

**Chesapeake Region Chapter  
Board of Director's Minutes  
Wednesday, February 1, 2023  
9:00 am  
Zoom meeting**

**Attendance:** Rebecca Clemson-Petrik, President  
James Anderson, President-Elect  
Gail Windisch, Vice-President  
Cindy McKoin, Director  
Steve Randol, Director (*joined at 10:02 am*)  
Noni Roan, Director  
Gary Saylor, Director

**Absent:** Vicki Eaton, Treasurer

**Chapter Staff:** Angela Marsh, Marketing and Events Manager

**Call to Order**

The meeting was called to order by Ms. Clemson-Petrik at 9:03 am.

**Approval of Minutes**

- Ms. Roan **motioned** to approve the Board of Directors meeting minutes dated January 4, 2023. Ms. Windisch seconded. VOTE: (6-0-0). Motion Passed.

**Treasurer's Report**

- This discussion was tabled until the next meeting as Ms. Eaton was not in attendance.

**Strategic Planning Report**

- Mr. Anderson noted that discussion will be brought up under new business.

**CED Management Report**

- Updates were provided on the following subjects: membership numbers, social media/website/email engagement, charting your course numbers, homeowner webinar numbers, Chapter sponsorship numbers, and information on upcoming events.
- The Board agreed that the membership committee should call all non-members who attend our events as a follow-up/give them information on joining the Chapter.
- Ms. Marsh will send the list of annual sponsors who did not renew in 2023 as well as the list of breakfast sponsors who signed up for this year to Ms. Clemson-Petrik.

**Old Business**

- **Chapter Credit Card**
  - The Board agreed to research other banks for the Chapters financials. Ms. Roan will look into Pinnacle Financial Partners. Mr. Saylor will look into First National Bank. Ms. McKoin will look into Truist. Discussion on this topic will resume at the March meeting.

- **Corporate Filings**
  - Tabled for another meeting.
- **Suitcasing**
  - Mr. Saylor **motioned** that if anyone registers for an event that has violated the Chapter suitcasing policy previously, then they will receive a personal phone call from the Chapter President before the event. Ms. Clemson-Petrik seconded. VOTE: (6-0-0). Motion Passed.
- **New Insurance Agent**
  - Ms. Roan will reach out to Ms. Eaton for our current insurance company information.
  - Ms. Roan **motioned** for the Board to approve the Broker's Letters of Authorization to appoint USI Insurance Services as our exclusive insurance broker. Ms. Windisch seconded. VOTE: (6-0-0). Motion Passed.
- **Resolution for SECU Bank and Vanguard**
  - Ms. Roan **motioned** to remove Mr. Coppage and Ms. Windisch as signatories from the SECU, Vanguard and Morgan Stanley accounts they are on and to add Ms. Clemson-Petrik and the new Chapter Executive Director when appointed. Ms. Eaton will remain on all accounts. Ms. Windisch seconded. VOTE: (6-0-0). Motion Passed.
- **Board Disclosure Statement & Code of Conduct**
  - Ms. Clemson-Petrik reminded the Board members to sign and send this back to Ms. Marsh. Mr. Saylor, Ms. Windisch, Mr. Randol and Mr. Anderson have sent theirs in.
- **Joint Chapter events – Social**
  - **Block Party** - Ms. Clemson-Petrik informed the Board that she is working with Jamie from the Washington Metro Chapter about finalizing a contract for a block party event. The Washington Metro Chapter will handle registration and our Chapter will handle vendors, the selling of sponsorships and meetings. The overall income will be split equally.
  - **Expo** – There was discussion on moving forward with offering PCAM credits for the Expo by joining with other Chapters. This would require a two-day Expo which would consist of a webinar on the second day. Ms. Clemson-Petrik is checking with Jamie from the Washington Metro Chapter about if adding a second day to the Expo affected registration numbers.
- **Chapter Recertification**
  - The Chapter recertification has been completed and sent in.

*Mr. Randol joined the meeting.*

## **New Business**

- **Chapter Annual Awards Selection**
  - Ms. Clemson-Petrik **motioned** that Alicia Menefee receive the Beacon of Light Award for 2022. Mr. Randol seconded. VOTE: (7-0-0). Motion Passed.
  - Ms. Clemson-Petrik **motioned** that Ruth Harlan receive the Lifetime Volunteer of the Year Award for 2022. Ms. Windisch seconded. VOTE: (7-0-0). Motion Passed.
  - Ms. McKoin **motioned** that Noni Roan receive the Educator of the Year Award for 2022. Mr. Randol seconded. VOTE: (6-0-1). Motion Passed. Ms. Roan abstained.
  - Ms. Clemson-Petrik **motioned** that Nicole Perez receive the Recruiter of the Year Award for 2022. Mr. Saylor seconded. VOTE: (7-0-0). Motion Passed.

