MONTHLY MEETING MINUTES – Wednesday, May 28, 2025 @ 6:30 pm

Location: **Marlow Heights Community Center, 2800 St. Clair Dr., Temple Hills, Maryland 20748**

**Attendees**

Board Members (Alphabetically)

|  |  |  |  |
| --- | --- | --- | --- |
| Jocelyn Alexander | ✔ | Kelvin Smith | ✔ |
| Sean Floyd | ✔ | Rochelle Thompson | ✔ |
| Harryette Irving | ✔ | Betty Tingle | ✔ |
| Oladunni Oni | ✔ | Tamara Williams | ✔ |
| **PRAB Liaison:** Anika Jackson, Public Affairs and Community Engagement, Division Chief  Jacqueline Cochran, Public Affairs and Community Engagement | | | ✔ |
| **Council Representative/Liaison:** Calvin Hawkins, Member, County Council | | | **A** |

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

**Additional Attendees:**

*LeRell Dock - Facility Director of Marlow Heights Community Center*

*Rickey Leathers - Regional Manager (Region 5), Southern Recreation & Leisure Services, M-NCPPC, Department of Parks and Recreation, Prince George’s County.*

**Minutes/Notes**

CALL TO ORDER

*The meeting was formally called to order by the Chair @ 7:17 pm; however, it started with the Regional Mr. Dock and Mr. Leathers welcoming us to the facility, answering questions, and provided tour.*

1. **Roll Call:** Called by Chair to establish a quorum;7 members were present at the start of the meeting, constituting a quorum.
2. **Approval of Previous Meeting Minutes:** The agenda was reviewed and approved as presented; motion by Ms. Alexander, seconded by Mr. Floyd.
3. **Opening Introductions:**
   * Marlow Heights Community Center Tour & Q&A
4. **PRAB Liaison Updates, Ms. Jackson:** 
   * New Mascot: Introduced FUN to the PRAB group.
   * **Events:** 
     + [June 13th ZipTrip- 7 am- 11 AM @ Sports & Learning Complex Center](https://www.pgparks.com/event_list/fox5-zip-trip-at-prince-georges-sports-learning-complex)
     + July National Recreation Month
     + July 18th Senior Line Dancing Event
   * **Outreach:** A table with the outreach team will be shared with PRAB members, allowing us to share our QR code and survey. We need to let them know our questions and any materials we want to be printed as soon as possible. Shirt orders were taken for board members for upcoming events.
   * **Events:** Updated events information sent by Ms. Cochran for the board review.
   * **Budget updates:** As the budget process ends, Ms. Jackson reminded us that the Planning Board & County Council will be out of session in August.
   * **Board Photos:** Retakes for those board members who were not available for the first set of photos. Ms. Jackson/Ms. Cochran submitted the request and will plan for the makeup photos for Ms. Irving and Mr. Floyd at the upcoming June meeting.
   * **Branding/Marketing Survey:** The vendor has been chosen. The kick-off with The Hatcher Group on May 14th, they are in the midst of a data dump. PRAB will be part of the branding working group in the upcoming months.

SUBCOMMITTEE UPDATES

1. **Governance Subcommittee:** *None*
2. **Community Engagement Subcommittee:** *None*

BOARD COMMUNITY CENTER VISITS

* Ms. Irving went to Camp Springs for a Seniors’ information Gathering session.
* Ms. William has been getting great feedback about Park Direct and the registration changes for park fields.
* Ms. Thompson visited the Sports & Complex Pool, had a great time, and an easy process.

BOARD MEETING UPDATES

* **Agenda Changes:**
  + The NRLS/SRLS has been postponed to a later date.
  + Council Chair Burroughs was unable to attend and moved his introduction to a later date.

UNFINISHED BUSINESS

* **Board Annual Report-** 
  + Using the previous board's outline and the structure of the board's responsibilities, we will use this as our framework.
  + Governance Committee to provide updates to the ORGANIZATION section and list amendment changes in bullets.
  + Reporting timeframe to cover March – June 30.
  + Member photos and profiles will be included in the report.
  + Documented board member engagement through site visits and events will be included.
  + Creation of subcommittees will be included in the report.
  + **Highlight efforts to elevate the profile and value of Parks & Rec.**
    - Statement submitted by the board.
    - Participation in Planning Board Call to Action and partnerships.
    - Coordination with the County Council for advocacy.
* **Finalize Board Committee Site Visit/Event Commitment** 
  + 2 Facility visits (1) board meeting & (1) additional site visit
  + A sign-up list with all sites will be provided at the next board meeting.

ACTION ITEMS

* Draft the board report review.
* Once the content is agreed upon, please submit it to Ms. Jackson for marketing support.
* Draft invitation letters for County Council members when we are at a facility in their district.
  + Council Member Tom Dernoga in July should be the next invite sent.
* The board will recess in August. Need to send out a cancellation.

**Adjournment:**The meeting adjourned @ *~8:30 pm; motion by Mr. Floyd, seconded by Mr. Smith.*

ANNOUNCEMENTS / RESOURCES

**Highlighted Events:**

* [**June 13TH 7AM-11am Fox5 ZipTrip News**](https://www.pgparks.com/event_list/fox5-zip-trip-at-prince-georges-sports-learning-complex)
* [**July 18th – Senior Line Dancing party (Martin’s Crosswinds)**](https://www.pgparks.com/wp-content/uploads/2025/05/Senior-Line-Dance-Party-Flyer-2025_FINAL.pdf)
* **All July Parks and Recreation Month by M-NCPPC**

**PG Parks Activities:** <https://www.pgparks.com/activities-events>

**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 |
| Complete Drafted Board Report & Send to Ms. Jackson |  | PRAB Board |
| Finalize the Community Outreach Survey |  | PRAB Board |
| Send out Invitation Letter |  | PRAB Board |
| Send Ms. Jackson any RSVPs for June 13th ZIP TRIP EVENT |  | PRAB Board |
| Confirm Mr. Shapiro’s availability for June Meeting |  | Ms. Jackson |