

Cecil County
Kent County
Queen Anne's County

UPPER SHORE REGIONAL COUNCIL



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
Cecil County
Commissioner
Treasurer

Senator E. J. Pipkin
Maryland General Assembly

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

Executive Board Meeting/ Conference Call Minutes

Location: Upper Shore Regional Council Visitors Center
Chestertown, MD

Date: Thursday Feb. 21, 2013 @ 1:30 pm

Participants: David Dunmyer, 1st Vice Chair, Queen Anne's County Commissioners; Doris Mason, Executive Director, Upper Shore Regional Council; Jacqueline Brown, Business and Administrative Asst., Upper Shore Regional Council; *via conference call:* Diana Broomell, Councilwoman, Cecil County; Ron Fiathian, President, Kent County Commissioners 3rd Vice Chair, Trent Kimbleman, Senator E.J. Pipkin's office.

<u>Time</u>	<u>Item</u>	<u>Owner</u>
1:30 -1:45	Welcome/Meeting Purpose/Review of Minutes from prior meeting	1 st Vice Chair

Minutes were reviewed from our October Executive Board/Strategic planning session with Dr. David Kolzow. A motion was made to accept the minutes by David Dunmyer and Trent Kittleman seconded the motion. The minutes were accepted and approved.

1:45-1:55	Harvest Directory/ Washington College Project	Doris Mason
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The Upper Shore Harvest Directory project is on schedule (to be completed by the end of April/early May). Students have scheduled interviews with some of the business owners and have begun to tape onsite video productions of some of the businesses who will be in the Directory. This was a creative addition to project, which Washington College agreed to complete. Businesses are excited about the Directory website and have been forthcoming with the surveys and feedback.

The Shore Vines website has been updated with the Winery Component added. We are planning Spring meetings to determine the next phase of the site.

1:55-2:10	USRC Youtube Videos and Other Outreach Materials	
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Doris Mason encouraged the members to take the opportunity to visit the USRC Website and view the Youtube video. This video consist of Doris representing the USRC at The Business Resources Network held at Chesapeake College.

2:10-2:30	2013 Budget	Doris Mason
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Doris Mason submitted the proposed budget for 2013. The board discussed the proposed allocations. After sharing and reviewing a copy it was moved by Commissioner Fithian that the budget be approved. Commissioner Diana Broomell seconded.

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2:30-2:45 By-Law Changes/Meeting Technologies Doris Mason

Ms. Mason informed the members that all the votes are not in for the changes made to the By-Laws. There are 3 members that need to email their vote. Ms. Kittleman stated she would touch base with Senator Pipkin in reference to his vote. The question arose to executing voting in the future. Ms. Mason had suggested the use of support technology which will allow more flexibility for attendance via conference calling, etc. She also mentioned video chat programs such as ooVoo and Skype, as very real possibilities., Using these technologies, one can attend the meeting live via webcam in order to effectively participate in the meetings without having to travel. Ms. Mason agreed that she and Ms. Brown will explore the possibilities and get back with the Executive Board.

2:45-2:50 Agenda for March Full Council Meeting Doris Mason

The next full USRC Council Meeting will be held on 3/21/13 at the Kitty Knight House. The hosting county will be Kent. Since we are conducting the War of 1812 celebrations regionally, the Kitty Knight house is the perfect inspiration. Mrs. Mason asked if anyone had any input to proposed the agenda. Items currently on the agenda are: -Fiscal Year 2014 Financial Resources

- Maryland Broad Band Cooperative (update)
- Steve McHenry , MARBIDCO
- MD Capital Enterprises, Dr. Joseph Morrison

2:50-3:10 Review of DBED Funding Requests Doris Mason

The sixth item listed in the Strategic Plan is Youth Retention/Attraction to the Region and includes a plan for a Youth Tech Incubator in partnership with Washington College. Youth ages 18- 25 is the focus. The plan is to network and develop a young professional group and to support their tech-based start-up efforts with supportive and technical assistance. Ms. Mason shared that a proposal has been worked with local DBED representatives, Washington College GIS Dept. and submitted to DBED. The Board requested an e-copy be distributed to all. There was also discussion around reaching out to Cecil College to partner with for advice or to create the same type of program involving their site.

3:10-3:20 Future Executive Board Meeting Scheduling and Format-Doris Mason

A discussion ensued regarding reducing the number of USRC meetings per year. The group talked about moving from the current number of 8 Executive Board meetings per year to 5 per year (reducing by one per quarter for 3 quarters to accommodate the legislative session and vacation times). The Board determine to keep the 4 full council meetings bringing our total annual meetings to 9 instead of 12. Activity reports will be issued monthly to the Executive Board during the non-meeting months. An effective date for the changes will need to be determined.

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3:20-3:25 Open Treasurers Position

1st Vice Chair, Dunmyer

Commissioner Dunmyer mentioned the available position on the board. Ms. Mason shared that once the new Bylaws are approved the Council will be able to expeditiously have an e-vote to replace the Treasurer.

**3:25-3:30 Open Forum/Closing
And Action Steps Summary**

1st Vice Chair, Dunmyer

With no other business to discuss, Commissioner Dunmyer moved that the meeting be adjourned and Ms. Trent Kittleman seconded the motion.