

**Chesapeake Region Chapter  
Board of Director's Minutes Special Meeting  
Wednesday, June 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:** Angela Marsh, Marketing and Events Manager  
Chris Killian, Office Manager

**Call to Order**

The meeting was called to order by Ms. Rapaport at 9:17 am.

**Bookkeeper**

- Ms. Eaton motioned to approve the proposal from Flaherty Solutions to be our Chapter bookkeeper for \$450 per month. Mr. Randol seconded. VOTE: (9-0-0). Motion Passed.

**Background Check**

- Mr. Anderson is currently in the process of finalizing the background check for the new Executive Director (CED). It should be completed by next week.

**CED Computer**

- Ms. Windisch will confirm with the new CED which type of computer he prefers so it can be ordered. She will complete the computer set-up so that he will be able to work on it by June 13<sup>th</sup>.

**Onboarding of new Executive Director**

- Ms. Rapaport informed the Board she would like to meet in person with the new Executive Director the first three days he begins. These days will consist of:
  - Meeting with Chapter Staff for training
  - Meeting with the Board of Directors individually either in person or virtually.
  - Meeting with Mr. McConoughey
  - A social gathering at Ms. Rapaport's home

**Adjournment:**

The meeting was adjourned at 10:45 am.