

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, February 2, 2022
9:00 am
Zoom Conference Call**

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

Absent: Steve Randol, 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. Rapaport at 9:02 am.

Approval of Minutes

- Ms. Eaton **motioned** to approve the Board of Directors meeting minutes dated January 5, 2022. Mr. Saylor seconded. VOTE: (8-0-0). Motion Passed.

Treasurer's Report

- Ms. Eaton provided an oral report of the January finance committee meeting and status of the December 2021 and Year End financials which will be finalized this month.
- Ms. Eaton **motioned** to approve the purchase of a \$50,000 CD from the Morgan Stanley money market cash account to mature in 5 years. Ms. Clemson-Petrik seconded. Ms. McKoin & Ms. Rapaport opposed. VOTE: (6-2-0). Motion Passed.

Strategic Planning Report

- Mr. Anderson gave a report on the status of the Chapter workforce development collaboration with The Complete Player Charity.
- The Board recommends that the strategic planning committee collaborate with the finance committee to come up with a vision and idea of how and where the Chapter should use some of their Chapter savings to grow in the future.

CED Management Report (Mr. McConoughey)

- Mr. McConoughey provided updates on the following subjects: membership numbers, social media/website/email engagement, 2022 sponsorships, Charting Your Course event and upcoming Chapter events.

Old Business

- **Formation of Personnel Committee**
 - Ms. Rapaport **motioned** to approve the formation of a three-person personnel committee on the Board consisting of Ms. Clemson-Petrik, Ms. Windisch and Mr. Anderson. Ms. Eaton seconded. VOTE: (8-0-0). Motion Passed.
- **Chapter Policies**
 - Ms. Eaton **motioned** to approve the Website Privacy Policy as amended. Ms. McKoin seconded. VOTE: (8-0-0). Motion Passed.
 - Travel Policy – Further discussion was tabled for the March meeting
 - Ms. McKoin **motioned** to recommend that the Board be provided with training on how to handle harassment claims and the legal procedures that may follow a claim. Mr. Anderson seconded. VOTE: (8-0-0). Motion Passed. Additional discussion was tabled for the March meeting.
- **Resolution for Bank and Morgan Stanley signers**
 - Ms. Rapaport **motioned** that the Chapter Executive Director, Mr. McConoughey, Treasurer, Ms. Eaton and President, Ms. Rapaport be signatories on the SECU and Morgan Stanley corporate resolutions with Ms. Windisch attesting as Secretary. Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed.
- **Annual Report**
 - Ms. Eaton **motioned** to approve the Chapter 2021 Annual Report with any remaining edits sent to Mr. McConoughey by 2/4/22. Ms. McKoin seconded. VOTE: (8-0-0). Motion Passed.
- **Audit Engagement Letter**
 - Ms. Eaton **motioned** that Anderson Davis conduct the Chapter audit. Ms. McKoin seconded. VOTE: (8-0-0). Motion Passed.
- **2022 Breakfast Seminar Menu**
 - Ms. Rapaport **motioned** to authorize that Mr. McConoughey negotiate an upgraded menu with Putting on the Ritz with an amount not to exceed \$30 per person. Ms. Clemson-Petrik seconded. Mr. Saylor, Ms. Eaton, and Ms. Windisch opposed. VOTE: (5-3-0). Motion Passed.

New Business

- **Collaboration with CAI Washington Metro Chapter for Expo**
 - Ms. Rapaport **motioned** to approve collaborating with the Washington Metro Chapter for their Expo. Ms. McKoin seconded. VOTE: (8-0-0). Motion Passed.
- **CAI National Awards**
 - Ms. Eaton **motioned** to approve that the Chapter apply for the CAI National Chapter Operations and Sustainability and Out of the Box awards using the applications reviewed with the recommended changes from the Board. Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed.
- **2022 Chapter Insurance**
 - Ms. Eaton **motioned** to renew the Chapter insurance policies under the same terms for 2022. Mr. Saylor seconded. VOTE: (8-0-0). Motion Passed.
- **April and May Board Meetings Rescheduled**

By consensus, the Board approved rescheduling the April and May Board meetings as follows:

 - April 6th meeting has been rescheduled to March 30th.
 - May 4th meeting has been rescheduled to April 27th.
- **Committee Action Item Approval**
 - **Business Partner Advisory Committee**
 - Ms. Eaton **motioned** to approve that the Diamond Sponsor podcast format could include a brief “Ask the Expert”, an ad the sponsor already had, or a longer format that would be an in-person recording. Mr. Saylor seconded. VOTE: (8-0-0). Motion Passed.

- Ms. Rapaport **motioned** to update the Chapter policy to allow all Business Partners to use virtual backgrounds during webinars. Mr. Saylor seconded. VOTE: (8-0-0). Motion Passed.
 - Ms. Eaton **motioned** that the Chapter provide special virtual backgrounds for sponsors to spotlight them at webinars. Mr. Anderson seconded. VOTE: (8-0-0). Motion Passed.
 - **Education Committee**
 - Ms. McKoin **motioned** to approve the recommended date changes for the Homeowner Webinar - Financials 101, Homeowner huddle/Coffee Talks - Reserve Funding & the Law and the Homeowner huddle/Coffee Talks - Self-Managed Communities (5 Best Practices). Ms. Eaton seconded. VOTE: (8-0-0). Motion Passed.
 - **Golf Committee**
 - Ms. Eaton **motioned** to approve the 2022 Annual Golf Outing sponsorship pricing. Mr. Saylor seconded. VOTE: (8-0-0). Motion Passed
 - **Social Committee**
 - Ms. Eaton **motioned** to approve the social committee's recommendation and pricing for a Chapter Happy Hour at the Guinness Brewery on Thursday, April 28th. Mr. Saylor seconded. VOTE: (8-0-0). Motion Passed
- (Ms. McKoin left the meeting at 11:49 am)*
- **Expo Committee**
 - Ms. Clemson-Petrik **motioned** to approve the 2022 Expo title "Get Your Sanity, Health, Inspiration, Time Management Together" with the understanding that there will be a keynote speaker who will relate the topic to our Chapter industry. Mr. Saylor seconded. VOTE: (7-0-0). Motion Passed

Adjournment:

Ms. Eaton **motioned** to adjourn the meeting at 11:55 am. Mr. Saylor seconded. VOTE: (7-0-0). Motion Passed.

Next meeting: The next Board meeting will be held on Wednesday, March 2nd at 9:00 am via zoom conference call.