



**URBAN MANAGEMENT ASSISTANTS OF NORTH TEXAS
2018 Executive Committee Meeting
March 16, 2018
Sachse City Hall
3815-B Sachse Road
City Manager's Conference Room, 2nd floor
Sachse, Texas 75048**

The following members were present:

Krystle Nelinson
Taylor Lough
Lauren Rose
Laurie Garber
Andrew Kloefkorn
Lauren LaNeave
Cassie Tucker
Ben Williamson
Letecia McNatt
Imelda Speck
Iilir Ademaj
Hilary Cromer
Andrew Fortune

- 1) **Call to Order and Announce a Quorum is Present**
-Krystle called the meeting to order at 12:02pm
-A quorum was present.
- 2) **Approval of March Meeting Minutes**
-Lauren LaNeave made a motion to approve with a second from Lauren Rose. Approval was unanimous.
- 3) **Update: ExecConnect**
- Cassie informed the group that 20 have registered for the event and 11 executives have confirmed which is about a 2:1 ratio. She encouraged Executive Committee (EC) to register to help get to the desired 3:1 ratio. Andrew Kloefkorn would provide the gifts for the executive participants, and Cassie would order finger foods and other light appetizers for the event. Cassie noted she shared the event with UNT PASA, area managers, and on LinkedIn. Laurie agreed to help share the event on UMANT's Facebook page over the next week.
- 4) **Update: Wine Event**
-Letecia briefed the Committee that 44 tickets were sold and 2 pending sponsor tables would add 16 more seats. The space accommodates a total of 96 seats. Letecia and Andrew F. discussed their sponsorship focus with the support of Andrew K. Laurie would assist with social media in the meantime to help promote the event since the headcount deadline was quickly approaching.



-Letecia polled the group for input on menu and to define the dress code; it was decided that chicken carciofi and cheesecake would be served, and the dress code would be described as snappy casual. She asked that Executive Committee members arrive at the event by 4:30 to assist with any last minute set-up.

-She reminded everyone to purchase tickets as only 36 seats were still available. Andrew K. asked if there was still a need to recruit sponsors as space was becoming limited. It was decided that selling out wouldn't be a bad thing so sponsorship recruitment should continue.

- It was noted that there was an issue with online purchase of guest tickets which Letecia agreed to look into. An alternative set-up would be explored next year.

5) **Update: UMANT/PASA Brunch**

-Imelda stated she was working out details with Lindsay from UNT PASA. It was decided to promote the event after the Wine and Dine, and that a few event flyers could be left on cocktail tables at the Wine and Dine.

6) **Update: May Professional Development Event**

- Shanna Yelverton was confirmed to speak the event and Krystle would ask Carrollton Public Works Director John Crawford to participate as well. This would be a lunch event.

- Once details are solidified, the event would added to the website and be promoted after the Wine and Dine.

7) **Other Business**

-Lauren R. announced Sachse would host an Ethics Training and encouraged the Committee to attend. She added that details were available on the UMANT website.

-Letecia noted that the website indicated site capacity was reached. Taylor explained she's working on getting rid of old data.

-Krystle stated that ICMA contacted her asking for a UMANT representative to serve on the ICMA national conference planning committee. As a UMANT Officer, she wanted Lauren R. to attend, but her City could only cover lodging. Krystle proposed UMANT cover the cost of her travel expenses as allowed by the bylaws. While Committee approval wasn't required, she asked for Committee support. The group agreed.

8) **Future EC Meetings**

- Laurie stated the next EC meeting will be held Friday, April 20 in Southlake. Laurie will send the agenda and location details as the meeting approaches.

With no other business to consider, Krystle adjourned the meeting at 12:36 PM.

Krystle Nelinson
President

ATTEST:

Laurie Garber
Secretary