

**MIDTOWN COMMUNITY BENEFITS DISTRICT MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JANUARY 3, 2018
MICA – 1601 MT ROYAL AVENUE – 6:30 PM**

Members Present: Michele Richter, Audrie Woody, David Lapides, Steve Johnson, Brian Winsor, Pamela Johnson, Rufus Davis, Mac Maclure, Jennifer Mielke, Wesley Stuckey, Rachel Indek and by Telephone: Adrian Harpool, Eric Costello, Linda Rittelmann

Staff Present:

Peggy Smallwood, Interim Executive Director, Midtown Community Benefits District
Stacey Johnson, Community Relations Specialist, Midtown Community Benefits District

Visitor(s) Present: Marilyn Bentley, Clerk of the Circuit Court for Baltimore City

Michele Richter, Vice-Chair called meeting to order at 6:36 pm

Approval of November Minutes

Vice-Chair asked for a motion to approve minutes.

Jennifer Mielke motioned to approve the November minutes.

Wesley Stuckey seconded the motion.

All in favor. Motion carried.

Jennifer Mielke, Governance and Nomination Committee Report

On behalf of the Governance and Nomination Committee, Jennifer Mielke presented the following individuals to serve as the Officers of the 2018 Midtown Districts Board of Directors:

- Adrian Harpool – Chair
- Michele Richter– Vice Chair
- Steve Johnson – Treasurer
- Don Donahue – Secretary

Pam Johnson seconded the proposed slate of officers as presented.

Vice Chair opened the floor for additional nominations.

Hearing none. Vice Chair called for a vote on the proposed slate of officers.

All in favor. Motion carried.

The Search Committee

Jennifer Mielke also gave an update on the status of the Executive Director search. A search committee has been established with the following individuals:

- Jennifer Mielke – Chair
- Pam Johnson
- Steve Johnson
- Adrian Harpool
- Don Donahue
- Rachel Indek
- Rufus Davis
- Michele Richter

The search committee reviewed the 2014 Executive Director job description and made some initial tweaks to ensure the job description is in alignment with the organization's needs. The committee will update the board at the March meeting with the committee search process.

Appointment of Committee chairs and members

Michele Richter, Vice-Chair proposes committee assignments for 2018 as follows:

Executive Committee – Adrian Harpool, Chair; Committee Members: Michele Richter, Don Donahue, Steve Johnson, Bolton Hill Rep (TBA)

Personnel Committee – Adrian Harpool, Chair; Committee Members: Pamela Johnson, Rachel Indek, Mac Maclure, Wesley Stuckey

Budget Finance & Audit Committee – Steve Johnson, Chair; Committee Members: Adrian Harpool, Eric Costello, Michele Richter, Don Donahue, MRIA Rep (TBA)

Governance and Nominations Committee – Jennifer Mielke, Chair; Committee Members: Adrian Harpool, Don Donahue, Pamela Johnson, Michele Richter, Linda Rittelmann

Clean Committee – Wesley Stuckey, Chair; Committee Members: Brian Winsor, Mac Maclure, Rufus Davis, Audrie Woody, Michele Richter, MRIA Rep (TBA)

Safety Committee – Adrian Harpool, Chair; Committee Members: Audrie Woody, Rachel Indek, Mac Maclure, Michele Richter, David Lapides, Linda Rittelmann

Green Committee – Rachel Indek, Chair; Committee Members: Michele Richter, Wesley Stuckey, Brian Winsor, Rufus Davis, David Lapides

Vice-Chair asked for a motion to accept committee assignments as presented.

Steve Johnson motioned to accept the committee assignments for 2018.

Pam Johnson seconded the motion.

All in favor. Motion passed.

Adrian Harpool, Chairman of the Board

On behalf of Board Chairman, Adrian Harpool, Vice-Chair Michele Richter reminded the board members of the Board of Directors meeting schedule for 2018 that was prepared and available in their packets. She also mentions that the March meeting will deal with the budget for FY 2019. Michele Richter also thanks Interim Executive Director, Peggy Smallwood, for stepping in and keeping things going while searching for the new Executive Director.

Peggy Smallwood, Interim Executive Director's Report

Peggy Smallwood gave a brief overview of the safety initiatives made over the past year. She reports that with the addition of the 2 club cars, patrol hours have doubled to 64 hours per week. She would like to work with Midtown's Deployment Coordinator, Lieutenant Rob Morris, to add some flex shifts for added visibility. She says Midtown will be increasing fee-for-service opportunities in safety and greening.

Board members were sworn in by Marilyn Bentley, Clerk of the Circuit Court for Baltimore City

Adjournment

Vice-Chair asked for motion to adjourn the meeting.

All in favor. Meeting adjourned @ 7:26pm.

Next Midtown Board of Directors meeting will be held on Wednesday, March 7, 2018 at 6:30pm at the MICA Gateway building.