



URBAN MANAGEMENT ASSISTANTS OF NORTH TEXAS
2018 Officers Meeting
October 17th, 2017
Taco Joint
100 S Central Expy
Richardson, TX 75080

Krystle Nelinson
Taylor Lough
Lauren Rose
Laurie Garber

- 1) **Call to Order and Announce a Quorum is Present**
 - Krystle called the meeting to order at 4:05pm
 - A quorum was present.

 - 2) **First Steps**
 - Krystle noted the following tasks need to be completed prior to the Strategic Planning Session
 - Krystle will work on the survey for committee recruitment as the group agreed to send an open call for committee members
 - Lauren will update the budget document to make it easier to follow before it's presented to the executive team at the January meeting
 - Taylor will update contacts on the UMANT website, archiving members with no activity prior to 2013
 - Laurie will update resolution to confirm election results and membership dues; will pull government-related conference dates to reference for Strategic Planning Session; and will make sign-up sheets for Strategic Planning Session so polos and nametags can be ordered
 - Group agreed to offer former-UMANT President Caitlan Biggs an Ex-Officio Chair Position

 - 3) **Strategic Planning Session**
 - Krystle would like committee chairs come to the meeting with their ideas but wants to provide them with goals and expectations so they can measure their success
 - Group agreed to host the meet at a central location which they determined was Grapevine City Hall
 - Agreed the meeting would be held from 2-4pm on December 8, 2017 with December 15, 2017 as a back-up date. Laurie will make the reservation

 - 3) **Executive Committee Recruitment**
 - Krystle will create survey to solicit an open call for committee participation.
 - Group agreed to utilize the following committees this year
 - Social and Networking to handle kick-off and end of year event in addition to mixers. The group agreed this committee should be one of the largest so each member could
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take on 2 small events. A low-key monthly happy hour was suggested. Krystle will serve as liaison

-Membership and Partnerships will handle membership outreach and partnerships with the schools and other professional organizations (ELGL, etc.). Taylor will serve as liaison.

-Professional Development to handle at least two Learning from Leaders events to be content-focused. Krystle will serve as liaison.

-Mentorship will handle one Exec Connect Event and develop an additional "follow up" event or strategy. Lauren will serve as liaison.

-Special Events will handle the Wine Event and the One-Day Conference. Krystle noted UMANT will not partner with ELGL this year for the One-Day Conference. Explore opportunity to partner with other assistants groups

-Marketing will provide communications support for all groups. Should use UMANT Facebook page to provide relevant content, share related articles, and highlight members and their achievements. As dates will be selected at the Strategic Planning Session, a Marketing Plan for the year should be developed. Laurie will serve as liaison.

4) 2017 Event Notes

-Exec Connect - Group discussed the value in having an Exec Connect event in February or March so it's prior to the cities' budget process.

-Wine Event – Would like to solicit cities to donate baskets of City-specific items like signature festival or event tickets, or items similar to those gifted to dignitaries. If 5 cities donated baskets, they could be used for a silent auction for the wine event to raise additional funds.

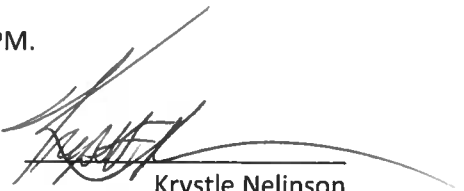
-NTCMA Social – 2018 is UMANT's year to plan. Will need to collect \$400 from each assistants group to help fund the event. Marketing will also need to promote the social.

4) Budget

-Krystle will contact the NTCMA President for permission to combine the UMANT Scholarship and General Fund into the same account for ease of use.

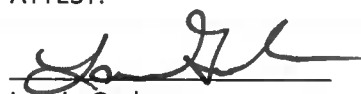
8) Next Officers Meeting – November 15, 2017 at 4pm

With no other business to consider, Krystle adjourned the meeting at 5:09 PM.



Krystle Nelinson
President

ATTEST:



Laurie Garber
Secretary