

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, December 7, 2022
9:00 am
Davis, Agnor, Rapaport & Skalny offices
Columbia, MD**

Attendance: Susan Rapaport, President
Rebecca Clemson-Petrik, President-Elect
James Anderson, Vice-President
Gail Windisch, Secretary
Vicki Eaton, Treasurer
Cindy McKoin, Director
Steve Randol, Director
Kelly Rae, Director
Gary Saylor, Director

Chapter Staff: Richard Coppage, Executive Director
Angela Marsh, Marketing and Events Manager

Call to Order

The meeting was called to order by Ms. Rapaport at 9:12 am.

Approval of Minutes

- Ms. Eaton **motioned** to approve the Board of Directors meeting minutes dated November 2, 2022, as presented. Mr. Randol seconded. VOTE: (9-0-0). Motion Passed.

Treasurer's Report

- Ms. Eaton is currently working with the Chapter bookkeeper and will move forward with a clean budget starting January 1st once she receives the excel sheet materials needed.
- The finance committee will be meeting after the Board meeting today.

Strategic Planning Report

- Mr. Anderson is going to send Andy from the Complete Player's Charity a congratulatory note for his award received.
- Ms. Rapaport recommended that the Board begin creating a five-year strategic plan next year.

Chapter Annual Report

- Mr. Coppage is going to send Ms. Rapaport the 2021 Annual Report and will then move forward with putting together the 2022 report.

CED Management Report

- Mr. Coppage and Ms. Marsh provided updates on the following subjects: membership numbers, social media/website/email engagement, survey results from the Delmarva Expo and Legal Roundtable, and information on upcoming events.

Old Business

- **Chapter Policies (Harassment/Code of Conduct Training and Policy, Travel Policy, First right of refusal policy, virtual backgrounds)**
 - Ms. Rapaport recommended that the Board form a governance subcommittee consisting of some Board members and Chapter members next year to work on the policies and by-law updates.
- **Chapter Credit Card**
 - Mr. Coppage stated he should have a proposal from SECU by the end of the week.
 - The Board agreed to make all signatory changes by January 31st in 2023.
- **By-Law Updates**
 - See Chapter policies
- **Corporate Filings & Suitcasing**
 - Ms. Rapaport is working on this.
- **End of year staff review**
 - The Board will have an executive session meeting early next week and staff reviews will be conducted towards the end of next week by Ms. Rapaport and Ms. Clemson-Petrik.
- **Annual Gala and Awards**
 - Mr. Randol asked that the Board send in any 2022 award nominations to him no later than December 31st. The Board will decide on the winners at their February meeting.
 - The Board agreed that the Annual Social was a success. Ms. Windisch stated that the Annual Meeting should be held separately from the Social.
- **Changing insurance companies**
 - Ms. Rapaport and Ms. Eaton are looking into this.
- **Norbeck Country Club Contract**
 - Ms. Rapaport is editing the Norbeck contract and will be sending it to them for their legal committee to review.

New Business

- **2023 Board Composition**
 - Susan Rapaport and James Anderson were re-elected to serve for their second term and Noni Roan was elected to serve for her first term.
- **Recruitment Policy**
 - Ms. Rapaport informed the Board of a situation that occurred with a Management Company at the Expo involving job recruitment. The Board agreed by consensus not to establish a policy but to address a company directly if this issue arises at a Chapter event.
- **Audit Contract**
 - Ms. Eaton **motioned** to approve the Anderson Davis contract approving them to do our financial consultations in 2022 for \$7,500 and 2023 for \$7,800. Mr. Saylor seconded. VOTE: (9-0-0). Motion Passed.
- **Venue Review**
 - Ms. Rapaport noted that many committees were looking into changing venues in 2023 and asked that the Board take into consideration additional work that will be put on the Staff by changing multiple venues at one time.

- **Payment on Lease**
 - Ms. Windisch **motioned to** transfer funds from other Chapter accounts in order to pay the office lease in the amount of \$31,450. Ms. Eaton seconded. VOTE: (9-0-0). Motion Passed.
- **Amazon gift cards**
 - Ms. Eaton **motioned** to give all active committee members and 2022 presenters a \$25.00 gift card at the end of the year as a token of appreciation. Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed.
- **Committee Action Items**
 - **Delmarva Golf Outing**
 - Ms. Clemson-Petrik **motioned** to approve the Delmarva Golf Outing contract. Mr. Anderson seconded. VOTE: (9-0-0). Motion Passed.
 - **2023 Events (Education/Social Committee)**
 - The Board agreed by consensus to keep 5 educational Breakfast programs (3 in-person, 2 virtual) for 2023 based on the rise in cost of the Breakfast Seminar sponsorships.
 - The Board would like the education committee to consider having one of the in-person seminars in December so the Annual meeting could take place before it. Ms. Rapaport will bring this to the education committee's attention at their meeting next week.
 - The Board would like the social committee to consider moving the Annual Social to November. Ms. Roan noted that Washington Metro's Social is usually in November as well.
 - **BPAC Committee**
 - Ms. Eaton **motioned** to disband the Business Partner Advisory Committee moving forward. Mr. Saylor seconded. VOTE: (9-0-0). Motion Passed.
 - **Legislative Committee**
 - Mr. Randol gave a brief legislative update asking if committee members who are not active not be considered at their next meeting in order to meet quorum and vote.

Adjournment:

Ms. Eaton **motioned** to adjourn the meeting at 11:30 am. Mr. Saylor seconded. VOTE: (9-0-0). Motion Passed.

Next meeting: The next Board meeting will be held on Wednesday, January 4th via zoom.