

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, November 2, 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 9:01 am.

Approval of Minutes

- Mr. Randol **motioned** to approve the Board of Directors meeting minutes dated October 5, 2022, as presented. Mr. Saylor seconded. VOTE: (8-0-0). Ms. Windisch had not yet joined the meeting. Motion Passed.

Ms. Windisch joined the meeting.

Treasurer's Report

- Mr. Coppage, Ms. Eaton and the Chapter bookkeeper are working together on the 2023 budget. Mr. Anderson volunteered to help with the budget excel spreadsheets.

Strategic Planning Report

- No update at this time.

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 Expo, and information on upcoming events.
- The Board agreed that based on the survey results, the 2022 Expo topic was not of interest to some of the membership and attendees.

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**
 - Obtaining a Chapter credit card is in process.
- **By-Law Updates**
 - Tabled until a future meeting.
- **Nominating Committee**
 - The voting ballot has gone out and a reminder is being sent out weekly. Voting ends on November 18th.
- **Hiring an HR Company**
 - The Board will discuss in Executive Session.
- **Corporate Filings & Suitcasing**
 - Ms. Rapaport is working on this.
- **Changing insurance companies**
 - Ms. Rapaport and Ms. Eaton are looking into this.
- **New Chapter bank**
 - Tabled until a future meeting.
- **Retreat items**
 - **Fourth staff member**
 - The Board will discuss in Executive Session.
 - **Outreach committee**
 - This will be brought up at the chair/vice-chair meeting.

New Business

- **Budget**
 - See Treasurer's report.
- **Committee Chair/Vice-Chair**
 - The Board agreed unanimously that the decision for delegating chairs and vice-chairs should be left to the President-Elect and decided on a case-by-case basis.
 - The next chair/vice-chair meeting will be held on November 7th at 11:00 am. Some agenda items will be:
 - Planning and securing future venues/dates
 - Cleaning up rosters
 - Outreach committee
 - Adding criteria to committee budgets
 - Chapter award nominees
- **Delmarva Golf Outing**
 - The Board agreed unanimously to keep a separate Delmarva sub-committee for the planning of the Delmarva Golf Outing.

- **Committee Action Items**
 - **Golf Committee**
 - Mr. Coppage will work with Norbeck Country club to update the Golf Outing contract with the legal changes from Ms. Rapaport, possible menu item ideas and the time change to 10:00 am.
 - **Social Committee**
 - Ms. Eaton **motioned** to approve giving away a \$15.00 Door Dash gift card again this year to the first 100 people to attend the Charting Your Course event. Ms. Clemson-Petrik seconded. VOTE: (9-0-0). Motion passed.
 - Mr. Saylor **motioned** to approve moving the Crab Feast location to Sandy Point Park in Annapolis, MD on Thursday, July 20, 2023. Ms. Eaton seconded. VOTE: (9-0-0). Motion passed.
 - Mr. Saylor **motioned** to approve the \$1,200 valet contract for the Jeans & Jewels fest. Ms. Rebecca Clemson-Petrik seconded. VOTE: (9-0-0). Motion passed.
 - **Business Partner Advisory Committee**
 - Mr. Randol **motioned** to approve the request for a vendor giving event not to exceed a \$500 expense from the Chapter. Mr. Saylor seconded. VOTE: (9-0-0). Motion passed.
- **Upcoming Events**
 - **Delmarva Expo** – Approximately 85 homeowner/manager attendees. 145 attendees overall.
 - **Annual Gala** – Tickets are going on sale this week for attendees and sponsorships.
 - **Legal Roundtable** – 10 people have registered as of today.
- **Chapter Awards**
 - The Board voted unanimously to postpone giving out the 2022 Chapter awards until the first breakfast seminar in March of 2023. The Board will be asking for the chair and vice-chair committee member opinions on who they think should be nominated for the following awards:
 - Beacon of light
 - Volunteer of the year
 - Educator of the year
Richard will be sending out the award criteria to the chairs and vice-chairs and asking them to send their nominees to Steve Randol by November 16th.
 - Ms. Rapaport **motioned** that Board members be excluded from winning the beacon of light, volunteer of the year and educator of the year Chapter awards. VOTE: (6-2-1). Ms. McKoin & Mr. Saylor were not in favor. Ms. Clemson-Petrik abstained. Motion passed.
- **End of year staff review**
 - The Board will discuss in Executive Session.

Adjournment:

Mr. Randol **motioned** to adjourn the meeting at 11:01 am. Ms. Eaton seconded. VOTE: (9-0-0). Motion Passed.

The Board went into Executive Session

Next meeting: The next Board meeting will be held on Wednesday, December 7th in person. Location TBD.