

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, January 3, 2024
9:00 am
Zoom meeting**

Attendance: James Anderson, President
Noni Roan, President-Elect
Hillary Collins, Secretary
Rebecca Clemson-Petrik, Treasurer
Cindy McKoin, Director
Gary Saylor, Director
B.K. Swartwood, Director
Gail Windisch, Director

Absent: Vicki Eaton, Vice-President

Chapter Staff: Valerie Lykins, Executive Director, Angela Marsh, Marketing and Events Manager,
Mahogani Brevett, Administrative Specialist

Call to Order

The meeting was called to order by Ms. Clemson-Petrik at 9:12 am.

Approval of Minutes

- Ms. Swartwood **motioned** to approve the Board of Directors meeting minutes dated December 6, 2023. Ms. Windisch seconded. VOTE: (8-0-0). Motion passed.
- The Board was sent the Annual Meeting minutes for review. They will be approved at the 2024 Annual Meeting.

Officer Election

- **Board roster** – Ms. Lykins will update the Board roster and website with the 2024 information.
- **Organizational Meeting**
 - Ms. Swartwood **motioned** to elect Mr. Anderson as the Chapter President for 2024. Ms. McKoin seconded. VOTE: (8-0-0). Motion passed.
 - Mr. Anderson **motioned** to elect Ms. Roan as the Chapter President-Elect for 2024. Ms. Windisch seconded. VOTE (8-0-0). Motion passed.
 - Mr. Anderson **motioned** to elect Ms. Eaton as the Chapter Vice-President for 2024. Ms. Roan seconded. VOTE (8-0-0). Motion passed.
 - Ms. Swartwood **motioned** to elect Ms. Clemson-Petrick as the Chapter Treasurer for 2024. Ms. Roan seconded. VOTE (8-0-0). Motion passed.
 - Ms. Roan **motioned** to elect Ms. Collins as the Chapter Secretary for 2024. Ms. Clemson-Petrik seconded. VOTE (8-0-0). Motion passed.

Mr. Anderson took over leading the meeting

- **2024 Committee Liaisons**
 - Communications – Ms. McKoin
 - Delmarva – Mr. Saylor
 - Education – Mr. Anderson
 - Expo – Ms. Eaton
 - Backup – Ms. Swartwood
 - Golf – Ms. Swartwood
 - Legislative – Ms. Collins
 - Magazine – Ms. Windisch
 - Membership – Ms. Roan
 - Social – Ms. Clemson – Petrik
- **Code of Conduct** – Ms. Lykins sent the Board members the code of conduct to sign and send back to her.

Strategic Planning Report

- The Board is tasked with reviewing the current strategic plan Ms. Lykins will send out and going through the questions they were sent in the Board packet. This will be discussed further at the next meeting.
- A strategic planning committee will be formed later this year.

CED Management Report

- Ms. Lykins and Ms. Marsh put together the CED Management report on the following subjects: membership breakdown with numbers, social media/website/email engagement, financials from the December Breakfast, a 2024 Sponsorship update, information on upcoming events and the survey results from the December Breakfast.
- The staff is looking into some pricing for other breakfast options for the March breakfast.

Old Business

- **HR Job descriptions** – No update.
- **Chapter Policy Review**
 - Ms. Lykins, Ms. McKoin and Ms. Swartwood reviewed the policies and made their edits. The Board reviewed the policies and addressed the questions that needed clarification.
 - Ms. Roan will reach out to the Chapter insurance agent regarding a few questions.
 - Ms. Lykins will confirm when the attendee code of conduct became effective.
 - Ms. McKoin will update the policies and a clean copy will be sent to the Board.
- **Community (Back to Basics)** – Mr. Anderson reiterated the importance of getting our Chapter members more engaged in 2024.

New Business

- **Committee Action Items**
 - **Golf Committee**
 - Mr. Anderson **motioned** to approve the 2024 Golf outing sponsorship pricing, foursome pricing which remained the same as 2024 (\$1,400) and to not limit the quantity of foursomes an individual or company can purchase. There will be a cut-off date for foursome purchases the week prior to the Golf Outing. Ms. Roan seconded. VOTE (8-0-0). Motion passed.

- **Social Committee**

- Ms. Swartwood **motioned** that the social committee move forward with planning the Annual Social event from 3:00 – 7:00 pm on Friday, December 6th and bring additional information about the event to the Board at the February meeting. Mr. Saylor seconded. VOTE (8-0-0). Motion passed.

Adjournment:

- Mr. Anderson motioned to adjourn the meeting at 11:27 am. Ms. Roan seconded. VOTE (8-0-0). Motion passed.

The Board went into Executive Session.

Next meeting: The next Board meeting will be held on Wednesday, February 7, 2024, at 9:00 am via zoom.