

**Urban Management Assistants of North Texas
Strategic Planning Retreat
Friday, October 2, 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 checked="" 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 type="checkbox"/> Major Youngblood	<input checked="" type="checkbox"/> Sena Nyaku
Networking & Mentorship	<input checked="" type="checkbox"/> Brittney Huff (3:06)	<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 checked="" type="checkbox"/> Kate Hawley
Special Events	<input checked="" type="checkbox"/> Brett Cast <input type="checkbox"/> Don Robinson (Vice)	<input checked="" type="checkbox"/> Carey Neal

1. Approval of September 4, 2020 Meeting Minutes

- a. Motion – Amanda
- b. Second – Brett
- c. Passed – Unanimous

2. Elections

Results:

President: Laurie Wilson
Vice President: Lauren LaNeave
Treasury: Imelda Speck
Secretary: Brittney Huff

3. Scholarship

Have received 5 applications to date. Executive Officers reviewing applications next week. Healthy scholarship fund and we could awards multiple grants. As of now, all applicants are UNT students.

4. Committee Updates

Networking & Mentorship

Recap Back to School Virtual Happy Hour

- Lauren commented on the success of it
- Brittney recapped with ZacTax on event, great conversation on multiple topics. ZacTax wants to donate. Lauren L. mentioned they can do that on the website. ZacTax will also be presenting at One Day Conference.

End of year event

- Schedule for Dec 12th
- Still contemplating an in-person event or virtual. Will do a Save the Date, create Plan A and Plan B and decide as we get closer. There was a strong hope for an in person event depending on how things are going.

Professional Development

101 Series – Candidate 101

- November 19th
- Jennifer Fadden Host, and other panelist provided by SGR
- Panelists are Doug Thomas and Lynn Barboza of SGR, Mario Canizares (the newly appointed city manager of Nacogdoches, Texas) and Graham Caulfield (Expert Resume Man).
- [Doug](#) and [Lynn](#)'s bios are linked here; Mario's LinkedIn profile ([Mario Canizares](#)) and [Graham Caulfield](#)'s website.

Membership & Partnerships

No Updates

Lauren provided an update on discussion with James Childers, who is looking for information from Assistants groups. The goal is trying to diversify its memberships. Requesting data like: Gender/Race/background/city representation/ TCMA member or not.

Communications

Opened registration for One Day Conference today

Had a colleague give the UMANT logo a facelift by a graphic designer. Will share once completed.

Special Events

One day Conference

- Planning going well. Getting together summaries and bios for speakers.
- Preliminary Zoom call to discuss logistics. One idea was in addition to MCs and topics to be discussed, to have an additional co-host to help click through slides, etc. Several members volunteered
- Will ask attendees to pre-select sessions to help funnel to correct session.
- Will do an optional test run on the Monday prior to the One Day Conference to allow speakers to test run the Zoom conference.
- Please sign up and share the conference.
- Lauren mentioned they will get with other state groups to spread the word.

5. General Meeting Items

None

6. Next Meeting: November 6, 2020