

**Chesapeake Region Chapter
Board of Director's Meeting Minutes
December 28, 2020
10:00 am
Conference Call/Zoom Meeting**

Attendance: Vicki Eaton, President
Gail Windisch, President-Elect
Susan Rapaport, Vice-President
Ruth Harlan, Treasurer
B.K. Swartwood, Secretary
James Anderson, Director
Kelly Rae, Director
Kerrie Zander, Director

Chapter Staff: Stephen McConoughey, Chapter Executive Director

Absent: Rod Clark, Director

Call to Order:

The meeting was called to order by Ms. Eaton at 10:12 a.m.

Item for Discussion:

Sub-Lease of Chapter Office Space:

- MSDA previously approached the Chapter regarding leased Chapter office space. The Board approved a letter that was sent to MSDA regarding offer to end office lease which included the Chapters counter offer outlining parameters in order to consider ending the current lease. This offer was subsequently not taken by MSDA.
- MSDA informed Equinox to approach the Chapter directly regarding the Chapter office space to see if the Chapter would be amenable to a sub-lease.
- **Discussion items noted for consideration:**
 - What is current market rate for commercial rental space?
 - Can a "shared space" rental be obtained for a lower price should the Chapter need offices.
 - What will the cost be for a new space vs. what the Chapter is currently paying? Will there be a savings? If so, what is the projection of how much the Chapter will potentially save?
 - Short term issue to consider – commercial market rental rate vs. Chapter value; will the Board consider a higher rate than the actual current rental being paid due to the upfront costs the Chapter incurred for improvements to the space?
 - Storage for Chapter office items.
 - Agreement between Chapter and Equinox would have to be reviewed and approved by landlord as Chapter lease with landlord requires the landlord to approve all subleases.

- If a sub-lease is drawn up it would need to be very clear and concise with all parameters outlined.
- Chapter remains “on the hook” for office space with sub-lease.
- How long is the lease that Equinox currently holds in the MSDA building?
- Board may entertain preparing a counteroffer to Equinox with all items outlined once additional information is received for Board discussion at the January 16, 2021 Board meeting.
- Three parameters for consideration would be for Equinox to provide at least three months of financials; personal guarantee for sub-lease cost; listing Chapter as additionally insured; ask for full twelve (12) months’ rent in advance.

✓ **Motion** made by Ms. Rapaport to “*approve the concept of moving forward with the sub-lease pending the outlining of terms, financials and other items as may be determined at a later date*”.

✓ **Second** - Ms. Eaton Hearing no objections, the **motion was approved** unanimously.

Action Items:

- Mr. Anderson will contact Commercial Real Estate Agent to ascertain the current market rental rate of a furnished commercial office space and will “cc” Mr. McConoughey on email.
- Mr. Anderson will provide information to the Board for discussion at the next Board meeting in January 2021.
- Ms. Rapaport noted that she would be able to prepare the sub-lease for consideration if approved.

Adjournment:

The Board adjourned by consensus at 11:09 a.m.

Next meeting:

The next Board meeting will be held in January 2021, actual day will be confirmed.