

UPPER SHORE REGIONAL COUNCIL



Cecil County
Kent County
Queen Anne's County

Executive Board

William W. Pickrum
Chair
Kent County
Commissioner

David L. Dunmyer
1st Vice Chair
Queen Anne's County
Commissioner

Diana Broomell
2nd Vice Chair
Cecil County
Commissioner

Ronald Fithian
3rd Vice Chair
Kent County
Commissioner

Steven J. Arentz
Secretary
Queen Anne's County
Commissioner

Vacant
Commissioner
Treasurer

Senator E. J. Pipkin
Delegate Michael Smigiel
Delegate Steven Hershey
Delegate Jay Jacobs
Maryland General Assembly

Doris S. Mason
Executive Director
dmason@kentgov.org
www.linkedin.com/in/dorismason

Executive Board Meeting Minutes

Location, 122 N. Cross Street, Chestertown, MD 21620

November 29, 2012

Time: 1:30 P.M.-2:40 P.M.

Present: William W. Pickrum, Chair; Steven Arentz, 1st Vice Chair; Diana Broomell, 2nd Vice Chair; David Dunmyer, Secretary; Jim Mullin, Treasurer; Senator E. J. Pipkin, Maryland General Assembly; Doris Mason, Executive Director

Welcome

The meeting was called to order by Chair William Pickrum. There was discussion of the recent Press Release dated November 26, 2012. The Press Release was informing of the Executive Board members, the meeting locations, and the frequency of the meetings. Also posted in the release was the date for the year-end Council Meeting, which will be December 13, 2012, and the location. It was shared in the press release that the Council consists of members of the General Assembly, Commissioners of Kent, Queen Anne's and Cecil County, County Administrators and Municipal Representatives. The release also always emphasizes that the meetings are opened to the partnering agencies, businesses and the general public.

Change of Office

Jim Mullin made a motion to switch the position of David Dunmyer as Secretary to Steven Arentz's position as 1st Vice chair. Comm. Arentz seconded the motion, and the switch was made effective 11/29/12. Commissioner Arentz requested the change in officers positions.

Future of The Strategic Plan

Doris Mason reviewed the Oct. 18th strategic plan session conducted by Dr. David Kolzow. She thanked the council for all their input. The Board agreed to go forward with the implementation of the new strategic plan.

Finance Report

Jim Mullin reported on the present bank balance. There was a review of the USRC Budget for the 2013 fiscal year and the funding sources.



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New Staffing/Hire

Doris Mason reported a total of eight candidates had interviewed for the Administrative Business Specialist position. Interviews have been completed and the pool of applicants has been narrowed down to three candidates. Ms. Mason shared those final names with the Executive Board. The Council agreed to leave the final selection to Ms. Mason. She shared that she would make an offer to the 1st candidate, and that if for any reason that candidate did not accept the position, she would progress to candidate #2 and so on.

Website Update

Doris Mason informed the Board that the new website (and social media) will go live on Dec, 04, 2012. The plans for the Upper Shore Harvest Directory (an agri-business directory for the 3-county region) via a partnership with Washington College GIS is on target, as per the timeline constructed as a part of the MAEDAF grant proposal.

Agenda for December Full Council Meeting

Chair Pickrum lead the discussion on items for the December full council meeting agenda planned for Cecil County. A selection of three County Commissioners, as voting council members; election of officers; roll-out of the USRC's Strategic Plan are all on the agenda. The council reviewed and finalized the Annual Meeting list of dates for 2013.

Open Forum, Summary of Action Steps/Closing

The Rural Maryland Council Executive Board announced Charlotte Davis as the new Executive Director. Ms. Davis began her new position on November 15th.

Chair Pickrum invited members to share regarding items for discussion prior to closing the meeting. There were none and the meeting was adjourned.