

**EXECUTIVE COMMITTEE
MINUTES**

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

9:00 AM- 10:30AM

February 26, 2025 (in person and via ZOOM)

In attendance: Keith McBride (Chair), Jan Williams (Vice Chair), Kendra Amaral (Treasurer), Brian Phinney, Erin Moriarty, Katie Haley, Chris Osterrieder, and guests Will Armitage (SMFA) and Amy Grommes Pulaski (Strategic Plan Consultant).

Absent: Tracey Desjardins, Justin Chenette, Karla Bergeron-Wilcox, and Marybeth Gilbert.

Staff: Stephanie Carver, Raegan Young, James Rather, Randall Davis, Deb Cyr

1. Minutes of January 23, 2025

*A motion was made by Erin Moriarty to accept the minutes of the January 23rd meeting as written, and the motion was seconded by Jan Williams. **Approved Unanimously.***

2. Executive Director Update

Stephanie provided the following updates:

Membership Dues

In the end of December, SMPDC sent out our 2025 membership dues letters. Steph asked for folks to be on the lookout for these and reach out with any questions. I am following up with members regularly throughout this process.

Executive Committee Membership

We met with our Board Membership Subcommittee (Erin, Keith, Kendra) in early February to discuss the current membership representation. We landed in on several potential candidates that staff are currently reaching out to gauge interest. We hope to present a vetted list to the Committee at our March meeting.

York County Managers' Meetings

Once again, a reminder to everyone that SMPDC hosts a monthly meeting of York County Managers that includes representatives from each of our congressional offices, MMA, and the County. This is a great opportunity to share with other managers and receive updates on legislative activities. Attendance has been a challenge so please reach out to your fellow managers and let them know about this valuable resource.

3. Treasurer's Report

Randy presented that at the end of January, total cash was \$3.9 million, with operating cash being \$495,528, which equates to 80-day cash on hand. A/R was at \$450K, making 61.1 Days in A/R. The P & L for January showed a \$257,137 surplus from operations. Notes Receivable, Foundry took final draw.

A motion was made by Jan to accept the Treasurer's Report as written, and the motion was seconded by Chris. Approved Unanimously.

4. Strategic Plan Executive Committee Workshop

Amy Grommes Pulaski (Consultant) led a visioning workshop with the Executive Committee that focused on a discussion of themes around identity statements for mission, vision, and value statements. Amy identified the next steps in the process and let the board know that feedback provided will be synthesized for review at a future meeting.

5. Next Meeting: Our next meeting TBD.