

**Chesapeake Region Chapter  
Board of Director's Minutes  
Wednesday, August 2, 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  
Cindy McKoin, Director  
Gary Saylor, Director  
B.K. Swartwood, Director

**Absent:** Hillary Collins, 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 July 5, 2023, as presented. Ms. McKoin seconded. VOTE: (8-0-0). Motion passed.

**Treasurer's Report**

- Ms. Eaton stated that she and Ms. Lykins are working with Flaherty and financials should be available next month.

**Strategic Planning Report**

- Ms. Swartwood offered to work with Mr. Anderson on updating the strategic plan. Once it is updated, it will be presented to the Board.

**CED Management Report**

- Ms. Lykins and Ms. Marsh put together the CED Management report on the following subjects: membership breakdown with numbers, social media/website/email engagement, information and financials on past events (Joint Chapter and Crab Feast), upcoming events (Golf Outing and Marley Glen Clean-up), and the survey results from the July lunch and learn.
- Ms. Lykins will include the definitions of the membership acronyms in the membership report moving forward.
- The Board discussed concerns on some of the Chapter event pricing and number of events held, and how it may affect attendance and sponsorships. Ms. Eaton expressed the importance of Chapter and committee budgeting. This will be discussed further at the Board retreat.
- The Board retreat date was changed to Wednesday, September 20<sup>th</sup> at the Tidewater Property Management offices.

*Mr. Saylor left the meeting.*

### **Old Business**

- **Policy Review**
  - Ms. Lykins and Ms. McKoin will work on the Chapter policy updates.
- **By-law changes**
  - Ms. Eaton **motioned** to approve the suggested by-law changes with the amendment of defining the Chapter Executive Director. Ms. Swartwood seconded. VOTE: (7-0-0). Motion passed.
  - Ms. Lykins will send the updated chapter by-laws to CAI National for review.
- **Consent Agenda**
  - Tabled until the Board Retreat.
- **Ratify - Delmarva Expo Title and Outline**
  - Ms. Eaton **motioned** to ratify the Board approval of the Delmarva Expo title “*What is breaking your budget on the Eastern Shore?*” as well as the outline. Mr. Anderson seconded. VOTE: (7-0-0). Motion passed.

### **New Business**

- **Committee Action Items**
  - **Communications Committee**
    - The Board did not approve conducting a \$20.00 raffle or Starbucks card giveaway for people who submit testimonials at events.
    - The committee will bring more information about a Canva account to the Board at a later date.
    - The Board approved of the committee having a table for in-person events if space was available.
  - **Expo Committee**
    - Ms. Eaton **motioned** to approve the contract for the Expo mediator speakers with an amount not to exceed \$2,500 and with a change of signatory from Ms. Burgess to Ms. Clemson-Petrik. Ms. Swartwood seconded. VOTE: (7-0-0). Motion passed.
  - **Social Committee**
    - Ms. Roan **motioned** to approve the pricing of the tickets, sponsorships, and menu for the October 27<sup>th</sup> social event. Ms. McKoin seconded. VOTE: (7-0-0). Motion passed.
    - The Board agreed by consensus that staff have our designer create a 45<sup>th</sup> anniversary logo to use on the Chapter social media, emails, promotional materials, etc.
  - **Office Inventory**
    - Ms. Clemson-Petrik **motioned** to authorize Ms. Lykins to sell the office furniture to Equinox for \$6,000, with authorization to reduce the offer to \$4,000, and to sell the office copier to Atlantic Maintenance Group for \$100. Ms. Swartwood seconded. VOTE: (7-0-0). Motion passed.

*Ms. Roan, Mr. Anderson & Ms. Swartwood left the meeting. Mr. Saylor rejoined the meeting.*

- **Chapter Awards**
  - Ms. Eaton **motioned** to give away 2023 awards for the Recruiter of the Year, Beacon of Light, Volunteer of the Year and Educator of the Year. Mr. Saylor seconded.  
VOTE: (5-0-0). Motion passed.
- **Expo – Washington Metro table**
  - Ms. McKoin **motioned** to approve allowing the Washington Metro Chapter to have a table near the registration area at our Expo in exchange for them promoting our Expo to their membership. Ms. Eaton seconded. VOTE: (5-0-0). Motion passed.
- **Delaware LAC Task Force**
  - Ms. Clemson-Petrik **motioned** to create a taskforce between our Chapter and the Keystone Chapter for a year to see if we should create a Delaware LAC. Ms. Eaton seconded. VOTE: (5-0-0). Motion passed.
- **Board Leadership Development Workshop**
  - Ms. McKoin **motioned** holding a joint in-person and hybrid Board Leadership Development Workshop course with the Keystone Chapter in October. Ms. Eaton seconded. VOTE: (5-0-0). Motion passed.
- **Nominating Committee**
  - Ms. McKoin **motioned** that Ms. Lykins contact the Boards suggested members for the nominating committee. Ms. Eaton seconded. VOTE: (5-0-0). Motion passed.

### **Adjournment:**

The meeting was adjourned at 11:26 am.

**Next meeting:** The next Board meeting will be held on Wednesday, September 6, 2023, at 9:00 am via zoom.