

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, May 4, 2022
9:00 am
Zoom Conference Call**

Attendance: Susan Rapaport, President
James Anderson, Vice-President
Vicki Eaton, Treasurer
Cindy McKoin, Director
Steve Randol, Director
Kelly Rae, Director
Gary Saylor, Director

Absent: Rebecca Clemson-Petrik, President-Elect
Gail Windisch, Secretary

Chapter Staff: Angela Marsh, Marketing and Events Manager

Call to Order

The meeting was called to order by Ms. Rapaport at 9:01 am.

Approval of Minutes

- Ms. Eaton **motioned** to approve the Board of Directors meeting minutes dated March 30, 2022. Ms. McKoin seconded. VOTE: (7-0-0). Motion Passed.

Treasurer's Report

- Ms. Eaton **motioned** to approve that the Chapter purchase a \$40,000 CD to mature in 3 years out of the Money Market account. Mr. Saylor seconded. VOTE: (7-0-0). Motion Passed.

Strategic Planning Report

- Mr. Anderson gave a report on the status of the Chapter workforce development collaboration with The Complete Player Charity. Mr. Anderson agreed to be the Board liaison working with CAI National for consent and approval on collaborations with TCP. Ms. Marsh will send Mr. Anderson the contact at CAI National Mr. McConoughey was in contact with.
- Mr. Randol confirmed that Piney Orchard Board will allow us to use their clubhouse on Wednesday, July 13th for our TCP collaboration event. Mr. Anderson, Mr. Saylor, Ms. Clemson-Petrik, Ms. Windisch and Mr. Randol will finalize details of this event in the next thirty days.
- Mr. Anderson will send the conflict of interest from TCP to Ms. Eaton.
- The committee is currently working on the reconstruction of some of the Chapter committees.

CED Management Report (Ms. Marsh)

- Ms. Marsh provided updates on the following subjects: membership numbers, social media/website/email engagement, survey results from the April 1st Delmarva seminar, an update on upcoming events and the financials from the February 23rd webinar, March 23rd seminar, Eastern Shore Golf Outing, and the Guinness Happy Hour.

Old Business

- **Update – Chapter Policies (Harassment/Code of Conduct Training and Policy, Travel Policy, First right of refusal policy, virtual backgrounds)**
 - Tabled until a future meeting – Ms. McKoin has agreed to help with updating the policies.
- **Annual Audit**
 - Audit is being worked on by the Chapter's auditing company.
- **ADT For Equinox**
 - The address is now under Equinox and the Chapter contract with ADT is completed. Mr. McConoughey will keep an eye on the Chapter billing.
- **Chapter Credit Card**
 - Mr. Saylor will reach back out to First National Bank.
- **Nominating Committee formation**
 - Ms. Rapaport will be reaching out to two Chapter Attorney members so see if they would be interested in serving on the committee.
- **Insurance Coverage**
 - Ms. Eaton is going to reach out to the Chapter insurance agency to set up a meeting via zoom to discuss the Chapter policies.

New Business

- **Temp Contract**
 - The Board agreed by consensus to hold off on hiring a temporary staff person at this time.
- **Steve McConoughey**
 - The Board agreed by consensus to compensate Mr. McConoughey for all the current hours he is working for the Chapter.
- **Board Leadership Development Workshop**
 - Mr. Randol **motioned** to move forward with the Board Leadership Development Program on May 20th and 21st with 12 people registered as of today. Ms. McKoin seconded. (7-0-0). Motion Passed.
- **Grant Opportunity for HOA's**
 - The Board agreed by consensus to send out an email to the Chapter with the information sent to us by the Howard County Government Office of Community Sustainability regarding the Howard County Grant Opportunity.
- **Committee Action Items**
 - **Legislative Committee** – Ms. Eaton **motioned** to approve sending a summary of legislation that passed to the membership, along with a survey of what issues the membership considers a priority that can be fixed by a legislative tweak. Ms. Rae seconded. (7-0-0). Motion Passed.
 - **Newsletter Committee** - Ms. Rapaport **motioned** to approve the sponsored article content in the Beacon with caveat that the guidelines be adjusted so it is very clear what the article should include. The Board is also recommending that the price be increased to \$750. Mr. Saylor seconded. (6-0-1). Ms. McKoin abstained. Motion Passed.
 - **Delmarva Committee** – Ms. Rapaport **motioned** to approve the Eastern Shore Expo budget with the caveat that the committee may not go over \$17,050 in expenses without Board approval. Ms. Eaton seconded. (7-0-0). Motion Passed.
 - **Expo Committee** -
 - Ms. Eaton **motioned** to approve a budget of \$1,000 to be distributed between the Expo Keynote Speakers. Mr. Saylor seconded. (7-0-0). Motion Passed.
 - Ms. Eaton **motioned** to not record the Expo this year. Ms. McKoin seconded. (7-0-0). Motion Passed.
 - Ms. Eaton **motioned** to approve increasing the costs of the 2019 sponsorships as follows:
 - Sponsorships \$1 - \$500 will be increased by \$25

- Sponsorships \$501 and above will be increased by \$50

Ms. Rae seconded. (7-0-0). Motion Passed.

- Ms. Eaton **motioned** to approve to permit vendors to purchase up to two booths at the Expo. Ms. Rapaport seconded. (7-0-0). Motion Passed.

- **Social Committee –**

- Mr. Saylor **motioned** to approve that the Charity of choice for event drives be Marley Glen School. Mr. Anderson seconded. (7-0-0). Motion Passed.
- Mr. Saylor motioned to approve to allow the committee to sponsor a/several families when the holiday season approaches. Ms. Rae seconded. (7-0-0). Motion Passed.

Mr. Saylor left the meeting at 11:00 am.

- Mr. Randol **motioned** to approve the 2022 Crab Feast Pricing:

- **Sponsorships:**

- 2 Jumbo sponsors at \$1,000 each
- 10-14 Large Sponsors at \$600 each (space prohibiting)
- Unlimited Sponsors at \$400 each

- **Tickets:**

- \$90 per member ticket
- \$110 per non-member ticket

Ms. McKoin seconded. (6-0-0). Motion Passed.

- **Membership Committee** – The Board agreed by consensus that they are not opposed to creating a budget for homeowner projects if they know what the money will be used for. They have also asked that the committee come back to them with parameters for a membership recruitment drive if they wish to pursue this idea.

- **By-Law Amendments**

- Ms. McKoin **motioned** to accept the By-law change presented by Mr. Randol. There was no second. Motion denied.
- Ms. Rapaport **motioned** to establish a committee of Board members and two Chapter Attorney's to review our current by-laws. Mr. Randol seconded. (6-0-0). Motion Passed.

Adjournment:

Ms. Eaton **motioned** to adjourn the meeting at 11:41pm. Mr. Anderson seconded. VOTE: (6-0-0). Motion Passed.

Next meeting: The next Board meeting will be held on Wednesday, June 1st at 9:00 am via zoom conference call.