

**Chesapeake Region Chapter
Board of Director's Minutes
Wednesday, February 17, 2021
9:30 am
Conference Call/Zoom Meeting**

Attendance: Gail Windisch, President
Susan Rapaport, President-Elect
B.K. Swartwood, Vice-President
Vicki Eaton, Treasurer
James Anderson, Secretary
Rod Clark, Director
Rebecca Clemson-Petrik, Director
Cindy McKoin, Director
Kelly Rae, Director

Chapter Staff: Stephen McConoughey, Chapter Executive Director
Angela Marsh, Marketing and Events Manager

Call to Order

The meeting was called to order by Ms. Windisch at 9:33 am.

Approval of Minutes

- **January 13, 2021** - Ms. Swartwood **motioned** to approve the Wednesday, January 13, 2021 meeting minutes as presented. Ms. Eaton seconded. VOTE: (8-0-1). Motion Passed. Ms. McKoin abstained as she was not on the Board at the time of the January meeting.
 - **Ms. Marsh** is tasked with adding the January 13th minutes to the website.
- **January 28, 2021** - Ms. McKoin **motioned** to move the Thursday, January 28, 2021 meeting minutes to executive session minutes. Ms. Swartwood seconded. VOTE: (9-0-0). Motion Passed.
 - The revised minutes sent to **Mr. Anderson** by Ms. Swartwood will be sent to Mr. McConoughey to include in the March Board packet for final approval.

Treasurer's Report

- Financial reports through the end of December 2020 were reviewed.
- The finance committee recommends that the Board approve the financial reports from two months in the past (December will be approved and closed in February, January will be reviewed and closed in March, etc.) to allow for more time to correct any errors in the bookkeeping.
- The **finance committee** had some questions regarding open invoices in the 2020 year-end financials that they will be reviewing at their next meeting. More information on these open invoices will be discussed at the March meeting.

February 2021 Treasurer's Report (Through December 31, 2020)

SECU Checking	\$80,530.40
SECU Savings (for Office Lease)	\$5,013.31
TOTAL Operating Funds	\$85,543.71

Morgan Stanley (3 CDs @ \$40,000 each) Mature 4/21,4/22,4/23	\$120,000.00
Morgan Stanley (MM)	\$90,937.09

Morgan Stanley (Investment Gain/Loss)	
Credit Card Rebate	\$636.22
TOTAL	\$210,937.09
COMBINED TOTAL	\$296,480.80
Liabilities	\$152,283.34
Assets after applying liabilities	\$144,197.46

The Board approved the revised 2020 financial numbers **by consensus.**

Management Report

- **Membership** –The Chapter has increased by 22 members from last month but is currently down 30 members from January of 2020. The estimated demographics are 50% homeowners, 25-30% managers and 15-20% business partners.
 - Ms. Eaton **motioned** to approve the theme and logo of the Chapter “Growing Together” for 2021. Ms. Rapaport seconded. VOTE: (9-0-0). Motion Passed.
- **February Breakfast Webinar**
 - There were 142 people registered for the February Breakfast Webinar on Emotional Intelligence with 134 attendees.
 - The Board **agreed by consensus** that **staff create** a guideline sheet for sponsors with information that includes:
 - The do’s and don’ts when presenting in your breakout room.
 - How to engage with all attendees that are visiting your breakout room.
 - Actual feedback from webinar participants noted in the surveys.
 - A short video snippet on how to introduce yourself so participants know you are the sponsor.
 - The Board **agreed by consensus** that the March Webinar sponsor breakout room will move from three to four minutes long.
 - Board members and committee members are encouraged to engage and ask questions to the sponsors if a lull in conversations exists to aid the sponsor and help get attendees engaged.
- **Upcoming Webinars**
 - **Homeowner Webinar, Tuesday, February 23rd (7-9 pm) “Partnering with your Management Company”** - Currently 17 people are registered.
 - **Homeowner Webinar, Saturday, April 23, 2021 “Stay in Your Lane”** – The webinar coordinators are working on confirming the speakers.
 - **Breakfast Webinar, Wednesday, March 10, 2021 “Legal Roundtable”** – Ms. Rapaport and the webinar coordinators are working on confirming the speakers.
- **CAI National Grant Program**
 - The CAI National Grant Program was reviewed and may be a good source of revenue for Chapter membership recruitment.
 - Before the Board makes a final decision on applying for the grant, **Mr. McConoughey** is tasked with finding out:
 - Is the Chapter eligible to apply if this is strictly focused on financial reserves?
 - How much time will Mr. McConoughey spend to be involved in the quarterly meetings, sending of financial reports, etc.
- **Washington Metro Expo Update - (June 10th - 12th)**
 - The Washington Metro Chapter sent a collaboration agreement for 2021 asking for two volunteers from the Chapter to assist with their Expo and asking the Chesapeake Chapter to assist in advertising for their Expo.
 - The Board **agreed by consensus** that **Mr. McConoughey** be tasked with sending the initial agreement to the Board to find out more details before the Board makes a decision at the March meeting.
- **Update on Office Position**

- The Chapter's new staff member started on February 8, 2021 and has been training remotely.

