**MONTHLY MEETING MINUTES – Saturday, January 25, 2025**

Location: Southern Area Aquatics Recreation Complex (SAARC) 13601 Missouri Ave, Brandywine, MD 20613

**Attendees**

Board Members (Alphabetically)

| Jocelyn Alexander | ✔ | Kelvin Smith | A |
| --- | --- | --- | --- |
| Sean Floyd | ✔ | Rochelle Thompson | ✔ |
| Harryette Irving | ✔ | Betty Tingle | ✔ |
| Oladunni Oni | ✔ | Tamara Williams | ✔ |
| **PRAB Liaison:** Anika Jackson, Public Affairs and Community Engagement | | | A |

**\*A - Notice of absence provided in advance of the meeting.**

**Additional Attendees:** Carl Burnett, Ambassador for PG County USA Pickleball

**Minutes/Notes**

CALL TO ORDER

*The meeting was called to order by the Chair @ 1:39 pm.*

1. **Roll Call:** Called by the Chair to establish a quorum; 6 members were present at the start of the meeting, constituting a quorum.
2. **Approval of Previous Meeting Minutes:** The minutes were reviewed and approved as presented; motion by Ms. Alexander, second by Mr. Floyd.
3. **Review of Proposed Bylaws:**

* Sean Floyd presented the board’s recommended changes along with the review of the county code that established the PRAB.
* Notable comments included ensuring that while the bylaws align with the county code they are adjusted to for the intent of the bylaws
* Changes reviewed and electronic distribution will be provided with tracked changes for future implementation
* The board will vote at the February Meeting to adopt the amended bylaws.

1. **Strategic Planning Session:** 
   1. Outlined strategic objectives for PRAB.
      1. Establish interaction and relationship with Planning Board as well as the County Council
      2. Increase facility visits with a goal of visiting at least two sites per month(24 facilities annually).
         1. Calendar of sites will be agreed upon based on facility utilization data as well as community expressed areas of interest
         2. One of the sites will also be the location of the monthly meeting
   2. Developed a high-level framework for the **PRAB Annual Report**, focusing on:
      1. Overview of the board
      2. Detailed account of board activities over past year with the outline based on defined PRAB Responsibilities: <https://www.pgparks.com/about/parks-recreation-advisory-board-prab>
      3. Board accomplishments and future goals.
   3. Board will create a “What it Means to be an Active Board Member” guide; include things such as:
      1. Board members should have a ParksDirect account and register through the system at least one class.
   4. The checklist under development includes:
      1. Facility walkthrough.
      2. Introduction to staff.
      3. Engagement with at least one staff member and community member.
2. **Tentative February Facility Visits:**
   1. Wells Ice Skating Rink
   2. Southern Regional Technology and Recreation Complex
3. **Rotated Meeting Locations:**
   1. Goal to rotate meeting locations for every meeting to be included as our monthly site visit with the expectation that Board members arrive early enough to tour the building.

COMMITTEE UPDATES

1. **Governance Committee:** Team will review the calendar and keep everyone updated on the budget cycle meetings and updates.
2. **Community Engagement Committee:** The team will finalize the engagement survey by implementing it in a Google Form.

UNFINISHED BUSINESS

1. Approve changes to bylaws
2. Confirm annual report format.
3. Committee goals for the next quarter.

ACTION ITEMS

* **February:** Request a change of location to Southern Technical Regional Complex in Ft. Washington
* Board members should send out questions for Mr. Shapiro one week before the February meeting.

Potential Topics:

* 2026 Budget Cycle
* Planning Board Focus Areas

**Adjournment:**The meeting adjourned @ *~3:37 pm; motion by Rochelle, second by Ms. Alexander.*

ANNOUNCEMENTS / RESOURCES

**Parks & Recreation 2026 Budget Proposal:** [**https://www.mncppc.org/wp-content/uploads/2025/01/Fiscal-Year-2026-Prince-Georges-County-Proposed-Budget.pdf**](https://www.mncppc.org/wp-content/uploads/2025/01/Fiscal-Year-2026-Prince-Georges-County-Proposed-Budget.pdf)

**County Council Calendar:** <https://princegeorgescountymd.legistar.com/Calendar.aspx>

**PRAB Shared Folder:** <https://drive.google.com/drive/folders/1UW9YrcncVHfTOpvqvxEbm6njJLmWk9zC?usp=drive_link>

**Action Items**

| Action | Due Date | Owner |
| --- | --- | --- |
| Finalize Outline for Annual Report |  | PRAB Board |
| Incorporate changes to the proposed bylaws |  | PRAB Governance Committee |
| Update Survey into an electronic format |  | PRAB Community Committee |
| Submit Board Photos for Review |  | Ms. Jackson |
| Confirm February Speaker (Mr. Peter Shapiro) |  | Ms. Jackson |
| Retrieve most utilized/all parks and recreation location list |  | Ms. Jackson |