

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, May 12, 2021
9:30 am
Conference Call/Zoom Meeting**

Attendance: Gail Windisch, President
Susan Rapaport, President-Elect
B.K. Swartwood, Vice-President
Vicki Eaton, Treasurer
James Anderson, Secretary
Rebecca Clemson-Petrik, Director
Cindy McKoin, Director
Kelly Rae, Director

Absent: Rod Clark, Director

Chapter Staff: Stephen McConoughey, Chapter Executive Director
Angela Marsh, Marketing and Events Manager

Call to Order

The meeting was called to order by Ms. Windisch at 9:33 am.

Approval of Minutes

- Ms. Eaton **motioned** to approve the Board of Directors meeting minutes dated April 21, 2021. Mr. Anderson seconded.
VOTE: (8-0-0). Motion Passed.
 - **Ms. Marsh** is tasked with adding the April 21st minutes to the website.

Treasurer's Report

- Ms. Eaton reviewed the May 2021 Treasurer's report.
- An 18-month \$45,000 CD was purchased from the Morgan Stanley Money Market account on May 11, 2021.
- The second PPP draw of \$29,582 was approved and received. The forgiveness request and documentation for the first PPP draw was submitted.
- The Chapter open invoice amount was reduced in April by \$16,895.83. The current invoice balance of approximately \$11,000 is less than 30 days overdue.
- The finance committee is **tasked** with preparing a collections policy.

May 2021 Treasurer's Report (through April 30, 2021)

SECU Checking	\$137,319.91
SECU Savings (for Office Lease)	\$69,438.89
SECU Business Money Market Security Deposit	\$2,621.30
TOTAL Operating Funds	\$209,380.10

Morgan Stanley (3 CDs @ \$40,000 each) Mature 4/22,4/23,4/24	\$120,000.00
Morgan Stanley (MM)	\$91,099.08

Morgan Stanley (Investment Gain/Loss)	
Credit Card Rebate	\$1,035.02
TOTAL	\$212,134.10
COMBINED TOTAL	\$421,514.20
Liabilities	\$237,660.98
Assets after applying liabilities	\$183,853.22

Strategic Planning Report

- Mr. Anderson stated that the strategic planning committee has been working on ways that they can assist other committees as they move forward in achieving committee goals. Mr. McConoughey is **tasked** with sending the strategic planning committee report to the Board.
- Ms. Rapaport suggested that the discussion of her theme and goals as the President of the Chapter for 2022 be added to the next strategic planning committee agenda.

CED Management Report (Mr. McConoughey)

- **Ongoing Action items**
 - Staff is **tasked** with sending digital directory to Diamond sponsors.
 - Mr. McConoughey is **tasked** with looking into an ad or share page for the Chapter on LinkedIn.
- **Membership**
 - The Chapter has 1,152 members which is a decrease of 21 members from last month but an increase of 21 members from April of 2020.
 - Mr. McConoughey is **tasked** with discussing advertising multi-Chapter memberships for Business Partners with the Washington Metro and Keystone Chapters. He will have additional information at the July meeting.
- **Clean up Event**
 - Ms. Eaton **motioned** to donate \$250 to the Chesapeake Bay Foundation as part of the Earth Week clean-up social event. Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed.
- **Golf Outing**
 - Foursomes are sold out for the Chapter Golf Outing.
 - There are currently lunch and dinner and tee to green sponsorships available.
 - The CED and Ms. Windisch are **tasked** with drafting a networking policy for the CED for the Board to review.
- **Upcoming Events**
 - The Board Leadership Development Workshop was rescheduled from May 7th & 8th to June 18th & 19th.

Old Business

- **Committee Code of Conduct**
 - Ms. Windisch **motioned** to adjust the committee code of conduct to include the following disciplinary actions:
 - First violation: The committee member will receive a verbal warning from the committee chair as well as a follow-up e-mail from the chair with the Executive Director copied.
 - Second violation: The committee member will receive written notification from the committee chair and Board liaison regarding the violation.
 - Third violation: The committee member will receive a letter from the Chapter President and Executive Director notifying them that they have been removed from the committee and have two weeks from the date of the letter to submit in writing to the Chapter Executive Director that they would like to have a hearing before the Board.
 - If any committee member commits any egregious action at any time, it will result in immediate removal from the committee.
 - The violations can be different actions and count as subsequent violations.

