

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, July 5, 2023
9:00 am
Zoom meeting**

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

Absent: Rebecca Clemson-Petrik, President
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. Anderson at 9:00 am.

Approval of Minutes

- Ms. Eaton **motioned** to approve the Board of Directors meeting minutes dated June 7, 2023, as presented. Ms. Roan seconded. VOTE: (7-0-0). Motion passed.

Treasurer's Report

- Ms. Eaton stated that she and Ms. Lykins are working with Flaherty and financials should be available next month.

Strategic Planning Report

- No update at this time.

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, information on the upcoming events (Golf Outing and Crab Feast).
- Ms. Lykins informed the Board she will do a membership number breakdown moving forward based off of the Chapter matrix.
- Ms. Lykins will have the financials from the Joint Block Party event at the next meeting.

Old Business

- **Bank account transition**
 - Ms. Eaton and Ms. Lykins are working on closing out the SECU account.

- **Policy Review**
 - The latest version of the policies will be sent to the Board for review. The board will discuss how and when to review policies at the next meeting.
- **By-law changes**
 - Ms. Collins will review the Chapter by-laws. Any suggested edits or changes from the Board should be emailed to Ms. Collins so a final draft can be included in next month's Board packet.
- **Ratify – K Designs Board decision**
 - Ms. Eaton **motioned** to ratify the Board's decision to have KDesign and Graphics take over creating the Chapter's flyers, banners, and additional graphics. Mr. Anderson seconded. VOTE: (7-0-0). Motion passed.
- **Ratify – Golf date for 2024 – Board decision**
 - Mr. Anderson **motioned** to ratify the Board's decision to approve the Monday, June 24, 2024, golf outing date at Norbeck Country Club. Ms. Windisch seconded. VOTE: (7-0-0). Motion passed.

New Business

- **Committee Action Items**
 - **Delmarva Committee**
 - Ms. Eaton **motioned** to approve the following motions from the Delmarva committee:
 - Approve motion to charge \$650 for Expo booth which will include 2 tickets to the set-up after party, with Expo ticket pricing to be \$40.00 for members, \$60.00 for non-members.
 - Approve motion to charge \$35.00 for tickets to the Expo set-up after party for all non-sponsor guests regardless of category (MGR, HO, etc.), to include two cocktails and snacks.
 - Approve replacing last year's paddle sponsorship with three \$500.00 sponsorships – napkins, lanyards, and cups.
 - Approve updated Expo budget to include after
 - Approve updated Expo contract.
- Mr. Saylor seconded. VOTE: (7-0-0). Motion passed.
- **Expo Committee**
 - Ms. Eaton **motioned** to approve the 2023 Expo title - Security 360: Safer and Smarter in Today's Communities. Ms. Windisch seconded. VOTE: (7-0-0). Motion passed.
 - **Additional Committee Comments**
 - Ms. Eaton noted that many committees did not have quorum at their meetings and could not make decisions to bring to the Board. Staff and the committee chairs are working on cleaning up the committee rosters and removing members that are inactive.
 - The Board discussed sponsorships being lower due to the number of events being held and/or added. Mr. Saylor stated that he believes Diamond Sponsor benefits need to be revisited at the Board Retreat.

- Communications committee had asked approval of the revised Disclaimer (which now includes interview content to photo/video) which was verbally consensually approved without a vote.
- **Board Retreat Date**
 - Mr. Saylor suggested moving the Board retreat to Friday, August 25th at 10:00 am rather than holding it on a Saturday. All Board members in attendance agreed. Ms. Lykins will send an email about changing the date.
- **Norbeck Country Club Contract**
 - Ms. Eaton **motioned** to approve the 2024 Golf Outing contract if the following is removed from the contract:
 - Page 10, #10 – Additionally, should the Club, in its sole discretion, deem collection action necessary, whether prior to, during, or subsequent to litigation, the entire cost of collection, including reasonable attorneys' fees, costs, and expenses shall be paid by Member/Client.
 - Page 10, #11 – Furthermore, in the event the Club shall have any liability to Member/Client (whether under this Agreement or otherwise), the amount of such liability shall not exceed 50% of the amount paid to Club pursuant to this Agreement.

If the Country Club does not agree with removing these, then Ms. Collins suggested having them revised. Ms. McKoin seconded. VOTE: (7-0-0). Motion passed.
- **Consent Agenda**
 - Mr. Anderson explained what a consent agenda was and will send a video sample to the Board. This will be discussed further for possible use in the future.

Adjournment:

Ms. Eaton **motioned** to adjourn the meeting at 10:14 am. Ms. Windisch seconded. VOTE: (7-0-0). Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, August 2, 2023, at 9:00 am via zoom.