

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, August 3, 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: Richard Coppage, Executive Director
Angela Marsh, Marketing and Events Manager

Call to Order

The meeting was called to order by Ms. Rapaport at 9:03 am.

Approval of Minutes

- Ms. McKoin **motioned** to approve the Board of Directors meeting minutes dated July 6, 2022, as presented. Mr. Anderson seconded. VOTE: (7-0-1). Ms. Eaton abstained. Ms. Clemson-Petrik had not yet joined the meeting. Motion Passed.

(Ms. Clemson-Petrik joined the meeting)

Treasurer's Report

- Mr. Coppage stated that the Board should have the financial reports for June, July and August at the September 7th meeting.

Strategic Planning Report

- Mr. Anderson gave a report on the Chapter workforce development collaboration with The Complete Player Charity on July 20th at Piney Orchard. It was a very successful event, and the students were very active in the role playing.
- Mr. Anderson sent Mr. Coppage a press release draft that he will review and send to Ms. Marsh for a social media post.

CED Management Report (Mr. Coppage/Ms. Marsh)

- Mr. Coppage and Ms. Marsh provided updates on the following subjects: membership numbers, social media/website/email engagement, results from the July Lunch & Learn, estimated crab feast income, golf sponsorships and Delmarva Expo sponsorships.

Old Business

- **Update – Chapter Policies (Harassment/Code of Conduct Training and Policy, Travel Policy, First right of refusal policy, virtual backgrounds)**
 - Tabled until the August 13th Retreat. Mr. Coppage will include the most recent version in the retreat packet.
- **Annual Audit**
 - Mr. Randol **motioned** to approve the 2022 Chapter annual audit. Ms. Eaton seconded. VOTE: (9-0-0). Motion Passed.
- **Chapter Credit Card**
 - Mr. Coppage is going to call the Washington Metro Chapter and CAI National to see what bank they use for a credit card.
 - Mr. Coppage will send Ms. Rapaport the contact information for SECU.
 - The Board may consider moving funds to First National Bank.
- **Nominating Committee**
 - Ms. Windisch is working with the committee and the attorneys on the committee that have agreed to draft the by-law amendments. Updates should be completed by the end of August.
 - The committee finalized their timeline schedule.
 - Mr. Coppage is working on the call for nominations to send to the committee by this Thursday.
- **Insurance**
 - Ms. Rapaport is working with an attorney to write a letter to our insurance company to make sure the Chapter is protected during the period in question with the insurance company.
- **Hiring a HR Company**
 - Mr. Coppage is in the process of looking into hiring an HR Company to be our consultants, keep our Chapter records and give harassment training to the Board and staff. He will have proposals at the next meeting.
- **Corporate Filings**
 - Mr. Coppage is looking into a service agency to change our principal place of business address and to be our resident agent. Mr. Coppage will get pricing for the Board to review.
- **LMS**
 - Ms. Eaton **motioned** to cancel the LMS program for the Chapter at this time. Mr. Randol seconded. VOTE: (9-0-0). Motion Passed.
 - Mr. Coppage will cancel the contract.
- **Bank Signatory Cards & Resolution**
 - Mr. Coppage is in the process of moving the signatories on the SECU and Morgan Stanley accounts from Mr. McConoughey, Ms. Windisch and Ms. Eaton to Mr. Coppage, Ms. Rapaport, and Ms. Eaton.
- **Retreat Agenda**
 - The Board reviewed the retreat agenda and set the time from 9:00 – 3:30.
 - Ms. Eaton and Mr. Coppage will prepare budgets for the specific events.

New Business

- **Photography Policies**
 - Ms. Eaton **motioned** to approve the CAI National photography policy. Mr. Saylor seconded. VOTE: (9-0-0). Motion passed.
- **LAC Nominations**
 - Mr. Randol **motioned** to nominate Ms. Susan Rapaport, Ms. Cynthia Hitt Kent, and himself for the LAC nominations. The Board is strongly recommending that CAI National reconsiders the LAC term limit policy. VOTE: (8-0-1). Ms. Rapaport abstained. Motion passed.
- **Golf Outing Date – 2023**
 - Ms. Rapaport **motioned** that the Board approve the Monday, June 26, 2023, date at Norbeck Country Club contingent on the approval of the golf committee on the date and venue. Ms. Eaton seconded. VOTE: (9-0-0). Motion passed.
- **Suitcasing Issues**
 - Ms. Eaton **motioned** to charge \$200 to a Business Partner that had violated the suitcasing policy at the crab feast. Mr. Randol seconded. VOTE: (9-0-0). Motion passed.
 - Ms. Rapaport will draft a letter to the company.
- **Online Directory discussion**
 - Tabled until the September meeting. Mr. Coppage will add it to the agenda.
- **Chapter Leadership Retreat**
 - The Board will explore this idea further at a later time.
- **Committee Action Items**
 - These items will be discussed at the Board Retreat.

Adjournment:

Mr. Saylor **motioned** to adjourn the meeting at 11:19 am. Mr. Randol seconded. VOTE: (9-0-0). Motion Passed.

Next meeting: The next Board meeting will be held on Wednesday, September 7th at 9:00 am via zoom conference call.