

Minutes Quarterly Board Meeting

April 22, 2022

10:00-1:00

Attending: Bill Butts

Joe Fazekas

Joe Griffiths

Roxanne Hemphill

Kristen Humphries

Doug Wright

President's Comments: Danny was not in attendance, so Doug wright nominated Bill Butts as temporary chair. Roxanne Hemphill seconded, and motion carried.

MDP UPDATE- Joe Griffiths

1. Sarah resigned April 5, 2022 and moved to Wilmington, North Carolina with her husband. We will miss her. Good Luck to her in her future endeavors.
2. Kristen Humphries: Welcome to Kristen she will be providing local assistance for training planners and general support to MPCA.
3. MDP is officially down 1 regional planner, have hired a replacement for Sarah, Sarah D. (Joe couldn't remember her last name)
4. Board Members introduced themselves to Kristen

Treasurer's Update- Doug Wright

1. Have received another \$7,150 for dues which needs to be added to balance of \$40,116.99, which will bring the balance to \$47,280.44
2. Also have another \$1354 in PayPal account. Doug is working on getting it out of there.
3. We have gotten about ½ of dues we received last year.
4. We can now accept credit card payments.

5. Cassandra will be doing A follow up reminder about dues and will also mention we can now accept credit cards.

2022 Conference

1. Paul Conover is no longer with Calvert County, but Joe feels we can still have the conference there.
2. Theme for conference: Planning for Challenges on the Horizon.
3. Joe & Kristen will send out request for proposals for conference.

Mentorship Program:

1. The following individuals have signed up to be mentors:
Bill Butts
John Bauer
Charles Taylor
Chris Jakubiak
Doug Wright
Danny Winborne
Roxanne Hemphill
2. Joe will be sending out an email to those interested with dates for a meeting to discuss. Meeting will probably be in May.
3. Letter to mentee is ready to go, it will be sent to planning chairs.

APA Maryland-Joe

Partnership is not moving on right now; Joe feels APA is struggling and their staffer will be leaving in sometime in April. APA has cancelled their last two Executive committee meetings.

Should we consider going on without APA?

APA required to have annual meeting to keep up their national recognition.

RFP & Procurement of Services:

From a planner perspective the topics this person would be working on is marketing& communication, developing PC training, and developing resources.

Doug reminded us that we don't need marketing. Most important is developing training and resources.

Bill shared what Kiwanis is doing to reach a younger audience. They had a series of webinars to increase awareness of communication.

We then went over the RFP Format

Introduction

Background & Purpose

Scope of work

Communications

Event Planning

Resource development

Training & Development

Webinars

Develop online resources for Citizen planners-areas to include:

Nuts & Bolts

Rules & Procedures

PC Training

Planning Topics

Obligation & responsibilities

Conflict of interest

Person should be able to make these topics engaging and boil them down to a citizen planner level.

Communication dovetails on programming& event coordination

Annual Conference liaison & workshops

Would be great if they had a planning background.

Expectation of salary- Doug will work on this and bring suggestions to the July board meeting.

Clear deliverables to put into RFP for a 1-year contract:

2 workshops,1 annual conference,2 videos/TED talks, develop linked in profile and maintain it,1-2-page fact sheet about 10 topics, develop resource page for planners.

Local Events- Denton and Frostburg have volunteered to host. These will be on a Thursday in the month of July or August.

Format for this event:

Introductions- 15 minutes

Presentation by host municipality- What is going on locally- 20 minutes

Guided Questions by MPCA-15 minutes

Open for Q & A-15 minutes

Next Steps:

Joe- organize mentor meeting

Bill- Kiwanis

Joe- Develop outline for RFP by July

Doug- Salary for 1 year contract

Kristen- Linked In

Roxanne - minutes