

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

Attendance: Rebecca Clemson-Petrik, President
James Anderson, President-Elect
Gail Windisch, Vice-President
Vicki Eaton, Treasurer
Cindy McKoin, Director
Steve Randol, Director
Noni Roan, Director
Gary Saylor, 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 9:03 am.

Approval of Minutes

- Ms. McKoin **motioned** to approve the Board of Directors meeting minutes dated February 1, 2023, with one change to Mr. Saylor's name. Mr. Anderson seconded. VOTE: (7-0-1). Ms. Eaton abstained since she was not at the February meeting. Motion passed.

Treasurer's Report

- There was no formal treasurer's report. Ms. Eaton is currently working with the bookkeeper and will be working with Ms. Lykins on the chapter financials.

Strategic Planning Report

- Mr. Anderson noted that the strategic planning committee will be regrouping and moving forward soon.
- Mr. Anderson submitted the application for the 2023 CAI National Chapter awards for Chesapeake's The Complete Player project.

CED Management Report

- Ms. Marsh gave updates on the following subjects: membership numbers, social media/website/email engagement, February webinar registrations, income and survey results and registrations for the March Breakfast Seminar, Guinness Happy Hour and Delmarva Golf Outing.

Old Business

- **Chapter Credit Card**
 - Ms. Clemson-Petrik provided a proposal from First National Bank (FNB).

- Ms. Eaton **motioned** that the Chapter move forward with banking at First National Bank if they can meet the Chapter's needs and confirm a credit limit that will work for the Chapter finances. Mr. Saylor seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Corporate Filings**
 - Ms. Lykins is tasked with the following:
 - Confirming the Chapter's current resident agent
 - Forwarding the Chapter mail from the PO box to her home address.
 - Looking into what was provided in a past Board packet regarding corporate filings.
- **New Insurance Agent**
 - Ms. Roan has sent all of the paperwork to USI Insurance Services.
- **Resolution for SECU Bank and Vanguard**
 - Ms. Clemson-Petrik **motioned** to have the Chapter Executive Director and Treasurer as signers on the Valley Payroll. Mr. Randol seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **TCP Annual Gala**
 - Mr. Randol **motioned** to purchase a table of 8 for \$800 at The Complete Player Charity's annual gala. Ms. Clemson-Petrik seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. Marsh will purchase the table with the Chapter debit card.
- **Washington Metro Conference & Expo**
 - A few Board and committee member volunteers attended the Washington Metro Conference & Expo this past weekend and thought it was a beneficial event.

New Business

- **Chapter Awards**
 - Ms. Eaton **motioned** to order the ambient blue diamond trophy for the three Chapter award winners. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. Clemson-Petrik will send what she would like on the awards for staff to order.
- **Recorded Webinars**
 - Ms. Eaton **motioned** that if anyone would like to obtain a recording of a past breakfast webinar, they would have to pay a flat fee of \$50. Mr. Anderson seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Job Descriptions**
 - Ms. Clemson-Petrik noted that the job descriptions need to be re-evaluated to fit the four employee job responsibilities. VOTE: (8-0-0). All in favor. Motion passed.
- **Princess Royale budget and contract**
 - Ms. Eaton **motioned** to approve the Princess Royale contract for the November 10th Delmarva Expo. Mr. Randol seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Bayside Bull contract**
 - Ms. Eaton **motioned** to approve the Bayside Bull catering contract for the July crab feast. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.

- **Committee Action Items**

- **Delmarva Committee**

- Ms. Eaton **motioned** to approve that Delmarva sponsorship tables be sold for \$425.00 and that ticket prices be \$30.00 for members and \$40.00 for non-members at the April 21st event. Ms. Windisch seconded. VOTE: (8-0-0). All in favor. Motion passed.

- **Golf Committee**

- Ms. McKoin **motioned** to approve limiting golf outing foursome sales to 5 per company when sales open in April. After three weeks from when the sales open, foursome sales will open back up to everyone and will be unlimited. Ms. Roan seconded. VOTE: (8-1-0). Mr. Saylor opposed. Motion passed.
 - Mr. Randol **motioned** to approve using TaylorMade again as the giveaway provider and offer each golfer a \$50 voucher to use on the day of the event. Ms. Clemson-Petrik seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Mr. Anderson will discuss with the committee to possibly having TaylorMade give something back to the Chapter for allowing them to sell their products at the outing.

- **Legislative Committee**

- Mr. Randol will get the budget for the Maryland Association of Counties (MACO) event and Cambridge event to bring back to the board for further discussion.
 - Ms. Clemson-Petrik **motioned** to ratify the executive committee's decision to gently oppose the rezoning and affordable housing legislation coming from multiple counties. Mr. Randol seconded. VOTE: (8-0-0). All in favor. Motion passed.

- **Communications Committee**

- Ms. McKoin **motioned** to approve that the communications committee discuss the website and their suggested changes for updates with Ms. Lykins. Ms. Eaton seconded. VOTE: (8-0-0). All in favor. Motion passed.
 - Ms. McKoin noted that the committee will be looking into different podcast options for Diamond sponsors (possibly offering short videos with links and member resources).
 - Ms. Eaton **motioned** to approve that the communications committee members may approach chapter members at events for testimonials. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.

Adjournment:

Ms. Clemson-Petrik motioned to adjourn the meeting at 11:36 am. Mr. Randol seconded. VOTE: (8-0-0). All in favor. Motion passed.

The Board went into Executive session.

Next meeting: The next Board meeting will be held on Wednesday, April 5th at 9:00 am via zoom.