

**Chesapeake Region Chapter  
Board of Director's Minutes  
Wednesday, November 1, 2023  
9:00 am  
Zoom meeting**

**Attendance:** Rebecca Clemson-Petrik, President  
James Anderson, President-Elect  
Gail Windisch, Vice-President  
Noni Roan, Secretary  
Vicki Eaton, Treasurer  
Hillary Collins, Director  
Cindy McKoin, Director (*joined at 9:16 am*)  
Gary Saylor, Director  
B.K. Swartwood, Director

**Chapter Staff:** Valerie Lykins, Executive Director, Angela Marsh, Marketing and Events Manager

**Call to Order**

The meeting was called to order by Ms. Clemson-Petrik at 9:06 am.

**Approval of Minutes**

- Ms. Swartwood **motioned** to approve the Board of Directors meeting minutes dated October 4, 2023, with the suggested edits. Ms. Roan seconded. VOTE: (8-0-0). Motion passed.

**Treasurer's Report**

- Ms. Lykins is continuing to work with Flaherty on the financials and is currently working on the Chapter audit.

**Strategic Planning Report**

- Ms. Swartwood is working with Mr. Anderson on updating the strategic plan.

**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 October Expo, registration and sponsorship numbers for the October events, registration and sponsorship numbers for upcoming events and survey results from the October Expo and October Homeowner webinar.

**Old Business**

- **Suitcasing Policy**
  - Ms. Eaton **motioned** to approve the updated suitcasing policy with the minor change of removing the word "has" from the last sentence of the first paragraph. Mr. Saylor seconded. VOTE: (8-0-0). Motion passed.

- **Chapter Policy Review**
  - Ms. Lykins and Ms. McKoin should have the policy updates ready for review at the December meeting
- **Ratification for 2024 Seminars**
  - Ms. Eaton **motioned** to ratify the Board decision to approve the January 2024 homeowner webinar topic “Working together as a Board”, and the Feb. 14<sup>th</sup> breakfast webinar topic on Governance. Mr. Anderson seconded. VOTE: (8-0-0). Motion passed.

*(Ms. McKoin joined the meeting)*

## **New Business**

- **Committee Action Items**
  - **Legislative Committee**
    - Ms. Eaton **motioned** to approve an amount not to exceed \$2,500 for the legislative committee to purchase a booth at the MACO event, work with staff to request materials they would like printed and purchase a giveaway. Staff can work with them on designing a poster/background for this event and for future events. Funds cannot be used for personal use (i.e., hotel rooms, food, gas, etc.) Ms. Roan seconded. VOTE: (9-0-0). Motion passed.
    - Ms. Clemson-Petrik **motioned** to allow the legislative committee to have a table at the registration area at the 2024 October Expo as well as offer 10 complimentary tickets to Maryland legislators they invite. Ms. McKoin seconded. VOTE: (9-0-0). Motion passed.
  - **Membership Committee**
    - Mr. Saylor **motioned** to allow the membership committee to have a table at the registration area at the Delmarva Expo. Ms. Eaton seconded. VOTE: (9-0-0). Motion passed.
    - Ms. Eaton **motioned** to deny the membership committee request to have a table inside the Expo Hall at the 2024 October Expo. The Board permits the committee to have a table at the registration area. Ms. Swartwood seconded. VOTE: (9-0-0). Motion passed.
  - **Social Committee**
    - Ms. Swartwood **motioned** to have the 2024 Crab Feast at Sandy Point Park. Ms. Windisch seconded. VOTE: (9-0-0). Motion passed.
- **Chapter Awards**
  - Sari McLeod will be awarded the 2023 Recruiter of the Year Award.
  - Ms. Eaton **motioned** that Dani Bressler be awarded the 2023 Beacon of Light award. Ms. Swartwood seconded. VOTE: (9-0-0). Motion passed.
  - Ms. Swartwood **motioned** that Christa Brady be awarded the 2023 Volunteer of the Year award. Mr. Anderson seconded. VOTE: (9-0-0). Motion passed.
  - Mr. Saylor **motioned** that Chad Toms be awarded the 2023 Education of the Year award. Ms. Swartwood seconded. VOTE: (9-0-0). Motion passed.
  - There was discussion regarding giving an award to Board Members who will be going off of the Board.

- **Sponsorship Packet**
  - Mr. Saylor **motioned** to approve the 2024 sponsorship packet. Ms. Eaton seconded. VOTE: (9-0-0). Motion passed.
- **Joint Chapter Event**
  - Ms. Clemson-Petrik **motioned** to approve the date change of September 12, 2024, for the Joint Chapter Event. Mr. Saylor seconded. VOTE: (9-0-0). Motion passed.
- **2024 Annual Symposium & Expo**
  - Mr. Saylor **motioned** to approve Monday, October 7, 2024, date for the 2024 Symposium & Expo. Ms. Swartwood seconded. VOTE: (9-0-0). Motion passed
- **March Breakfast Seminar date**
  - Ms. Eaton **motioned** to approve the Wednesday, March 20, 2024, Breakfast Seminar date. Ms. Roan seconded. VOTE: (9-0-0). Motion passed
- **Putting on the Ritz contracts**
  - Ms. Clemson-Petrik **motioned** to approve the Putting on the Ritz contracts for 2024. Ms. Eaton seconded. VOTE: (9-0-0). Motion passed
- **Ten Oaks Ballroom contracts**
  - Ms. Swartwood **motioned** to approve the 2024 Ten Oaks Ballroom contracts. Ms. Windisch seconded. VOTE: (9-0-0). Motion passed
- **2024 Community Chapter Awards**
  - Ms. Eaton recommended creating an Ad-Hoc committee in 2024 to discuss creating Community Awards for 2025.
- **December Luncheon/Annual Meeting**
  - The discussion on whether to hold the Annual Meeting/Annual Social as a luncheon or evening event was tabled. Ms. Lykins will send the Annual Social budget to the Board. The Board volunteered to look into venues.
- **Virginia Leadership Retreat**
  - Mr. Saylor **motioned** to approve the Virginia Leadership Retreat agreement. The Chapter is responsible for having the Executive Director and two volunteers involved. Mr. Saylor seconded. VOTE: (9-0-0). Motion passed
- **Incentives for Homeowners**
  - Mr. Anderson would like to brainstorm more strategies to incentivize homeowners to become more engaged with the Chapter.
- **Corporate Transparency Act**
  - The Board discussed how this is a hot topic with membership right now and would like to possibly have an attorney record a webinar on it.
  - Ms. Marsh will ask the magazine committee for a volunteer to write an article on this.
  - Ms. Roan will discuss this with the education committee.

### **Adjournment:**

- The meeting was adjourned at 11:37 am by consensus.

**Next meeting:** The next Board meeting will be held on Wednesday, December 6, 2023, at 9:00 am via zoom.