

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, March 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
Steve Randol, Director
Gary Saylor, 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 10:03 am.

Approval of Minutes

- Mr. Saylor **motioned** to approve the Board of Directors meeting minutes dated February 2, 2022. Ms. McKoin seconded. VOTE: (9-0-0). Motion Passed.
- Ms. Clemson-Petrik **motioned** to approve the Board of Directors meeting minutes dated February 7, 2022. Ms. Windisch seconded. Ms. Eaton abstained. VOTE: (8-0-1). Motion Passed.

Treasurer's Report

- Ms. Eaton provided the Board a report of the February finance committee meeting minutes.
- Ms. Eaton **motioned** to approve the final 2021 Chapter financials. Mr. Saylor seconded. VOTE: (9-0-0). Motion Passed.

CED Management Report (Mr. McConoughey)

- Mr. McConoughey provided updates on the following subjects: membership numbers, social media/website/email engagement, virtual roundtable survey results and a look ahead to upcoming events.
- Mr. McConoughey is tasked with making sure all events are covered under the Chapter insurance.

Strategic Planning Report

- Mr. Anderson gave a report on the status of the Chapter workforce development collaboration with The Complete Player Charity. This past month, Ms. Clemson-Petrik, Mr. Anderson and Mr. McConoughey attended and judged the TCP presentations and are excited to continue collaborating further.

Old Business

- **Harassment Policy**
 - Tabled until a future meeting.
- **Chapter policy updates**
 - Tabled until the next meeting.
- **Workforce Development Program**

- Mr. McConoughey is awaiting response from CAI National.
- **Annual Audit**
 - Financials have been sent to the Chapter's auditing company.

New Business

- **Happy Hour contract with Guinness Brewery**
 - Ms. Clemson-Petrik **motioned** to approve the Happy Hour contract with the Guinness Brewery. Mr. Anderson seconded. VOTE: (9-0-0). Motion Passed.
 - **Crab Feast contract with Bayside Catering**
 - Mr. Saylor **motioned** to approve the contract with Bayside Catering for the July Crab Feast with the understanding that the Chapter President and social committee members may adjust the menu with an amount not to exceed a \$500 increase to the contract. Ms. Eaton seconded. VOTE: (9-0-0). Motion Passed.
 - **ADT Contract with Equinox**
 - The Board agreed by consensus to have the current ADT contract assigned to Equinox.
 - **Committee Structure**
 - The Board agreed by consensus that the strategic planning committee evaluate the Chapter's committee structure.
 - **Committee Action Item Approval**
 - **Social Committee**
 - Mr. Saylor **motioned** to increase the non-member price of happy hour registration from \$40 to \$50 (members = \$30). Ms. Windisch seconded. VOTE: (6-2-1). Ms. Eaton and Ms. McKoin opposed. Ms. Clemson-Petrik abstained. Motion passed.
 - Ms. Eaton **motioned** that the Chapter provide shirts for volunteers at the Marley Glenn School clean-up at no charge at a cap of the first 20 people to sign-up. VOTE: (9-0-0). Motion Passed.
 - **Golf Committee**
 - Based on the golf committee's recommendation, Ms. Rapaport motioned to limit the selling of foursomes to 2 and sponsorships to 1 until Monday, May 16, 2022. After May 16th any remaining foursomes and sponsorships would become open. This motion failed to have the proper support.
 - Mr. Randol **motioned** to open the selling of the Golf Outing foursomes and sponsorships to the entire membership on Monday, April 11th with no caps on the number of sponsorships and foursomes a company/individual may purchase subject to the consideration of comments from the Golf Committee. Mr. Saylor seconded. VOTE: (9-0-0). Motion Passed.
- Ms. McKoin left the meeting at 11:40 am.*
- **Expo Committee**
 - Mr. Randol **motioned** to approve that the 2022 Expo topic/title be: "Achieving Your Balance, Working Smarter Not Harder". Mr. Saylor seconded. VOTE: (8-0-0). Motion Passed.

Adjournment:

Ms. Rapaport **motioned** to adjourn the meeting at 11:56 am. Mr. Randol seconded. VOTE: (8-0-0). Motion Passed.

Next meeting: The next Board meeting will be held on Wednesday, March 30th at 9:00 am via zoom conference call.