



Board Meeting
March 7, 2023
McGuire Woods
12:00 pm - 2:00 pm

Attendance in Person: Michelle Andino, Christina Bloom, Billie Jo Brooks, Kim Brown, Dave Cummings, Abby Davis-Hess, Tracy Fiacco, Michael Keatts, Christine Purgason, DeAnna Vanover. Virtual – Kim King

President's Comments – Christina Bloom

- February Member Meeting
 - Well attended and great speaker
 - Prepare Minutes – 24 attendees; send to Board

Secretary's Report/Approvals – Billie Jo Brooks

- Make edits and return to Board members
- Approved

Treasurer's Report – DeAnna Vanover

- Financial Update: Treasury Balance
- Budget Variance
- Reconciliation
- Bank Statements

Announcements/New Business – Christina Bloom

- President's Award of Excellence - Submitted
- Essentials of Chapter Leadership
 - Register Chapter
 - March 28-31
 - \$500
 - DeAnna signed up
 - Each member needs to register with our code. Sign-up for the meeting and you will receive the code.
- Chapter Leadership Institute
 - July 20-22
 - J W Marriott, New Orleans
 - Billie Jo Brooks will attend
 - Decide the amount that Chapter will cover for the attendee.
- Board Member Positions
 - Description updates – Board members to review.
 - Prepare Standard Operating Procedures and Transition Plans

Past President – Kim Brown

- Nominations – no change in Board members.
- Community Caring and Outreach Chair
 - Discussions with Stephanie Hood
 - Post to social media

Programs & Education Chair – Dave Cummings

- Program update
- March Meeting – Michael Keatts will promote to Hampton Roads chapter
- April Meeting – Location will change from McGuireWoods to Williams Mullen
- May Meeting – Brian Berkey from Cushman & Wakefield|Thalhimer
- June Meeting – Provide presentation and presenter information to Christina. Boathouse
- September Meeting – Work Strategies – JLL
- Board meeting locations assigned
- Consideration for additional meetings in different formats to include get together breakfast, virtual meetings

Communications & CLM Education Chair – Abby Davis-Hess

- Social Media

Business Partner Liaison – Christine Purgason

- 2023 Business Partner – Update
- May BP Social Details – Circuit Arcade May 3
- Rover Records inquired about hosting a happy hour. Suggested Friday at 5pm happy hour hosted by BP.

Membership –Kim King

- New member luncheon was well attended
- Create budget item for prospective members

Community Outreach and Caring Chair – Michelle Andino

- Delivered school supplies to Angelina School
- Publicize school supply drive for April meeting

Virginia Statewide Retreat Chair – Michael Keatts

- 31 rooms reserved for the Richmond Chapter
- 175 served for dinner
- 77 administrators registered
- Discussion about the exhibit hall time on Saturday. Lengthy time to wait between breakfast, exhibit hall and final presenter.
- The idea exchange was successful.
- New member luncheon was successful.