

**Urban Management Assistants of North Texas
Strategic Planning Retreat
Friday, August 7 2020, 2:00 p.m.
UberConference TeleConference
Meeting Minutes**

Present:

Officers	<input checked="" type="checkbox"/> Lauren Rose (President) <input checked="" type="checkbox"/> Laurie Wilson (Vice) <input checked="" type="checkbox"/> Lauren LaNeave (Treasury) (2:06) <input checked="" type="checkbox"/> Imelda Speck (Secretary)	
	Chair	Members
Communications	<input type="checkbox"/> Amanda Valdez	<input type="checkbox"/> Chelsey Gordon <input type="checkbox"/> Erin Winn <input type="checkbox"/> Matt Yager <input type="checkbox"/> Bernadette McCranie
Membership	<input checked="" type="checkbox"/> Major Youngblood	<input checked="" type="checkbox"/> Sena Nyaku
Networking & Mentorship	<input checked="" type="checkbox"/> Brittney Huff (3:06)	<input checked="" type="checkbox"/> Jerod Potts <input type="checkbox"/> Stephen Marcus <input type="checkbox"/> Chandra Washington
Professional Development	<input checked="" type="checkbox"/> Letecia McNatt <input type="checkbox"/> Kimberly Garduno (Vice)	<input type="checkbox"/> Kate Hawley
Special Events	<input checked="" type="checkbox"/> Brett Cast <input checked="" type="checkbox"/> Don Robinson (Vice)	<input checked="" type="checkbox"/> Carey Neal
Other UMANT Members		

1. Approval of June 5 , 2020 Meeting Minutes

- a. Motion – Brett Cast
- b. Second – Lauren LaNeave
- c. Passed – Unanimous

2. COVID-19 Impacts

The group discussed programming going forward for the remaining of the year. While there was hope that things would be semi-back to normal by this time in the year, restrictions are still impacting the ability for group gatherings. Back to school events that are typically planned could still occur, but in person happy hours are off the table. There was discussion about the possibility of having virtual happy hours to help with networking, which is one of the strengths of past happy hour events. Lauren Rose mentioned that happy hours have been successful when they follow an event to help with conversation ice breakers. This would be better than only hopping on a Zoom call. Lauren LaNeave suggested ‘get to know you’ questions or table topics to help discuss something other than COVID-19.

Brittney said she can adapt the Back to School event to be one virtual event for all 3 schools. She asked for assistance with table topics and Don said he can help cohost. They will be looking for a date in September on a Thursday or Friday. Will submit a program to the Executive Team by August 25th.

Lauren R. suggested one table topic of “things I wish they would have taught me in my MPA program.” There was also a suggestion to tie in the scholarship.

3. Scholarship

Pushing the application deadline to September 18th. Finalists will be notified by September 25th and recognize winners at 1 day Conference. Application went up on August 7th. Since there is not Wine and Dine this year, will need to develop a way to bring in NCTCMA into One Day Conference and Scholarship award when recognizing winner(s).

Lauren R. noted that she hopes the group looks at 2 rounds of scholarship next year and moving forward as there is plenty in the scholarship fund and it would help to promote the core values of UMANT.

4. Election Process

Nominations are open and deadline of August 15th, set by the bylaws, is approaching. Nominees can digitally sign the petition and the process is online.

5. End of Year event

Brittney will head up the development of the End of Year Event and will determine in the coming months if it will be virtual or meet in person depending on current restrictions. At this time, would need approval for outdoor events. Leticia suggested to pick a date and work back from there and assess as we get closer to the date.

6. Committee Updates

Networking & Mentorship

All 3 Universities will be included in 1 virtual happy hour and will announce scholarship application. Thinking to create a signature drink for each school to help bring a fun aspect to the virtual happy hour.

Professional Development

The 101 Series in Little Elm went very well. Committee will look to November for the next event.

Membership & Partnerships

5 new members in past 30 days, with the majority being full time members with organizations

Communications

Amanda not present but on standby to help with graphics for events

Special Events

One day

Central Texas and San Antonio assistants groups are trying to revive membership and would like to collaborate with one day to join in and do state wide event. Lauren R. stated she see value in that. Executive group was supportive of this collaboration.

Conference theme this year is: "Local Resiliency and the Path Forward". The agenda is basically set with one slot open for Emergency Management. Brett is working with Imelda to secure Irving's Emergency Manager on panel.

Brett needed feedback on pricing for members/non-members/students. UMANT used to subsidize costs for students, but costs have been reduced due to no member sponsorships which have not been heavily sought due to COVID-19. Overall thought, there is no need to offset costs. So the charge can be nominal.

One suggestion was possibly 3 session package for attendees who can attend all day. Lauren L mentioned she is not really worried about making it intricate because if it is \$20 for the whole day or they can just come and go and not feel they lost value or money. The group decided on the following rates: 30/20/10 (Non-member/Member/Student)

With the collaboration there will be splitting of costs and funds.

Someone mentioned if it will be possible to get recordings. Brett will look into this technology for recording. This could be available to those that attended or for purchase after the event even if you didn't register/attend.

There will be a TML panel with a Statewide pitch (switching to collaborative conference now) and may possibly do the same with the emergency management panel.

There was a general comment to make sure the other Assistants Group do contribute to the event.

7. **General Meeting Items**
8. **Next Meeting: September 4, 2020**