Old Business

- **Board Leadership Development Workshop Virtual Dates**
 - Ms. Eaton **motioned** to approve the Board Leadership Development Workshop dates as March 19th & 20th, May 7th & 8th and November 12th & 13th. Ms. Swartwood seconded.
VOTE: (9-0-0). Motion Passed.
- **Approval of Chapter Policies** –Tabled until the March meeting.
- **Approval of 2021 Breakfast Seminar Venue**
 - The Board **agreed by consensus** that **Mr. McConoughey** be tasked with reaching out to the Merriweather Hotel in Columbia to a full contract/proposal that includes:
 - A soft hold on the September 14th and November 3rd dates.
 - A statement, in writing, regarding the Chapter not being penalized for payment if the event is unable to take place in person due to COVID-19 restrictions.
 - A floorplan of the room with 25, 6-foot sponsor tables and table rounds to fit 150 people with social distancing parameters.
 - Confirm the maximum number of sponsor tables and attendees that can fit in the room.
 - Clarification on the types of AV resources offered if event were to be held as a hybrid or pre-recorded for a later webinar.
 - Ms. Rapaport stated that she will recuse herself from the selection vote due to a business relationship with the Merriweather hotel.
- **Business Partner Advisory Charter**
 - **Revisions**
 - “Committee” be added to the Charter title
 - **Business Partner (BP)** be defined in the opening sentence of the purpose and then used throughout the Charter for consistency.
 - Remove “**make every effort to**” in the second paragraph under committee functions.
 - Capitalize **Committee** throughout the Charter for consistency.
 - Update the Board approval date at the end of the document.
 - Mr. Clark **motioned** to approve the Business Partner Advisory Charter with the suggested revisions. Ms. Eaton seconded. VOTE: (9-0-0). Motion Passed.
 - **Staff** is tasked with updating the Charter.
- Sublease discussion moved to Executive Session

Updates

- The 2021 Golf Outing contract has been signed and submitted to Norbeck Country Club.
- Paycheck Protection Program (PPP) has been submitted and the funds have been received.
- 2021 Chapter Awards
 - The Board **agreed by consensus** that the Ad-Hoc Committee for the Chapter awards consist of Mr. Clark, Ms. Clemson-Petrik and Ms. Rapaport. **The committee will work** on the details, parameters, criteria and awards the Chapter will give out and have more information at the March meeting.
 - The Board agreed that Chapter Board members should not be eligible to win a Chapter award.

New Business

- **Eastern Shore Golf Outing**
 - A subcommittee of the Delmarva committee is gathering pricing for venues.
- **Changing Bank Signers**
 - Forms have been sent to Ms. Windisch and Ms. Eaton to be signed.

- **Review/Approve Committee Action items**
 - Ms. Eaton **motioned** to approve the L.E.A.D Committee's recommendation to host a mixology event to be paid by sponsors and member attendees with the recommended date of Thursday, May 13th. Ms. Swartwood seconded. VOTE: (9-0-0). Motion Passed.
 - Sponsorships for this event will be open to all Chapter Business Partners.
- **Diamond Sponsor Payment Plan**
 - The Board **agreed by consensus** that a quarterly payment plan for sponsors would not be offered in 2021.
 - The Board, agreed by consensus, to task the Business Partner Advisory Committee to discuss and make a recommendation to the Board on whether to offer a quarterly payment plan for sponsors in 2022.
- **Signed Conflict of Interest & Code of Ethics**
 - **This Board** is tasked with signing these and returning signed forms to Mr. McConoughey.
- **Charter Updates**
 - Ms. Swartwood **motioned** to update the language in all committee charters as proposed. Ms. Eaton seconded. VOTE: (9-0-0). Motion Passed. **Ms. Marsh** is tasked with updating/changing all committee charters.
- **Committee Reports**
 - **Ms. Marsh** is tasked with noting Ms. Eaton as the Board Liaison in the Expo committee minutes.
- **Committee Code of Conduct**
 - **Ms. Swartwood and Ms. Eaton** are tasked with creating a code of conduct for committee members to present to their Chairs and Vice-Chairs for the Board to review at the March meeting. **Ms. Rapaport** will send Ms. Swartwood and Ms. Eaton the national document she signed for the LAC committee.
 - Committee Chairs and Vice-Chairs will be responsible for having their committee members sign the document once it is approved. This will be discussed at the April Chair and Vice-Chair meeting.
- **LAC Update**
 - The Board **agreed by consensus** that there will be another LAC update given at the March Breakfast Webinar.

Adjournment:

The meeting was adjourned at 12:13 pm **by consensus** and the Board entered into Executive Session.

Next meeting:

The next Board meeting will be held on Wednesday, March 17th at 9:30 am.