

**Chesapeake Region Chapter  
Board of Director's Minutes  
Wednesday, July 21, 2021  
9:30 am  
Conference Call/Zoom Meeting**

**Attendance:** Gail Windisch, President  
Susan Rapaport, President-Elect  
B.K. Swartwood, Vice-President  
Vicki Eaton, Treasurer  
James Anderson, Secretary  
Rebecca Clemson-Petrik, Director  
Cindy McKoin, Director  
Kelly Rae, Director

**Absent:** Rod Clark, 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 9:33 am.

**Approval of Minutes**

- Ms. Eaton **motioned** to approve the Board of Directors meeting minutes dated June 16, 2021. Ms. McKoin seconded.  
VOTE: (8-0-0). Motion Passed.
  - Ms. Marsh is **tasked** with adding the June 16<sup>th</sup> minutes to the website.

**Treasurer's Report**

- Ms. Eaton reviewed the July 2021 Treasurer's report (through June 30, 2021).
- The first PPP Loan in the amount of \$29,582.00 was forgiven and has been transferred to the chapter SECU checking account.
- \$35,000 was transferred out of the chapter SECU savings account into the Morgan Stanley Cash to help keep the balance in SECU under the \$250,000 FDIC limit. The chapter Executive Director and Treasurer are authorized to make additional transfers of funds if the SECU operating funds are near the FDIC limit.
- The Board reviewed the open invoices as of 7-21-21.
- Mr. McConoughey is **tasked** with requesting samples of collection policies from other Chapters for the finance committee to review.
- Mr. McConoughey is **tasked** with creating a document to explain the process regarding invoices and "fake" payments, which staff is required to enter into GlueUp in order to add or renew chapter members.
- The finance committee will make a recommendation to the Board prior to the retreat on August 14<sup>th</sup> regarding whether or not the Chapter can move forward with the addition of another full-time employee.

**July 2021 Treasurer's Report (through June 30, 2021)**

SECU Checking	\$132,835.66
SECU Savings (for Office Lease)	\$74,745.04
SECU Business Money Market Security Deposit	\$2,622.18

<b>TOTAL Operating Funds</b>	<b>\$210,202.88</b>
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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)	\$80,951.65
Morgan Stanley (Investment Gain/Loss)	
Credit Card Rebate	\$109.67
<b>TOTAL</b>	<b>\$246,061.32</b>
<b>COMBINED TOTAL</b>	<b>\$456,264.20</b>
<b>Liabilities</b>	<b>\$248,719.28</b>
<b>Assets after applying liabilities</b>	<b>\$207,544.92</b>

### Strategic Planning Report

- The Board reviewed the Board Retreat agenda for Saturday, August 14, 2021.
- The Board **agreed by consensus** to finalize the Chapter strategic plan and budget at the November Board meeting.

### CED Management Report (Mr. McConoughey)

- **Membership**
  - The Chapter has 1,175 members which is an increase of 3 members from last month and an increase of 69 members from June of 2020.
  - Mr. McConoughey is working with the Washington Metro and Keystone Chapters on creating verbiage for advertising multi-Chapter memberships to Business Partners and Management Company members.
- **Social Media**
  - Social media engagement has increased for June 2021.
- **Crab Feast**
  - The Crab Feast on Thursday, July 22, 2021, is sold out. There are twelve company sponsors. Eight will be present as sponsors in person and four signed up for marketing purposes.
- **Golf Outing**
  - Ms. Swartwood **motioned** to approve the 25<sup>th</sup> Anniversary Yeti tumbler giveaway for the 2021 Golf Outing. Ms. Windisch seconded. VOTE: (8-0-0). Motion Passed.
- **Glue-Up**
  - Ms. Swartwood **motioned** to renew the contract with GlueUp for a 12-month period. Ms. Eaton seconded. VOTE: (8-0-0). Motion Passed.
- **Other**
  - T-shirts and polo shirts have been ordered for the Chapter Staff.

### Old Business

- **Chapter Policies**  
Suggested edits:
    - Add Board effective date and Board revised dates to all policies as they are reviewed
    - Change name from “Employee Reimbursement and Expenditures policy” to “Expense Reimbursement – Employee policy”.
    - The Board **agreed by consensus** that a new form should be created that covers all expense reimbursements. Ms. Eaton is **tasked** with sending an expense reimbursement sample document to the Board for review.
    - The Board read and accepted the submission and verbiage of the Chapter suit casing, code of conduct, conflict of interest and expense reimbursement – employee policies as submitted.
- Bylaw Amendment** – Ms. Rapaport is **tasked** to draft and review the bylaw amendment.

## **New Business**

- **Code of conduct**
  - Mr. McConoughey stated that the Chapter had 63 responses so far to the committee code of conduct. Staff is **tasked** with sending a reminder to those who have not yet responded.
- **Committee Action Items**
  - **Legislative Committee**
    - Ms. Swartwood **motioned** to approve the recommendation to Board to oppose the Howard County CCOC Bill; HOWEVER, if it is already determined that the bill is going to move forward, we would recommend amendments to the educational piece to include our Chapter and to ensure it would not be financially burdensome to associations. Ms. Eaton seconded. VOTE: (8-0-0). Motion Passed.
    - Mr. McConoughey is **tasked** with sending Ms. Eaton feedback he has received from the Board Leadership Development Workshop course.
  - **Delmarva Committee**
    - Ms. Eaton **motioned** to approve “Building Safety” as the topic for the Eastern Shore seminar on September 17, 2021. Mr. Anderson seconded. VOTE: (8-0-0). Motion Passed.
  - **Expo Committee**
    - Ms. Eaton **motioned** to approve the Expo committee recommendation to expand the Exhibitor portion of the Annual Symposium & Expo and to add an additional educational classroom upstairs. Ms. McKoin seconded. VOTE: (8-0-0). Motion Passed.
- **PPP Forgiveness**
  - Mr. McConoughey informed the Board that our second PPP loan was forgiven.
- **Nominating Committee**
  - The Board **agreed by consensus** to approve the call for nominees document that will be sent to all members.
- **Annual Report**
  - The Board **agreed by consensus** to approve Mr. McConoughey getting a cost for a template from CBD-x to create an Annual Report that will be emailed to all members and included in the Beacon.
- **Additional Items**
  - The Board **agreed by consensus** to change the September meeting to Wednesday, September 8<sup>th</sup> at 9:30 am via Zoom.

## **Adjournment:**

The meeting was adjourned at 11:32 am.

**Next meeting:** The next Board meeting will on Saturday, August 14<sup>th</sup> at the Board Retreat at Ms. Rapaport's home.