

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, June 16, 2021
9:30 am
Conference Call/Zoom Meeting**

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

Absent: B.K. Swartwood, Vice-President
Rod Clark, Director
Kelly Rae, 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. Windisch at 9:40 am.

Approval of Minutes

- Ms. McKoin **motioned** to approve the Board of Directors meeting minutes dated May 12, 2021. Ms. Eaton seconded.
VOTE: (6-0-0). Motion Passed.
 - Ms. Marsh is **tasked** with adding the May 12th minutes to the website.

Treasurer's Report

- Ms. Eaton reviewed the June 2021 Treasurer's report (through May 31, 2021).
- The Board **approved by consensus** that **Mr. McConoughey and Ms. Eaton** transfer \$35,000 out of the SECU savings account and into the Morgan Stanley Money Market account to avoid having the SECU accounts exceed the FDIC insurance limits of \$250,000. If additional operating funds are required, the amount can be wire transferred within 24 hours from the MS account into the SECU checking account.
- The Chapter's mailing services bulk mail expense line item of \$1,591.75 is higher than normal due to a prospect mailing sent to Business Partners. Mr. McConoughey is **tasked** with submitting paperwork to CAI National so the Chapter will receive a \$500 partial reimbursement check.
- The finance committee agreed by consensus that no collections policy for the Chapter is needed at this time.
- Ms. Windisch **motioned** that the finance committee look into the maximum amount the Chapter can afford to hire additional staff. Ms. Rapaport seconded. VOTE: (6-0-0). Motion Passed.
- Ms. Rapaport **motioned** to increase Christina Killian's hours from 25 to 35 per week effective immediately. Ms. Eaton seconded. VOTE: (6-0-0). Motion Passed.

June 2021 Treasurer's Report (through May 31, 2021)

SECU Checking	\$141,866.88
SECU Savings (for Office Lease)	\$72,071.93

SECU Business Money Market Security Deposit	\$2,621.75
TOTAL Operating Funds	\$216,560.56

Morgan Stanley (3 CDs @ \$40,000 each, 1 CD @ \$45,000) Mature 4/22, 11/22, 4/23,4/24	\$165,000.00
Morgan Stanley (MM)	\$46,125.84
Morgan Stanley (Investment Gain/Loss)	
Credit Card Rebate	\$109.67
TOTAL	\$211,235.51
COMBINED TOTAL	\$427,796.07
Liabilities	\$241,845.08
Assets after applying liabilities	\$185,950.99

Strategic Planning Report

- The Board **agreed by consensus** to hold a Board Retreat on Saturday, August 14, 2021, from approximately 9:00 am – 3:00 pm at Ms. Rapaport's home.

CED Management Report (Mr. McConoughey)

- **Membership**
 - The Chapter has 1,172 members which is an increase of 20 members from last month and an increase of 39 members from May of 2020.
 - There has been a decrease in Chapter Business Partner members since January of 2020.
 - Mr. McConoughey is **tasked** with discussing advertising multi-Chapter memberships for Business Partners with the Washington Metro and Keystone Chapters. He will have additional information at the July meeting.
- **Social Media**
 - Social media engagement remained consistent for May 2021.
- **Crab Feast**
 - The Board **approved by consensus** that Mr. McConoughey look into the cost of increasing the Crab Feast contract to 125 attendees.
- **Golf Outing**
 - Mr. McConoughey informed the Board that the Golf Outing expenses have increased \$3,500 due to extra costs with additional sponsorships, carts, and attendee tickets.
- **CED – Business Development Policy**
 - The Board suggested adding that all CED expenses have a budgeted line item and if an item is exceeded, there must be Board approval.
 - The Board suggested differentiating between activities that have no expense for the Chapter vs. expenses that would not cost any Chapter expense.
 - Mr. McConoughey is **tasked** with reaching out to CAI National regarding any policies they may have in relation to the CED meeting with business partner members at non-related Chapter events.
- **LMS – Cost and Features**
 - Ms. Eaton **motioned** to approve the Learning Management System software not to exceed \$4,000. Ms. Clemson seconded. VOTE: (6-0-0). Motion Passed.

Upcoming Events

- The Board Leadership Development Workshop rescheduled from May 7th & 8th to June 18th & 19th has 26 people registered.

Old Business

- **Awards Subcommittee**
 - Ms. Eaton **motioned** to approve the recommendation from the Awards Subcommittee to request a budget of a minimum of \$600 to a maximum of \$900 for Chapter awards. Ms. McKoin seconded. VOTE: (6-0-0). Motion Passed.
- **Chapter Policies** – The Board is **tasked** with reviewing the Chapter red-line policy changes sent by Mr. McConoughey and sending any comments or suggestions to Ms. Rapaport and Ms. Eaton.
 - **Conflict of Interest**
 - **Suit casing Policy**
 - Ms. Rapaport and Ms. Eaton are **tasked** with working on a separate virtual events conduct policy.
 - **Document Retention Policy**
 - The Board **agreed by consensus** that the policy should include how long to keep materials such as recorded seminars, chapter survey results, membership rosters, etc.
 - **Employee Reimbursement & Expenditure Policy**
 - The Board **agreed by consensus** that the policy should distinguish between expected and unexpected expenditures.
- **Bylaw Amendment** – Ms. Rapaport is **tasked** to draft and review the bylaw amendment.

New Business

- **Committee Action Items**
 - **Lead Committee**
 - Ms. Eaton **motioned** to approve the committee recommendation that the LEAD committee recruit (at least) 10 sponsors for \$250 for the “Month of Giving” in October. These sponsors would donate \$10/post for a maximum of \$250 donated to the Special Olympics. 25 posts would be needed to reach the goal of \$2,500. Mr. Anderson seconded. VOTE: (6-0-0). Motion Passed.
 - Ms. Eaton **motioned** to approve the committee recommendation to purchase a “Helping Hand” award in the form of a small plaque that would be given to the company who has the most participation in the “Month of Giving” program not to exceed \$50. Ms. McKoin seconded. VOTE: (6-0-0). Motion Passed.
 - **Delmarva Committee**
 - Ms. Eaton **motioned** to approve the committee recommendations for the Eastern Shore Golf Outing sponsorships. Ms. Rapaport seconded. VOTE: (6-0-0). Motion Passed.
- **Contract for Crab Feast DJ**
 - Ms. Eaton **motioned** to approve the Digital Sounds – Baltimore contract for the DJ at the Chapter Crab Feast. Ms. Rapaport seconded. VOTE: (6-0-0). Motion Passed.
- **Contract for Crab Feast catering**
 - Ms. Rapaport **motioned** to approve the Bayside Catering contract for the Chapter Crab Feast subject to Steve getting the additional cost for adding 25 attendees. Ms. Eaton seconded. VOTE: (6-0-0). Motion Passed.
- **Additional Items**
 - Mr. McConoughey is **tasked** with looking into the cost of t-shirts or polos for the Chapter staff as well as name tags for Board members.

Adjournment:

Ms. Eaton **motioned** to adjourn the meeting at 12:24 pm. Ms. Rapaport seconded. VOTE: (6-0-0). Motion passed.

Next meeting: The next Board meeting will be held on Wednesday, July 21st, 2021, via Zoom.