

## Meeting Summary: SSCAB Retreat 2019- v01

### Pt. 1 – August 12, 2019

#### Attendance

■	Matthew Losak–Chair	■	John Seelke		Katherine McKay
■	Edward Levy –Vice-Chair	■	Uri Pasternak		
■	Mark Mendez -Secretary	■	Jay Elvove		
	Lysette House Parliamentarian	■	Patricia Germann		
■	Michelle Foster- TREE		Delia Aguilar		
■	Abdurahman Mohammed- Nbrhd	■	Don Slater		
■	Mulegeta Habteselassie- CED		Melanie Fonder Kaye		

Present: ■ Absent: X Resigned: R

1. *Discussion of administrative processes included a review of advice letters.*

Advice Letter drafting and approval is not a passive process. Members need to be pro-active if they have expertise and passion surrounding the topic. As discussed at the June meeting, the board needs to recognize that not all members can review a letter during the day and be able to responsibly vote on it that same evening.

**Kevin Jackson** and **Reemberto Rodriguez** promised to mail out packets to board members the Thursday before a full board meeting. This would include agenda, minutes and speaker presentations if available.

2. *Adjustments to Agenda:* With regard to the Public Safety Reports, Board confirmed past decision to have police present more often than Fire & Rescue – Police/Police/Fire- Repeat. What we need from police are stats and reports with numbers of incidents, noting trends. From Fire & Rescue, we should have more than news of major fire incidents and safety advice. Their report should include numbers and trends surrounding EMS calls.

The Neighborhood Spotlight Feature has been helpful to connect the board to our regional service area. There was discussion about opening these 5-minute presentations to other entities, such as local business hubs and non-profits.

Board wants to make greater opportunity of access to County Council Member Reports. It was agreed that Kevin and Reemberto would send council members a reminder the Thursday before the full board meeting that we want our attendees to hear what projects they are working on.

The 2019-2020 board agenda would be:

1. Welcome
2. Public Safety Report
3. Main Presentation
4. Council Member Reports
5. Committee Reports
6. Approval of minutes
7. New Business

8. Regional Director Report
9. Chair Report

It was requested and agreed that the 6pm Executive meetings will wrap up no later than 6:55 so that the board will be on time for full board meeting that begin at 7 pm.

3. *Retreat Pt 2 Goals: Plan 7-9* Main topics for upcoming year. Recognize that the board may want to host County Executive **Marc Elrich** and potentially have **Andrew Kleine** return as proposed after his presentation earlier this year.
4. *Applications for SSCAB:* Reemberto has 50 applicants. **John Seelke, Mulegeta Habteselassie, Pat Germann** and **Don Slater** have agreed to review and grade the applicants. Top scorers will be interviewed in September- probably on a single evening.

## Pt. 2 – August 17, 2019

### Attendance

■	Matthew Losak	■	Uri Pasternak	R	Abdurahman Mohammed- Nbrhd
■	Edward Levy	■	Jay Elvove		
■	Mark Mendez	■	Patricia Germann		
■	Lysette House		Delia Aguilar		
■	Michelle Foster	■	Don Slater		
■	Mulegeta Habteselassie		Melanie Fonder Kaye		
■	John Seelke	■	Katherine McKay		

Present: ■ Absent: X Resigned: R

The board arrived at topics for 2019-2020 full meetings and committee meetings. **Kevin Jackson** transcribed these and has distributed a schedule. See pdf.

The board also agreed to the following items:

#### Urban District Representative

**Jay Elvove** will continue with the Silver Spring Urban District Advisory Council for another term.

#### New Applicant Scoring and Selection Committees

The new applicant scoring committee is: **Pat Germann, Matt Losak, John Seelke, Mulegeta Habteselassie** and **Katherine McKay** We will score the applications based on the following criteria:

- Overall qualifications and experience
- Community involvement
- Ability to serve (time commitment)
- Contribution to strengthen the SSCAB (diversity, geographic representation, area of interest or expertise, etc.)

The interviewing and selection committee is TBD depending on dates: **Matt Losak** and two others.

#### SSCAB Committee Chairs and Membership

Transportation and Environment (TREE) **Co-Chairs: Don Slater and Michelle Desiderio**

Neighborhoods: **Co-Chairs: John Seelke and Lysette House,**

Commercial and Economic Development (CED): **Chair: Mulugetta Habteselassie**

#### New SSCAB Officers

**Jay Elvove**, who is not running for a SSCAB office, will coordinate nominations and election process for the coming year's election of officers. They include: Chair, Vice-Chair, Secretary and Parliamentarian. Nominations are due to Jay ASAP, but no later than September 30. We will hold elections at the October general meeting. Nomination for officers that are not competitive will be elected by affirmation. Two or more nominations will be voted on at the meeting in October.

#### Long Sleeve T-Shirts

We agreed that Matt will look into **long-sleeve T-Shirts** that each SSCAB member will pay for themselves. The design will be the Silver Spring Fountain Logo and "Member, Silver Spring Spring Citizens Advisory Board." Matt will look into pricing and printing and report back.

### Thanksgiving Day Parade

Aided by **Ed Levy**, **Mark Mendez** has agreed to honcho this activity for us this year. Mark will file the paperwork. We agreed that it would be best to look into a convertible if possible. All SSCABers should try to participate.

### Social Media and Website

We also discussed the need to elevate our social media presence. We have a Facebook and Twitter account and need more regular postings. We have not formalized a system for this yet. Matt will work with Kevin to make sure our website is updated with members' new roles.