MONTHLY MEETING MINUTES – Wednesday, June 25, 2025 @ 6:30 pm

Location: **Planning Commission Auditorium, 1616 McCormick Dr., Largo, Maryland 20774**

**Attendees**

Board Members (Alphabetically)

|  |  |  |  |
| --- | --- | --- | --- |
| Jocelyn Alexander | ✔ | Kelvin Smith | ✔ |
| Sean Floyd | ✔ | Rochelle Thompson | ✔ |
| Harryette Irving | ✔ | Betty Tingle | **A** |
| Oladunni Oni | ✔ | Tamara Williams | ✔ |
| **PRAB Liaison:** Anika Jackson, Public Affairs and Community Engagement, Division Chief  Lola Knights, Affairs and Community Engagement, Operations Specialist | | | ✔ |
| **Council Representative/Liaison:** Calvin Hawkins, Member, County Council  **Parks & Planning Chair:** Chair Peter Shapiro | | | **A** |

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

**Additional Attendees:**

**Minutes/Notes**

CALL TO ORDER

*The meeting was formally called to order by the Chair @ 7:12 pm*

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. Williams, seconded by Ms. Alexander
3. **PRAB Liaison Updates, Ms. Jackson:** 
   * Guest Speaker Briefing Update
   * **Events:** 
     + July National Recreation Month
     + Provided all board members in attendance with the Upcoming Events attachment for the rest of the month of June
   * **Outreach:** A table with the outreach team will be shared with PRAB members, allowing us to share our QR code and survey. PRAB needs to let them know our questions and any materials we want to be printed as soon as possible. Shirt orders are on hold for budget review.
   * **Board Photos:** Retakes for those board members who were unavailable will be scheduled for a later date, as the photographer was on leave. Ms. Jackson/Ms. Knights provided the initial photos for board review.

SUBCOMMITTEE UPDATES

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

BOARD COMMUNITY CENTER VISITS

* Non-Discussed

BOARD MEETING UPDATES

* + **None**

UNFINISHED BUSINESS

* [**Board Annual Report- LINK HERE**](https://docs.google.com/document/d/1hyOFAe7v_gz3rhVeQEmnCdBreU7ajLud/edit)
  + Ms. Alexander provided the board with an annual report outline and assigned a deadline for the **1st draft to be provided via email on July 9th.**
  + Ms. Thompson will be responsible for capturing the number of events attended, the number of briefings we received, and their types to be cited in the introduction of the board’s annual report.
  + Mr. Floyd will be responsible for capturing the intentions and goals, as well as updates, from the governance committee, and the bylaw changes that have been implemented.
  + Mr. Smith will be responsible for capturing the community’s questions and the intention/goal of the community engagement.
  + Ms. Williams will be responsible for the future forward intro adding content to what is missing.
  + Ms. Alexander will complete the other components of the report and compile all of the revisions. From that point, she will need to send it to Ms. Jackson’s team so that they can create the draft with the logo, and formatted/edited correctly.
  + 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.

ACTION ITEMS

* Draft the board report review.
* Once the content is agreed upon, please submit it to Ms. Jackson for marketing support.
* Dr. Thompson will draft invitation letters for County Council members when we are at a facility in their district for first review- we shifted the letter timeline for distribution for closer to September upon the return of the recess of the County Council.
  + Council Member Tom Dernoga in July should be the next invite sent.
* The board will recess in August. Need to send out a cancellation.
* Set for July agenda to select meeting locations through December.

**Adjournment:**The meeting adjourned @ *~8:30 pm; motion by Ms. Alexander, seconded by Ms. Williams.*

ANNOUNCEMENTS / RESOURCES

**Highlighted Events:**

* [**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 |  | Smith, K. |
| Send out Invitation Letter Draft |  | Thompson, R. |
| Send out locations for the next 6 months |  | PRAB Board |