

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, May 3, 2023
9:00 am
Zoom meeting**

Attendance: Rebecca Clemson-Petrik, President
James Anderson, President-Elect
Gail Windisch, Vice-President
Noni Roan, Secretary
Vicki Eaton, Treasurer
Hillary Collins, Director
Cindy McKoin, Director
Gary Saylor, Director

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

The Board went into Executive Session at 9:02 am.

Call to Order

The meeting was called to order by Ms. Clemson-Petrik at 9:21 am.

Approval of Minutes

- Ms. Roan **motioned** to approve the Board of Directors meeting minutes dated April 5, 2023, as presented. Ms. Eaton seconded. VOTE: (8-0-0). Motion passed.

Treasurer's Report

- Ms. Eaton stated that a treasurer's report is close to being finalized and that Anderson Davis contacted the Chapter about starting the audit process.

Strategic Planning Report

- Mr. Anderson noted that the strategic planning committee met and will be working on formulating and updating the Chapter strategic plan.
- Mr. Anderson noted that some of the Board and committee members attended the TCP Spring Gala last week.
- The strategic planning committee will also work with the CED on the Chapter's 2022 Annual report.

CED Management Report

- Ms. Lykins and Ms. Marsh put together the CED Management report on the following subjects: membership numbers, social media/website/email engagement, Guinness brewery income vs. expenses, Delmarva breakfast seminar income vs. expenses, Delmarva seminar survey results, registrations and sponsorships for the Joint Chapter event, Delmarva golf outing and the May breakfast webinar.

Old Business

- **Chapter Credit Card**
 - Ms. Lykins and Ms. Marsh received their credit card.
- **Bank account transition**
 - Ms. Eaton and Ms. Lykins will work on transitioning all the Chapter funds from SECU to FNB.

New Business

- **September Breakfast Seminar date**
 - There was discussion about another event that was planned for the same day as our September 13th Breakfast Seminar but that only two sponsors had a conflict and may not attend. Ten Oaks is not available for our other date options in September. The Board agreed unanimously to keep the date Wednesday, September 13th.
- **Joint Social contracts**
 - Ms. Eaton **motioned** to approve the catering and band contracts for the Joint Chapter social event pending that the band is approved by the Lone Oak Brewery. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Annual Social contracts**
 - Ms. Clemson-Petrik **motioned** to approve the Unipark valet contract for Friday, October 27th at Savage Mill. Ms. Eaton seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. Eaton **motioned** to approve the Friday, October 27th Putting on the Ritz and Savage Mill Great Room contracts with the request that the social committee prepare a budget as soon as possible or no other contracts will be approved. Ms. Roan seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **August Board Retreat**
 - The Board agreed to schedule their retreat for Saturday, August 19th at the Tidewater Property Management offices in Owings Mills.
- **Badge color system**
 - The Board agreed unanimously that the event badges do not need to be separated into colors by membership type.
- **Committee Action Items**
 - **Expo Committee**
 - Ms. Eaton **motioned** to approve of raising the Expo booth prices to \$1,600 and the table prices to \$1,300 for this year. Ms. Clemson-Petrik seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. McKoin **motioned** to raise the Expo attendee prices by \$5.00 for this year.
 - Board member/Homeowner – \$40.00
 - CAI manager members - \$90
 - Non-member manager - \$115
 - Non-Exhibiting CAI Business Partner - \$155
 - Non-member non-exhibiting Business Partner - \$305Ms. Eaton seconded. VOTE: (8-0-0). All in favor. Motion passed.

- Ms. Clemson-Petrik **motioned** to approve the recommended 2023 Expo sponsorships. Mr. Anderson seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Social Committee**
 - Ms. Eaton **motioned** to approve the proposed crab feast sponsorship prices (\$500 medium, \$700 large, \$1,000 jumbo), and to increase the attendee prices to \$95 for members and \$115 for non-members this year. Staff will inform attendees of the \$5.00 per person charge for the parking fee. Mr. Saylor seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. Clemson-Petrik **motioned** to approve the Annual Social theme of “A Night on Broadway” and add a line item to the budget of \$500 for awards. Ms. Eaton seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Communications Committee**
 - **Website changes** – Ms. McKoin informed the Board of the requested website changes the communications committee is interested in making at this time. All requested website changes much be approved by Ms. Lykins before they are made.
 - **Committee minutes** – Staff will add a line to the committee website page noting that committee minutes for any committee may be sent on request. The Board agreed by consensus that minutes for each committee will not be put on the website at that time.
 - **Member names on social media** – The Board agreed by consensus that we will not list new members on social media at this time.
 - **Press Releases** – The Board agreed by consensus that the communications committee submit their press releases to the board for review.
 - **Testimonials** – Ms. Lykins will send the Photo/Video/Interview Disclaimer and Release to the Board for review to approve at the next meeting.
- **Outreach Task Force Committee** – Ms. Lykins will set up the meeting for May 11th at 11:30 am with Ms. Roan, Ms. McKoin, Mr. Anderson, Ms. Clemson-Petrik and Mr. Saylor.

Adjournment:

The meeting was adjourned by consensus at 11:44 am.

Next meeting: The next Board meeting will be held on Wednesday, June 7, 2023, at 9:00 am via zoom.