Ms. Eaton seconded. VOTE: (8-0-0). Motion Passed.

- Mr. McConoughey is **tasked** with updating the code of conduct and sending it to Ms. Windisch. The Board will be sent the updated code of conduct to approve or edit the disciplinary portion.
- **Suggestions from Awards Subcommittee**
 - The Board **approved by consensus** the suggestions from the Awards Subcommittee for awards and criteria.
 - Ms. Swartwood and Ms. Rapaport are **tasked** with researching award samples and costs for the June meeting.
 - The Board **agreed by consensus** to start advertising the recruiter of the year award and to let the membership know there will be additional awards for 2021.
 - The Board is **tasked** to keep brainstorming names for the awards.
- **Chapter Policies** – Ms. Rapaport and Ms. Eaton are **tasked** to review the Chapter policies.
- **Bylaw Amendment** – Ms. Rapaport is **tasked** to draft and review the bylaw amendment.
- **Chairs for the Communications and Business Partner Advisory Committees** –
 - Ms. Windisch is **tasked** with reaching out to the suggested chairs and vice-chairs for the Communications and Business Partner Advisory Committees.
- **Legislative Committee Charter**
 - Ms. Eaton **motioned** to accept the Legislative Committee Charter as presented. Ms. Swartwood seconded. VOTE: (8-0-0). Motion Passed.

New Business

- **Chapter Networking Policy** - This discussion has been tabled until researched further.
- **Committee Action Items**
 - **Social Committee Crab Feast** – Ms. Eaton **motioned** to approve the Social Committee Summer Crab Feast at Centennial Park on Thursday, July 22nd from 12:00 – 4:00 pm. Ms. Swartwood seconded. VOTE: (8-0-0). Motion Passed.
 - **Nominating Committee**
 - Ms. Rapaport, Mr. Anderson, and Ms. Clemson-Petrik volunteered to serve on the 2021 Nominating committee.
 - Mr. McConoughey is **tasked** with reaching out to two additional potential homeowner and manager committee members.
 - **Education Committee**
 - Ms. Eaton **motioned** to approve the recommendation to the Board that the Chapter does not hold a 2021 Planning Retreat and instead send out surveys with suggested topics to the membership. Ms. Swartwood seconded. VOTE: (8-0-0). Motion Passed.
 - Ms. Swartwood **motioned** to approve the recommendation to the Board that the remaining homeowner webinars be free for Chapter members and \$10 for non-member attendees. Ms. Eaton seconded. VOTE: (8-0-0). Motion Passed.
 - **Expo Committee**
 - Ms. Windisch **motioned** to approve the Martin's West contract as presented with the understanding that final numbers will be updated 10 days prior to the event. Ms. Eaton seconded. VOTE: (8-0-0). Motion Passed.
 - Mr. McConoughey is **tasked** with making sure the number of attendees listed on the contract is accurate and that exhibitors are not included in the total count.
 - Ms. Windisch is **tasked** with signing the contract and returning to Mr. McConoughey.
 - Ms. Windisch **motioned** to approve the recommended Expo sponsorship pricing for 2021. (See sponsorship chart) Ms. Swartwood seconded. VOTE: (8-0-0). Motion Passed.
 - Ms. Windisch **motioned** to approve the recommended Expo sponsorship pricing for exhibitors and attendees.
 - **Exhibitor Pricing**
 - Member (early-bird) - \$900.00

- Member rate (after early-bird date) - \$1,000.00
- Non-member – Not eligible

▪ **Attendee Pricing**

		Half- day in-person	Remote
Member	Homeowner	\$ 25.00	\$ 15.00
Member	Manager	\$ 50.00	\$ 40.00
Member	BP	\$ 100.00	
Non-Member	Homeowner	\$ 30.00	\$ 20.00
Non-Member	Manager	\$ 60.00	\$ 50.00
Non-Member	BP	\$ 200.00	

Ms. Swartwood seconded. VOTE: (8-0-0). Motion Passed.

Adjournment:

Ms. Windisch **motioned** to adjourn the meeting at 11:42 am. Mr. Anderson seconded. VOTE: (8-0-0). Motion passed.

Next meeting:

The next Board will be on Wednesday, June 16, 2021 via Zoom.