

UPPER SHORE REGIONAL COUNCIL



Cecil County
Kent County
Queen Anne's County

Executive Board

David L. Dunmyer
Chair
Queen Anne's County
Commissioner

Diana Broomell
1st Vice Chair
Cecil County
Councilwoman

Ronald H. Fithian
2nd Vice Chair
Kent County
Commissioner

James J. Moran
Queen Anne's County
Commissioner

Dr. Alan J. McCarthy
Cecil County
Councilman

William W. Pickrum
Treasurer
Kent County
Commissioner

Representing the General
Assembly:

Senator Stephen S. Hershey
Delegate Michael D. Smigiel
Delegate Jay A. Jacobs
Delegate Steven J. Arentz
Maryland General Assembly

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

Executive Board Meeting Minutes

Date and Time: Thursday September 18, 2014, 3:40P.M. – 4:20P.M.
Location: Annie's Paramount Steakhouse,
500 Kent Narrows Way North, Grasonville, MD 21638

Participants: David Dunmyer, Board Chair, Queen Anne's County Commissioner; Diana Broomell, Vice Chair, Cecil County Councilwoman; William Short, Kent County Commissioner (Proxy of William Pickrum, Kent County Commissioner); James Moran, Queen Anne's County Commissioner; Doris S. Mason, Executive Director, Upper Shore Regional Council

Conferenced In: Dr. Alan McCarthy, Cecil County Councilman
3:40 P.M. – Vote to Approve Meeting Minutes
Chair, David Dunmyer motioned to approve the February, 2014 and April, 2014 meeting minutes. Both minutes were approved by unanimous vote.

3:45 P.M. - FY 15 Budget

Chair David Dunmyer addressed the need to approve the budget. The budget was not voted on in the June and August meetings as planned. He suggested making some amendments to the budget.

Councilwoman Diana Broomell suggested reducing the Travel Expense allocation in the budget from \$5,000 to \$3,000. She recommended taking the \$2,000 from travel to use to brand the Upper Shore Regional Council and we provide other advertising by creating a "marketing" category.

Chair David Dunmyer suggested that if we once again, hire a part-time staff person at the Upper Shore Regional Council office (Monday – Thursday), we might have more office/telephone coverage. He also recommended USRC staff use emails as outreach for meetings reminders and follow-ups, suggesting this would improve the attendance to the Executive Board and Full Council meetings. This is a strategy that we have employed in the past. He added that contacting each member 2 or more days prior to the meetings is satisfactory and even more if a proxy or representative is needed.

Chair David Dunmyer also suggested hosting Executive Board and Full Council Meetings in the evening as a solution to better attendance. He suggested making a Doodle Poll to figure out the best times to do so. Exec. Dir. Mason shared that we have used this strategy in the past and will do so once more.

Chair David Dunmyer requested we move forward with our Audit at this time. Exec. Dir. Doris Mason stated that she desired to do so and will email the Board the bids she has received from prospective auditors, thus far.

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Exec. Director Doris Mason shared the current list of the open contracts and the updated FY 2015 closing list of contracts with the board (as a part of the normal informational handouts/packets). Councilwoman Diana Broomell and Chair David Dunmyer expressed that new contracts and budget amendments pass through the Board for official approval from here on. Exec. Dir. Doris Mason reminded the board that each of the contracts had been discussed during prior Exec. Bd. Meetings, although official votes had not been taken. They inquired about being \$5,000 over budget in contract expenditures last FY. Exec. Dir. Mason shared that the development of the new website for the Chesapeake Wine Trail and the new Harvest Directory App. expanded our contracts quite a bit this past FY, but that the payoff was well worth the outcomes. She added that we still came in under budget overall for the FY, as we underspent in several other categories such as equipment, supplies, training and travel.

Both Councilwoman Diana Broomell and Commissioner David Dunmyer requested more details regarding tasks associated with the current Freddie Bell Jones, Inc. contract. They also requested the detailed spreadsheet of all Upper Shore Regional Council expenses as the Executive Director has normally provided at the close of each FY.

Commissioner William Short suggested adding Breweries and Distillers to the Harvest Directory. Exec. Director Mason shared that some discussion around to those additions has been underway.

Ms. Mason further requested the FY 2015 Scope of Work be reviewed and voted upon as well. All members reviewed the Scope of Work and unanimously approved it.

The FY 2015 budget was also reviewed and approved with those few recommended changes. The Board agreed that we would have the option to amend it after the completion of the audit based upon those recommendations.

The meeting was adjourned at 4:20 PM.