All in favor. Motion passed.

- **2025 Chapter Calendar**
 - Ms. McKoin **motioned** to approve the 2025 Chapter calendar. Ms. Swartwood seconded. VOTE: (7-0-0). All in favor. Motion passed.
- **Ratify – 2025 Golf Outing – Norbeck Country Club**
 - Ms. Swartwood motioned to ratify the Board's email vote to be reflected in the meeting minutes which approved the 2025 Golf Outing to be held at Norbeck Country Club. Ms. Windisch seconded. VOTE: (7-0-0). All in favor. Motion passed.
 - The Board would like the golf committee to present the pros and cons of their research for a 2026 Golf Outing venue by the Board's February meeting in 2025.

Ms. Collins joined the meeting at 9:18 am.

- **CAI National - LAC Nominations**
 - Ms. Windisch **motioned** to approve the nomination of Hillary Collins and Barbara Leonard for the CAI National LAC nominations. Ms. Clemson-Petrik seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Anne Arundel County HOA Checklist**
 - The Board agreed by consensus that the checklist was not submitted to the Board in a timely manner for them to review for approval by September 4th.

New Business

- **Committee Action Items/Committee Discussion**
 - **Communications Committee**
 - The Board agreed with the committee's request to have the 2025 TCP event advertised to the entire membership. The Board will come up with the criteria and limitations for applicants after working with Andy on what is needed for the event.
 - **Expo Committee**
 - Ms. Windisch **motioned** to approve giving away six complimentary 2025 Breakfast Seminar tickets for one attendee during each session at the 2024 Expo. Ms. Swartwood seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - **Delmarva Committee**
 - Ms. Roan **motioned** to approve switching the 2025 Delmarva Breakfast Seminar to Ocean City, MD and the 2025 Delmarva Expo to Delaware. Ms. Swartwood seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **2025 Norbeck Golf Outing Contract**
 - Mr. Saylor **motioned** to approve the 2025 Norbeck Country Club Golf Outing contract. Ms. Clemson-Petrik seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Increase in pricing after registration closes and/or day of event**
 - Mr. Anderson **motioned** to approve an increase of 50% in ticket pricing after event registration closes or if an attendee registers on the day of the event with payment due and collected at the time of late registration to being starting with the 2024 Annual Social. Mr. Saylor seconded. VOTE: (8-0-0). All in favor. Motion passed.

Ms. Roan left the meeting at 10:04 am.

- **CED Signing Contracts**

- Ms. Swartwood **motioned** that the CED will have the authority to sign Chapter contracts that have been reviewed and approved by the Board of Directors. Ms. Windisch seconded. VOTE: (7-0-0). All in favor. Motion passed.

Mr. Saylor left the meeting at 10:32 am.

- **Consensus vs. Quorum**

- This discussion will be tabled until the October Board meeting. Mr. Anderson will send Ms. Collins the Charters so she can draft ~~some~~ verbiage for review regarding quorum and committee meeting voting.

Adjournment:

- Ms. Swartwood **motioned** to adjourn the meeting at 10:44 am. Ms. McKoin seconded. VOTE (6-0-0). Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, October 2nd at 9:00 am via zoom.