

**Chesapeake Region Chapter  
Board of Director's Minutes  
Wednesday, April 5, 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  
Steve Randol, 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 9:02 am.

**Approval of Minutes**

- Ms. Eaton **motioned** to approve the Board of Directors meeting minutes dated March 1, 2023, as presented. Mr. Anderson seconded. VOTE: (9-0-0). Motion passed.

**Treasurer's Report**

- Ms. Eaton and Ms. Lykins gave a few updates:
  - \$100,000 was transferred from SECU to First National Bank
  - The FNB account is open and active. Ms. Lykins is waiting on the Chapter credit and debit card.
  - SECU will remain open for a few more months.
  - A few financial reports should be available at the next meeting.

**Strategic Planning Report**

- Mr. Anderson noted that the strategic planning committee will be regrouping and moving forward soon.
- Mr. Anderson will send a few dates to Ms. Lykins and Ms. Marsh for this year's collaboration with The Complete Player project.

**CED Management Report**

- Ms. Lykins and Ms. Marsh put together the CED Management report on the following subjects: membership numbers, social media/website/email engagement, March Breakfast Seminar income vs. expenses, March seminar survey results, registrations and sponsorships for the Guinness Happy Hour and sponsorships and foursomes for the Delmarva Golf Outing.
- Ms. Marsh will ask Putting on the Ritz for the pricing for removing eggs and adding pancakes for the breakfast seminar as well as a continental breakfast pricing option.

## Old Business

- **Chapter Credit Card**
  - Ms. Lykins is currently waiting for the credit card to come in the mail from FNB.
  - Ms. Clemson-Petrik **motioned** to approve of Ms. Marsh having a Chapter credit card. Ms. Eaton seconded. VOTE: (9-0-0). All in favor. Motion passed.
- **Bank account transition**
  - Currently in process.
- **Corporate Filings**
  - Ms. Lykins informed the Board that this has been completed and the Chapter now has a physical resident agent address.
- **New Insurance Agent**
  - Ms. Eaton noted that once our last policy expires on June 29<sup>th</sup>, Christa Brady with USI Insurance Services will be our agent for all Chapter insurance policies.
- **TCP Annual Gala**
  - Mr. Anderson, Ms. Clemson-Petrik, Mr. Saylor, Mr. Randol, Ms. Windisch, Ms. Roan, and Ms. Collins confirmed attending the Gala. Mr. Anderson will confirm the 8<sup>th</sup> ticket.

## New Business

- **Pikesville Ad Hoc Request for assistance**
  - Ms. Clemson-Petrik **motioned** to have a small panel of chapter representatives meet via zoom to assist the gentleman from Pikesville who asked for guidance from the Chapter. Ms. McKoin seconded. VOTE: (3-4-2). Ms. Clemson-Petrik, Ms. McKoin and Ms. Roan approved. Mr. Anderson, Mr. Saylor, Ms. Windisch and Mr. Randol did not approve. Ms. Eaton & Ms. Collins abstained. Motion did not pass.
  - Ms. McKoin **motioned** to send the legislative update, Condo/HOA primer, the calendar of events and an invitation for two people to attend a breakfast seminar of their choice at no cost to the gentleman who asked for assistance from the Chapter. Ms. Clemson-Petrik seconded. VOTE: (9-0-0). All in favor. Motion passed.
  - Ms. Lykins will reach out to this gentleman.
- **MSDA lease extension**
  - Ms. Eaton **motioned** to discontinue the lease with MSDA after it expires in December. Ms. McKoin seconded. VOTE: (9-0-0). All in favor. Motion passed.
  - Ms. Marsh will reach out to MSDA.
  - Ms. Lykins and Ms. Marsh will coordinate with Mr. Saylor about moving things from the MSDA office to the storage unit and moving the files to be shredded from the storage unit to Ms. Windisch's office. They will also confirm what Chapter furniture needs to be sold to Equinox.
- **CED Retreat/Training**
  - Ms. Eaton **motioned** to approve of Ms. Lykins attending the CED training in September. Ms. McKoin seconded. VOTE: (9-0-0). All in favor. Motion passed.
- **Diamond Sponsors – Foursomes**
  - Ms. Eaton **motioned** to bill the differential amount for the cost of a golf sponsorship or foursome from the amount promised on the 2023 annual chapter sponsorship form. Mr. Saylor seconded. VOTE: (9-0-0). All in favor. Motion passed.

- **Committee Action Items**
  - **Communications Committee**
    - **Press Releases** – The Board agreed by consensus that the communications committee submit their press release topics to the Board before moving forward with writing them.
      - Ms. McKoin will get more details about pricing for where the committee would like the press releases to be sent.
    - **Testimonials** – Ms. McKoin will send the Board the photo/video/interview content release form for approval to use at the Guinness Happy Hour.
    - **Permission to have contact information of new members on social media** – Tabled at this time until clarified.
  - **Expo Committee**
    - Ms. Eaton **motioned** to approve of hiring a pipe and drape company not to exceed \$7,000. Mr. Randol seconded. VOTE: (9-0-0). All in favor. Motion passed.
  - **Legislative Committee**
    - Ms. Collins will ask for the budget for the Cambridge event to be brought back to the board for further discussion.
  - **Social Committee**
    - Ms. McKoin **motioned** to have the annual social event on Friday, October 27<sup>th</sup> at Historic Savage Mill. Mr. Anderson seconded. VOTE: (8-1-0). Ms. Clemson-Petrik opposed. Motion passed.
    - Ms. Marsh will confirm the date and valet parking company.
- **Other Items**
  - Mr. Randol informed the Board of his resignation as a director on the Board as of 4-5-23.
  - Ms. Collins will cover as liaison for the legislative committee this month.

### **Adjournment:**

The meeting was adjourned by consensus at 11:17 am.

**Next meeting:** The next Board meeting will be held on Wednesday, May 3, 2023, at 9:00 am via zoom.