

**Urban Management Assistants of North Texas
Strategic Planning Retreat
Friday, January 17, 2019, 2:00 p.m.
Meeting Minutes**

Present:

Officers	<input checked="" type="checkbox"/> Lauren Rose (President) <input type="checkbox"/> Lauren LaNeave (Treasury)	<input type="checkbox"/> Laurie Garber(Vice) <input checked="" type="checkbox"/> Imelda Speck (Secretary)
	Chair	Members
Communications	<input type="checkbox"/> Amanda Valdez	<input checked="" type="checkbox"/> Chelsey Gordon <input type="checkbox"/> Erin Winn <input type="checkbox"/> Matt Yager <input type="checkbox"/> Bernadette McCranie
Membership	<input type="checkbox"/> Major Youngblood	<input type="checkbox"/> Sena Nyaku
Networking & Mentorship	<input checked="" type="checkbox"/> Brittney Huff	<input type="checkbox"/> Jerod Potts <input type="checkbox"/> Stephen Harcus <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 type="checkbox"/> Don Robinson (Vice)	<input type="checkbox"/> Carey Neal
Other UMANT Members		

Approval of December 6, 2019 Strategic Planning Retreat Meeting Minutes

Quorum was not present to take official action on meeting minutes

Approval of 2020 Budget

Item was postponed to February Meeting

Committee Updates:

Networking & Mentorship

- 2020 Kick Off Event Scheduled for Friday, 1/24/20 at American Tap Room on UT Dallas' campus from 5:30-7:30 pm
- Exec Connect is scheduled for Thursday 2/20 at Colleyville Center from 3-5 pm.
 - o No registration fee this year
 - o Secured 21 executives to attend
 - o Happy hour after the event will be on the Londoner Pub in Colleyville
 - o Both portions of the events are sponsored by ZacTax – resulting in no monetary impact on Networking's Budget
 - o A brief survey follow-up from last year's event provided feedback for this year's event. Did not re-invite executives that did not fare well in feedback. Committee has developed a list tracking executives invited each year in order to help cycle through

executives. Looking to do another survey after this event to gain additional feedback to continue to improve the event each year.

Professional Development

- Secured majority of dates for committee's programming
 - o Downtown 101 – March 20th – Garland
 - o Development 101 – June 19th – Little Elm
 - o Candidate 101 – September 11th or 18th – dependent on what works best for UTA and SGR
 - o Admin 101 – Oct 23 – TBD – aiming for this date

Memberships & Partnerships

- Starting data analysis on membership levels

Communications

- Getting ready to gear up for monthly newsletters
- Requested people start to send any content they would like to share within the newsletter or on social media

Special Events

- ***Wine and Dine***
 - o April 25th
 - o Committee did their due diligence and completed an exhaustive search of other venues and option throughout the Metroplex, but Messina Hoff is still the best option for the event (price, location, and turnkey logistics)
 - o Brett sent out the menu options prior to the call, and Five Pepper Chicken was chosen for this year's entrée
 - o UMANT's partnership with NCTMA was brought up to remind the Committee NCTMA has helped to pay for a portion of the bill.
 - o Discussed the option to continue to have a portion of sales proceeds from wine bottles would be contributed to UMANT for scholarship. The group discussed the need to have this promoted up front in all marketing prior to the event.
- ***One Day Conference***
 - o No firm date at this time – waiting on confirmation of some venue options before proceeding

General Meeting Items

ICMA Regional Conference

- March 25-27 in Irving
- There is an interest to plan a session in coordination with the state's Assistant's Groups
- Initial conversations are starting to pitch ideas for panel
 - o One suggestion: Reverse Mentorship – What a Mentee is Looking For
 - Instead of a panel of Current executives answering questions from early to mid-career public administrators, have a panel of early to mid-career public administrators describing what they are looking for in a mentee.

Update from Strategic Planning

- Bylaw Review
 - o Leadership Team will take first round of by-law review and revisions – more information to come
 - o Ballot process allows the ability to get the revision process started sooner rather than later
- Meeting Location
 - o Lauren reminded the team to fill out the monthly meeting location survey and sign up to host a meeting.