

**Chesapeake Region Chapter
Board of Director's Minutes
November 19, 2020
9:30 am
Conference Call/Zoom Meeting**

Attendance: Vicki Eaton, President
Gail Windisch, President-Elect
Susan Rapaport, Vice-President
Ruth Harlan, Treasurer
B.K. Swartwood, Secretary
James Anderson, Director
Rod Clark, Director
Kelly Rae, Director
Kerrie Zander, Director

Chapter Staff: Stephen McConoughey, Chapter Executive Director
Angela Marsh, Office Manager

Call to Order:

The meeting was called to order by Ms. Eaton at 9:32 am.

Approval of Minutes:

- Ms. Swartwood **motioned** to accept the minutes of the October 21, 2020 Board Meeting. Ms. Harlan seconded. VOTE: (9-0-0). Motion Passed
- Ms. Harlan **motioned** to accept the minutes of the November 5, 2020 Executive Session Meeting. Ms. Rapaport seconded. VOTE: (9-0-0). Motion Passed

Action Items:

Nominating Committee Procedures:

- Mr. Clark **motioned** to keep the Chapter nominating committee procedure requirements as is for managers and business partners with the exception of business partner language deleting qualification requirement stating business partner must be a sponsor. Homeowner candidate qualifications are to be updated to state that at a minimum Homeowner Candidate must be a member of the Chapter for one year and attend at least one Expo or two educational seminars before being eligible to be nominated for the Board of Directors. Ms. Swartwood seconded. VOTE: (8-1-0). Motion Passed
- **Mr. McConoughey** will update the nominating committee procedures document.
- There is no homeowner candidate currently running for the 2021 vacant Board position. **The Board** will bring their recommendations for potential candidates to the December Board meeting for discussion regarding the appointment of a homeowner to fill the vacant position.

Venue Contracts:

- Ms. Eaton **motioned** not approve the April 15-16, 2021 contract at the Clarion Resort Fontainebleau Hotel but to hold the Delmarva seminar as a virtual webinar. Ms. Harlan seconded. VOTE: (9-0-0). Motion Passed.
- Ms. Eaton **motioned** to approve the September 16-17, 2021 contract for the Clarion Resort Fontainebleau Hotel to hold the Delmarva seminar. Ms. Swartwood seconded. VOTE: (9-0-0). Motion Passed.
- Ms. Harlan has requested that **Mr. McConoughey** obtain written verification from the Clarion regarding whether the 2021 deposit can be carried over into 2022 if the September 2021 Seminar is unable to be held in person due to COVID-19 restrictions.
- Ms. Eaton **motioned** to approve the three Martin's West contracts for the October 18-19, 2021 Annual Symposium & Expo dates. Ms. Rapaport seconded. VOTE: (9-0-0). Motion Passed.
- **Mr. McConoughey** is tasked with obtaining written verification from Martin's West regarding whether the 2021 deposit can be carried over into 2022 if the October Expo is unable to be held in person due to COVID-19 restrictions.

Committee Action Items:

Newsletter

- Ms. Swartwood **motioned** that the Beacon Publication become virtual only starting in 2021. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed.
 - Ms. Harlan **motioned** to increase the Beacon advertising rates for 2021 by \$50 above the 2020 black and white rates. All ads will be in color moving forward. Ms. Swartwood seconded. VOTE: (7-2-0). Motion Passed.
- | | | | | |
|--------------------------|----------|----------|----------|---------------|
| 2021 Advertising rates - | Quarter | Half | Full | Business Card |
| | \$350.00 | \$425.00 | \$575.00 | \$275.00 |
- The Board has requested that the **Newsletter Committee** research advertising rates of other CAI Chapters. Ms. Marsh will add it to their agenda for their December meeting.

Expo

- Ms. Harlan **motioned** to approve the 2021 Expo topic "Hindsight in 20/20" proposed by the Expo committee. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed.

Social

- Ms. Eaton **motioned** to approve the January 14, 2021 proposed date for "Charting your Course with the Chesapeake Chapter" event. Ms. Rapaport seconded. VOTE: (9-0-0). Motion Passed.
- **Mr. McConoughey** is tasked with reaching out to Ms. Barnhart with the CAI DC Chapter to let her know the date of our event.
- Ms. Eaton **motioned** to approve Chapter budget expenditure for the "Charting your Course with the Chesapeake Chapter" of an amount not to exceed \$1,000. Ms. Rapaport seconded. VOTE: (9-0-0). Motion Passed.
- Ms. Swartwood **motioned** to move the Annual Social date from Friday, December 10, 2021 to Friday, December 3, 2021 at the Historic Savage Mill. Ms. Rapaport seconded. VOTE: (9-0-0). Motion Passed.

