

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, October 5, 2022
9:00 am
Zoom Conference Call**

Attendance: Susan Rapaport, President
Rebecca Clemson-Petrik, President-Elect
Vicki Eaton, Treasurer
Cindy McKoin, Director
Steve Randol, Director
Kelly Rae, Director
Gary Saylor, Director

Absent: James Anderson, Vice-President
Gail Windisch, Secretary

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 9:05 am.

Approval of Minutes

- Ms. Eaton **motioned** to approve the Board of Directors meeting minutes dated August 3, 2022, as presented. Mr. Randol seconded. VOTE: (6-0-0). Ms. McKoin had not yet joined the meeting. Motion Passed.
- Ms. Eaton **motioned** to approve the special Board of Directors meeting minutes dated August 18, 2022, as presented. Mr. Randol seconded. VOTE: (6-0-0). Ms. McKoin had not yet joined the meeting. Motion Passed.
- Ms. Eaton **motioned** to approve the Board of Directors meeting minutes dated September 23, 2022, as presented. Mr. Randol seconded. VOTE: (6-0-0). Ms. McKoin had not yet joined the meeting. Motion Passed.

Approval of Actions Without Meeting Notes

- Mr. Randol **ratified** the Boards decision to change the date of the Delmarva Expo to Friday, November 11, 2022. Ms. Eaton seconded. VOTE: (6-0-0). Ms. McKoin had not yet joined the meeting. Motion Passed.

Ms. McKoin joined the meeting

Treasurer's Report

- Mr. Coppage and Ms. Eaton will work together on a budget, so it is available for the November Board meeting.

Strategic Planning Report

- The strategic planning report was tabled until the next meeting.

CED Management Report

- Mr. Coppage and Ms. Marsh provided updates on the following subjects: membership numbers, social media/website/email engagement, survey results from the September Breakfast Seminar, and information on upcoming events.

Old Business

- **Chapter Policies (Harassment/Code of Conduct Training and Policy, Travel Policy, First right of refusal policy, virtual backgrounds)**
 - Tabled until a future meeting.
- **Chapter Credit Card**
 - Mr. Coppage is looking into this and will have an update in November.
- **By-Law Updates**
 - Tabled until a future meeting.
- **Nominating Committee**
 - The Nominating Committee met this week and there are 8 candidates for the 2023 Board. Mr. Coppage is working on the ballot to send out to the membership.
- **Hiring an HR Company**
 - The Board will discuss in Executive Session.
- **Corporate Filings**
 - Ms. Rapaport is working on this.

New Business

- **Glue-Up Contract**
 - Ms. Rapaport **motioned** to approve the Glue-up contract at an annual fee of \$5,000 plus a \$250 fee for additional contacts. Mr. Randol seconded. VOTE: (7-0-0). Motion passed.
- **New Insurance Agent**
 - Ms. Rapaport and Ms. Eaton will work together on this.
- **New Bank**
 - Tabled until a future meeting.
- **Board Composition**
 - Ms. Clemson-Petrik would like to hold a Board orientation for the new Board members and would like to invite them to the December meeting.
- **In-Person Board Meeting (November & December)**
 - Ms. McKoin **motioned** to have a zoom Board meeting in November and an in-person meeting in December. Ms. Eaton seconded. VOTE: (7-0-0). Motion passed.
- **Retreat Items**
 - **2023 Calendar** – To be finalized at a future meeting.
 - **Beacon to Magazine** – Ms. Eaton **motioned** to approve the contract from KDesign & Graphics as the designer for the 2023 Beacon and to move the Beacon newsletter to a magazine. Ms. McKoin seconded. VOTE: (7-0-0). Motion passed.

- The Board **agreed by consensus** that Annual Chapter Sponsors will be listed in the magazine rather than on the front cover in 2023. Mr. Saylor and Mr. Coppage will inform the Business Partner committee of this update.
- **Fourth Staff Member** – The Board will discuss in Executive Session.
- **Committee Action Items**
 - **Newsletter Committee**
 - Ms. Eaton **motioned** to keep the 2023 Beacon pricing the same as 2022 for:
 - Business card –\$275
 - Quarter page –\$350
 - Half Page –\$425
 - Full page –\$575
 - And to approve the four new 2023 magazine additions from the committee:
 - NEW! Inside front cover ad - \$825
 - NEW! Inside back cover ad - \$750
 - NEW! Outside back cover ad - \$750
 - Buy an ad and add your logo to the back index sorted by industry - \$100
 - Do not purchase an add but have your logo in the back index sorted by industry – \$150
 - Mr. Randol seconded. VOTE: (7-0-0). Motion passed.
- **Golf Committee**
 - The approval of the golf outing contract is on hold.
 - Ms. Rapaport will reach out to Mr. Anderson about some contract issues and suggesting having heavy appetizers rather than a dinner and having the outing begin at 10:00 am to the committee.
- **Membership Committee**
 - Mr. Saylor **motioned** to approve the 2023 membership budget of \$1,700 with the understanding that the Board will receive further information on where the booth fairs and promotional material pricing came from. Ms. Rapaport seconded. VOTE: (7-0-0). Motion passed.
- **Education Committee**
 - Ms. Eaton **motioned** to approve the following 5 Breakfast webinars/seminars in 2023:
 - Diversity, Equity, Inclusion & Belonging – (HR Speaker) – IN PERSON
 - The top five things you should know before you _____. – IN PERSON
 - Deeper Dive into Reserve Studies & Funding – IN PERSON
 - Meetings 101 – WEBINAR
 - Money Management - WEBINAR
 - Ms. Clemson-Petrik seconded. VOTE: (5-0-2). Mr. Randol and Ms. McKoin abstained. Motion passed.
 - Ms. Clemson-Petrik **motioned** to approve:
 - Three in-person Breakfast Seminars (March, May & September) and two Breakfast Webinars (February & November) in 2023.
 - Three Lunch and Learn manager webinars (June, July, August) in 2023.

- Two Homeowner webinars (January and October) in 2023. (Possibly one in-person seminar/happy hour at an office) Susan Rapaport said that we may be able to use her new office conference room.

Mr. Saylor seconded. VOTE: (7-0-0). Motion passed

- **Social Committee**

- Mr. Randol **motioned** to move the Charting your Course event to Wednesday, January 18th. Ms. Eaton seconded. VOTE: (7-0-0). Motion passed
- Mr. Saylor **motioned** that the Board would like the committee to consider adding another social event in 2023. Ms. Clemson-Petrik seconded. VOTE: (7-0-0). Motion passed

- **Delmarva Committee**

- Ms. Rapaport **motioned** to approve a Delmarva education event on Friday, April 14, 2023, and the Delmarva Golf Outing for Monday, May 8, 2023. Ms. Eaton seconded. VOTE: (7-0-0). Motion passed

- **Sponsor Breakout rooms in November**

- Mr. Saylor **motioned** to eliminate the sponsor breakout rooms for the November webinar and instead to offer the sponsors additional social media and email exposure. Ms. Eaton seconded. VOTE: (7-0-0). Motion passed.
- Ms. Marsh will draft a letter letting the sponsors know of this change.

Adjournment:

Mr. Randol **motioned** to adjourn the meeting at 11:25 am. Ms. Eaton seconded. VOTE: (7-0-0). Motion Passed.

Next meeting: The next Board meeting will be held on Wednesday, November 2nd at 9:00 am via zoom conference call.