

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, June 1, 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
Steve Randol, Director
Kelly Rae, Director
Gary Saylor, Director

Chapter Staff: Angela Marsh, Marketing and Events Manager

Call to Order

The meeting was called to order by Ms. Rapaport at 9:04 am.

Approval of Minutes

- Ms. Eaton **motioned** to approve the Board of Directors meeting minutes dated May 4, 2022. Mr. Saylor seconded. VOTE: (9-0-0). Motion Passed.

Treasurer's Report

- Ms. Eaton noted that the May financials will be available at the July meeting.
- **Bookkeeper update** – The Board is in the process of researching a new bookkeeper. Ms. Windisch will reach out to someone she knows who may be interested.
- **Insurance update** – Ms. Eaton is working with our insurance company to get our D&O policy bound and all other current insurance policies up to date. She noted that our agent is planning to attend the July meeting.

Strategic Planning Report

- Mr. Anderson gave a report on the status of the Chapter workforce development collaboration with The Complete Player Charity on July 13th at Piney Orchard. Mr. Anderson, Mr. Saylor, Ms. Clemson-Petrik, Ms. Windisch, Mr. El-Taher and Mr. Randol are finalizing the details and activities for the event.
- National is very supportive of us holding this event and may have a representative attend on July 13th.

CED Management Report (Ms. Marsh)

- Ms. Marsh provided updates on the following subjects: membership numbers, social media/website/email engagement, survey results and financials from the May 11th Breakfast Seminar, May 18th Homeowner Seminar and May 20th-21st Board Leadership Development Workshop.
- Ms. Marsh will request pricing for adding a side of cheese for the eggs at the September breakfast.

(Mr. Saylor left the meeting at 9:29 am)

Old Business

- **Update – Chapter Policies (Harassment/Code of Conduct Training and Policy, Travel Policy, First right of refusal policy, virtual backgrounds)**
 - Tabled until a future meeting – Ms. McKoin has agreed to help with updating the policies.
- **Annual Audit**
 - The audit is being worked on by the Chapter’s auditing company and Mr. McConoughey is sending them additional information by the end of the week.
- **ADT For Equinox**
 - Ms. Marsh will confirm with Mr. McConoughey that we did not get billed last month.
- **Chapter Credit Card**
 - Mr. Saylor and Ms. Rapaport are working with First National Bank.
- **Nominating Committee formation**
 - The two Chapter Attorney members Ms. Rapaport reached out to agree to serve on the committee and draft the by-law amendments. Ms. Windisch will move forward with the committee as Chair.
 - Ms. Rapaport is reaching out to the electronic online voting company.

New Business

- **Corporate Filing**
 - Ms. Rapaport is looking into a service agency to change our principal place of business address and resident agent. The address may not be a P.O. Box and must be in Maryland. The Board will vote on this via email.
- **By-Law Amendments**
 - Being reviewed by two Chapter attorney members.
- **Board Retreat/Summer dates**
 - The Board agreed to hold the tentative date of Saturday, August 13th for a Board Retreat at Ms. Rapaport’s home.
 - The summer dates for the July, August and September Board meetings will remain as scheduled at this time.
- **Onboarding of Executive Director**
 - The committee scheduled an additional meeting for discussion on Friday, June 3rd at 9:15 am.
- **Committee Action Items**
 - **Expo Committee:**
 - Ms. McKoin **motioned** to approve the same Expo lunch menu as 2019. Ms. Rae seconded. VOTE: (8-0-0). Motion Passed.
 - Ms. Eaton **motioned** to increase the Expo booth prices from \$900 to \$1,100 in 2022. Ms. Rae seconded. VOTE: (8-0-0). Motion Passed.
 - Mr. Rae **motioned** to approve the head shot station to be an expense paid by the Chapter not to exceed \$3,500. Ms. Eaton seconded. VOTE: (8-0-0). Motion Passed.
 - The Board tabled the vote for the Wrap Party menu until Ms. Marsh receives the pricing from Martin’s West.

(Mr. Saylor returned to the meeting at 10:23am)

- **Delmarva Committee:**
 - Mr. Saylor **motioned** to approve the following Delmarva Expo pricing for sponsorships, attendees and booths:
 - Giveaway Grocery Tote - \$750.00
 - Grand Door Prize Drawing - \$500.00
 - Passport Drawing – Limited to 5 companies - \$250.00
 - Food & Beverage Sponsorship (Breakfast/Lunch/Wrap Party) – Limited to 3 companies - \$500.00

- Beach Fan – \$600.00
- Member attendee rate - \$40
- Non-member attendee rate - \$60
- Booth pricing - \$500 per booth (10 total)

Ms. Windisch seconded. VOTE: (9-0-0). Motion Passed.

- **Legislative Committee** – Mr. Randol **motioned** to approve opposition to proposed Sussex County ordinance that will assess penalties on an Association if an owner alters the buffer zone. Ms. McKoin seconded. VOTE (9-0-0). Motion Passed.
- **Newsletter Committee** - Ms. Eaton **motioned** to table the approval of sponsored content pricing until they review the updated guidelines. Ms. McKoin seconded. VOTE (9-0-0). Motion Passed.
- **Communications Committee** – The Board agreed by consensus to table the approval of the committee’s idea of testimonial Tuesday until they receive further information. (how much staff involvement, how often, how will testimonials be chosen, where will testimonials be posted).

Adjournment:

Ms. Rapaport **motioned** to adjourn the meeting at 11:00 am. Ms. Eaton seconded. VOTE: (9-0-0). Motion Passed.

Next meeting: The next Board meeting will be held on Wednesday, July 6th at 9:00 am via zoom conference call.