

WORMAN'S MILL CIVIC ASSOCIATION (WMCA)

APPROVED MINUTES FOR THE SEPTEMBER 7, 2010 BOARD OF DIRECTORS PLANNING MEETING

**Tuesday – September 7, 2010 (7:00 p.m.)
WMCA Clubhouse**

Board of Directors Present: Carol Goldstein, President; Judy Haines, Treasurer; Dick Menzer, Director – At – Large; Vicki Myers, Director – At – Large; and Noel Farmer, Secretary

Board of Directors Absent: Allan Carlson, Vice-President and Lois Benjamin, Director – At – Large

I. Approval of Agenda

The agenda was unanimously approved as submitted.

II. Public Comment

There was no public comment presented to the WMCA Board of Directors.

III. Approval of Minutes

The WMCA Board of Directors Planning Meeting minutes of August 3, 2010 were approved with no corrections.

IV. Treasurer's Report

Judy Haines, Treasurer, reported a fund balance of \$3,000.50 as of September 7, 2010.

V. Web Site and E-Mail List Update

Carol Goldstein stated that we now have 341 e-mail listings. She added that in the month of August, we received 2,008 Home Page requests and 564 additional page requests.

VI. Finalization of September 15 Forum Process

A. Structure

1. Phase I: (12 minutes of actual candidate time.) The four candidates will introduce themselves. This will be unstructured; giving the candidates the opportunity to discuss whatever he/she feels is appropriate. The length of time for each candidate is no more than three minutes.
2. Phase II: (45 minutes total; approximately three minutes each question.) Three questions from the list of nine questions will be used.
3. Phase III: (20 minutes.) Ninety seconds for each question asked from the audience and 2 to 3 minutes for response from each

candidate.) Questions may be directed at the candidate of choice or all candidates. The rules for asking the questions will be sent to the residents prior to the Forum. The nine questions will also be distributed to the citizens via e-mail.

B. Responsibilities:

1. Dick Menzer will function as moderator for the Forum.
2. Allan Carlson will act as Timekeeper.
3. Carol Goldstein will function as Sergeant at Arms.
4. Noel, Judy, Vicki, and Lois will act as Recorders. The four recorders will take minutes on each assigned candidate through all three phases: Vicki – Galen Clagett; Judy – Candy Greenway; and Noel and Lois will decide on the two winners of the Republican Primary.

C. Materials for Audience

Carol will arrange for the nine questions to be distributed to the audience during the registration process.

D. Equipment Needed

A podium, one mike, and one lapel mike are needed. The chairs for the candidates will be arranged in an alphabetical order with name plates in front of their respective seats.

E. Nine questions refinement

The nine questions were reviewed by the Board of Directors, and Carol will send them out to the candidates one more time.

VII. Planning for 2011

The following programs and speakers were proposed for the 2011 year:

- A. January – Nick Falcone (Conservancy Status Report)
- B. March – Frederick City Mayor
- C. May – Clemens Corner Developer – Status Report
- D. September – Forum
- E. November – Frederick City Police Chief (Chief Dine)
- F. December – Holiday Party

Maps and directions to the new location will be distributed via e-mail and hand-outs at the November WMCA General Meeting.

VIII. Planning for September 15, 2010 General Meeting

- A. Announcement of Nominations for 2011 WMCA Officers (Tom Gill will make the presentation of nominees.)
- B. Raffle for the Monocacy Crossing Restaurant Coupon
- C. Responsibilities

Board Officer	Responsibility
Carol Goldstein	Preside over General Meeting; number placement for table calls; sergeant of arms for forum; name plates for candidates; and handout of nine questions for audience

Allan Carlson	Provision for the wine; gift certificate; and timekeeper for forum
Judy Haines	Receive dues, dinner payments and registrations; and forum minutes for Candy Greenway
Noel Farmer	Assist Judy; minutes for one republican candidate
Vicki Myers	Sell Raffle tickets; minutes for Galen Clagett
Dick Menzer	Sell Raffle tickets; forum moderator
Lois Benjamin	Minutes for one republican candidate

IX. Other

The next WMCA Board of Directors Planning Meeting will be held on Wednesday – October 13, 2010 at 7:00 p.m. in the Clubhouse.

Submitted by: Noel Farmer, WMCA Secretary