Education

Breakfast Seminars

- Ms. Eaton **motioned** to approve Emotional Intelligence, Legal Roundtable, Emergency Planning/Preparedness, Handling Difficult People & Situations & Insurance Claims as the 2021 Breakfast Seminar topics. The Collections seminar topic will be included as a portion of the Legal Roundtable Seminar. Ms. Swartwood seconded. VOTE: (9-0-0). Motion Passed.
- Ms. Eaton **motioned** that the February, March, and May Breakfast Seminars be held as Webinars and the September and November Breakfast Seminars be held in person at Michael's Eighth Avenue. Mr. Clark seconded. VOTE: (9-0-0). Motion Passed.
- The Board **approved by consensus** that the Emotional Intelligence webinar will be held in February and the Legal Roundtable webinar will be held in March.
- **Mr. McConoughey** is tasked with reaching out to Michael's Eighth Avenue for the September and November Breakfast Seminar contracts.

Homeowner Seminars

- The Board **approved by consensus** that the 2021 Homeowner Seminar topics will be Partnering with your Management Company, How to Make the Best Use of Professional Advisors, Stay in your Lane, Community Reputation (combined with the Use of Social Media for Boards) and New Board Members.

Office Lease:

- Ms. Rapaport **motioned** to approve the Chapter sending the letter drafted to the MSDA regarding the office lease. Mr. Clark seconded. VOTE: (9-0-0). Motion Passed.
- **Mr. McConoughey** is tasked with sending the letter to the MSDA after Ms. Eaton signs it.

Part-time Employee Recommendation:

- Ms. Rapaport **motioned** to approve the Chapter hiring a part-time employee to work 20 hours a week at a rate to not exceed \$20,000 per year. Ms. Swartwood seconded. VOTE: (9-0-0). Motion Passed.

Committee Chairs and Vice Chairs:

- Ms. Eaton stated that Ms. Blackburn will be stepping down as the Education committee chair in 2021. The committee vice-chair, Ms. Roan has agreed to take over as Chair. Ms. Eaton recommended Ms. Stevens as the vice-chair.
- The Board agreed to table the committee chair and vice-chair discussion to the December meeting.

Breakfast Seminar Ticket Pricing:

- Ms. Swartwood **motioned** to keep the 2020 Breakfast Seminar pricing the same for 2021. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed.
In Person – Members - \$40; Non-Members - \$55
Virtual – Members - \$20; Non-Members - \$30
Coupons for early registration (20% off) and any who attended the previous program (33%) off.

Committee Reports:

- The Board reviewed the monthly committee minutes and there was no further questions or discussion.

Management Report:

- The Board reviewed Mr. McConoughey's management report and there was no further questions or discussion.

Treasurers Report:

- The Board reviewed the treasurers report and there was no further questions or discussion.

November 2020 Treasurer's Report (Through October 31, 2020)

SECU Checking	\$48,756.80
SECU Saving (for Office Lease)	\$25,869.61
TOTAL Operating Funds	\$74,626.41

Morgan Stanley (3 CDs @ \$40,000 each) Mature 4/20,4/21,4/22,4/23	\$120,000.00
Morgan Stanley (MM)	\$90,880.90
Morgan Stanley (Investment Gain/Loss)	
Credit Card Rebate (request check when Closed)	\$339.82
TOTAL	\$211,219.82
COMBINED TOTAL	\$285,846.23
Liabilities	\$34,343.70
Assets after applying liabilities	\$251,502.53

Additional Items:

- Ms. Swartwood stated that the Chapter's virtual suit-casing policy will need to be added on all advertisements.
- Mr. McConoughey informed the committee that a check box will be added on registration forms stating that "*I understand my contact information may be shared with sponsors*".
- There will be an "opt out" option for attendees to choose if they do not wish to share their contact information. Mr. McConoughey will have the Chapter policy documents ready for the Board's review by the December Board meeting.

Adjournment:

The Board adjourned open session at 11:23 a.m.

The Board convened into executive session at 11:24 am.

Next meeting:

The next Board meeting will be held in December; however, Date is TBD.