- **Other Chapter award ideas** – Ms. Clemson-Petrik **motioned** to create a Community of the Year Award Ad-Hoc committee that will consist of Mr. Randol, Ms. Clemson-Petrik and Ms. McKoin. This committee will create a criteria for a Community of the Year Award for a small, medium, and large community. Ms. McKoin seconded. VOTE: (7-0-0). Motion Passed.
- **National Chapter Award**
  - Mr. Anderson is drafting the submission for an award for the Chapter's 2022 involvement with The Complete Players' Charity.
  - Ms. Roan asked the Board to consider if she could donate her Diamond Showcase ad page in the Beacon magazine as an advertisement for the TCP.
- **National Conference** – This discussion was tabled.
- **Membership Goals**
  - The Board agreed by consensus to have a Chapter membership goal of 1,300 for 2023. They would like the membership committee to focus on recruiting more realtor members and focusing on homeowners through the community managers.
  - Ms. Marsh will reach out to the contact at GBBR for their list of attendees for the classes that Cynthia Hitt Kent taught in 2022.
- **Menu for Breakfast Seminar** – This topic was tabled until further information is received. This will be voted on via email.
- **Glue-Up** – Ms. Clemson-Petrik noted that we may need to add more contacts to our Glue-up contract sometime this year.
- **TCP Annual Gala** – Mr. Anderson noted that the TCP Gala is on April 26<sup>th</sup> and would like the Board to possibly consider having some members participate or have the Chapter sponsor.
- **Mid-Atlantic Leadership Retreat**
  - The Chapter will not participate in a Mid-Atlantic Leadership Retreat this year. The Board agreed by consensus that the Chapter should start the planning process if we would like to pursue holding one in 2024. The focus will be on educating, rejuvenating and networking.
  - Ms. Clemson-Petrik **motioned** to create a subcommittee that will consist of Ms. Clemson-Petrik, Mr. Anderson, Mr. Saylor, Ms. Roan, Mr. El-Taher and Ms. Throop, to start the process of planning a Mid-Atlantic Leadership Retreat for 2024. Mr. Randol seconded. VOTE: (7-0-0). Motion Passed.
- **Contracts**
  - **Delmarva Education** – Ms. Clemson-Petrik **motioned** to approve the Atlantic Sands Hotel and Conference Center contract for Friday, April 21<sup>st</sup>. Mr. Randol seconded. VOTE: (7-0-0). Motion Passed.
  - **Delmarva Golf Catering** – Ms. McKoin **motioned** to approve the Black Diamond Golf Outing catering contract for Monday, May 8<sup>th</sup>. Mr. Randol seconded. VOTE: (7-0-0). Motion Passed.
  - **Guinness Social Event** – Ms. Clemson-Petrik **motioned** to approve the Guinness contract for Wednesday, April 12<sup>th</sup>. Mr. Randol seconded. VOTE: (7-0-0). Motion Passed.

- **Committee Action Items**

- **Expo Topic**

- Mr. Saylor **motioned** to approve that the 2023 Expo topic be on the facets of focus of security in your community (physically/electronically/etc.). Ms. Roan seconded. VOTE: (7-0-0). Motion Passed.

- **Delmarva Golf Outing**

- The Board agreed by consensus that there may not be an auction at the Delmarva Golf Outing where tickets are being sold and a profit is being made due to legality issues.

- **Social Committee**

- Mr. Saylor **motioned** to approve the Guinness event ticket prices of \$40 for members and \$60 for non-members and \$650 for Keg Sponsorships and \$450 for Growler Sponsorships. Ms. Windisch seconded. VOTE: (6-1-0). Motion Passed. Ms. McKoin opposed.

- **Golf Committee**

- Ms. Roan motioned to **approve** increasing all \$1,000 Golf sponsorships to \$1,200 and all \$750 sponsorships to \$850 as well as the foursome pricing from \$1,300 to \$1,400. Mr. Saylor seconded. VOTE: (7-0-0). Motion Passed.

**Adjournment:**

The meeting was adjourned by consensus at 11:13 am.

*The Board went into Executive session.*

**Next meeting:** The next Board meeting will be held on Wednesday, March 1<sup>st</sup> via zoom.