



## BOARD OF DIRECTORS MEETING

July 16, 2024 8:00 AM  
Large Conference Room

- 8:00**      **Welcome** (*Marian Block*)
- 8:05**      **Approval of Minutes**
- 8:05 - 8:15**      **Marketing/Arts & Entertainment** (*Stephanie Coppula, Jane Fairweather*)
- 8:15 – 8:20**      **Maintenance** (*Jeff Oyer*)
- 8:20 – 8:30**      **Mobility** (*Kristen Blackmon*)
- 8:30 – 8:45**      **Financial Report**
- Financial Statements – June 30 (*Jeff Oyer*)
  - FY 25 Budget Approval
  - Reserve Account Policies Approval
- 8:45 – 8:55**      **Executive Director Report** (*Jeff Burton*)
- 8:55 - 9:00**      **Other Business**
- Election of FY25 Officers
    - Katya Marin – Chair
    - Dan Schlaff – Vice Chair
    - Chris Smith – Treasurer
    - Adam Murphy - Secretary
- 9:00**      **Adjourn**

# **BETHESDA URBAN PARTNERSHIP, INC.**

## **Minutes of the Board of Directors Meeting**

**July 16, 2024**

**Board Members Present:** Marian Block, Chris Smith, Dan Schlaff, Evan Weisman, Cherian Thomas and Mylene Ortiz-Luis

**Staff Present:** Jeff Burton, Stephanie Coppula, Kristen Blackmon and Jeff Oyer

**Guests Present:** Pete Fosselman, Bethesda-Chevy Chase Regional Services Center  
Thomas Dant, Bethesda-Chevy Chase Regional Services Center  
Brandon Stuckey, Bethesda-Chevy Chase Regional Services Center  
Allie Williams, Greater Bethesda Chamber of Commerce

**Call to Order:** Meeting called to order at 8:05 a.m. by Marian Block

### **Minutes:**

A motion was made and seconded to approve the minutes from the April 16, 2024 and May 21, 2024 Board meetings. The motion passed unanimously.

### **Marketing Report:**

Stephanie Coppula reported that Summer is in full swing. Friday night concerts have been packed and run through the end of July. We have also held five Fitness in the Park events at Elm Street Park held by local fitness groups and they have all drawn good attendance. Our first Yappy Hour of the year will be held at Elm Street Park this Thursday evening. We have three outdoor movie nights this year with the first being held next Friday evening. BUP is partnering with the Police, the County and the Chamber of Commerce to hold National Night Out on August 6. We will close two blocks of Norfolk Avenue and there will be live music, restaurants and activities for kids. Finalists have been selected for the Trawick Prize. Staff has also started working on securing sponsors and restaurants for Taste of Bethesda which will be held on October 5.

The signal box art project is moving along. All of the artists and signal box locations have been selected. Applications will be submitted to both the County and the State for their final approval. We are still working on an installation date.

### **Maintenance Report:**

Jeff Oyer noted all the maintenance highlights can be found in the Board report. Summer activities are in full swing with weeding, mulching and mowing. The maintenance team has also been busy with closing and opening Norfolk Avenue for Friday night concerts and also with setting up for Fitness in the Parks. J. Oyer referred to the pictures in the report noting that BUP is very fortunate to have a well-trained staff that can do almost all projects, including tree removal and installation in house which makes us much more cost effective and efficient than the other Urban Districts in the County who have to contract out much of their work.

J. Oyer noted that the recent heat has created a little problem with working conditions. We have been making sure that the team has been staying hydrated and we have been allowing a few more breaks during the day and we have also been bringing the guys in early on extremely hot days.

Even Weisman asked about the idea of having the maintenance team wear nametags so people recognize them on the streets and know their names. J. Oyer noted that he is still working on that. Having actual nametags does not seem to be the way to go because the guys will constantly be losing them. The plan is to have their names added to the actual uniform shirts the next time we have to place another order which will most likely be in the fall.

### **Mobility Report:**

Kristen Blackmon reported that BTS staff will be at National Night Out in August. Planning is underway for the Walk & Ride event which will take place in September. Car Free Day is coming up and will be held on Monday, September 23 this year.

K. Blackmon noted that the circulator service changed effective July 1. Due to decreased ridership since Covid that has not recovered, a joint decision was made between BUP and the County to remove one bus from service so there are now two circulators on the route instead of three. We have advertised the change. Wait times will increase but we have encouraged riders to download the app to know where the busses are and when they will arrive at their stop.

Pete Fosselman reported that on July 22, the Council will be holding a work session to discuss the funding mechanism for all of the County's urban districts.

### **Financial Report:**

Chris Smith noted that a draft of the FY24 year-end financials is in the packet. We are still anticipating around \$10,000 of FY24 invoices that have not arrived yet that are not reflected in these statements. It looks like BUP will end the year with about \$70,000 in revenue over expenditures. BTS is also showing about \$40,000 revenue over expenditures for a total of \$110,000 which is close to what we have been projecting for the past few months.

The packet of materials contains the proposed FY25 budget for BUP. The highlights include a revenue increase due to an increase in the County contract. Expenses for salaries and benefits, events and maintenance have increased accordingly based on the contract increase. A motion was made and seconded to approve the FY 25 budget. The motion passed unanimously.

C. Smith presented and discussed the new reserve operating policies and the FY25 projected reserve additions and expenditures. C. Smith noted that the new reserve policy will break the reserve into four buckets (operating, equipment, special projects and other). The operating reserve will be adjusted annually to cover two months of BUP's operating expenditures. The capital equipment reserve will be adjusted annually to cover current year projected capital equipment expenditures. A special projects reserve that will be adjusted annually to cover special projects during the year. And then an additional reserve where the remaining funds will go to cover any other contingencies. The Board will approve each of these buckets at the beginning of each fiscal year. Since all of the projected equipment and special projects annual expenditures are estimates, the policies are written that staff has some flexibility in going over the approved amounts without coming back to the Board for approval. After discussion, there was a motion to approve the new reserve policies. The motion was

approved unanimously. There was then a motion to approve the FY25 reserve buckets and expenditures. The motion passed unanimously.

### **Executive Director Report:**

Jeff Burton reported that the Kiosk project that BUP has been working on with the County for several years is officially dead. There are a couple of reasons for this. The contractor was not willing to reduce the number of kiosks below 20 which BUP feels is far too many for Bethesda. Also, there were several legal issues such as permitting, maintenance responsibilities, and right-of-way issues that the County attorney has issue with the contractor was not willing to negotiate on. Another issue was that the contractor was unwilling to give BUP any revenue that was generated from BUP selling sponsorships on the kiosks. There was a lengthy Board discussion about other options to possibly replace BUP's current kiosk carts with something new and more technologically up to date that BUP would actually have control of both funding and content. Staff will continue to pursue possible options that will meet all County requirements for public signage and also make sense financially.

J. Burton reported that the contract that BUP signed with Glenn Orlin to study urban district funding is moving forward. Mr. Orlin has now met with several County agencies to get feedback from them. He is taking all the data and information he has collected and putting together a document with options for possible funding models. We hope to see a draft by early September.

The employee manual revision is complete and will be going out to all employees sometime this week. The County attorney was very helpful and gave us several beneficial updates to current law.

Every year the County Council hires about ten interns to do various research projects for them. J. Burton will be hosting the group here in Bethesda and giving them a tour this Friday.

### **Chairman's Report:**

No report.

### **Other Business:**

M. Block noted that the final piece of business was to approve the new slate of officers for FY25. The nominating committee is presenting the following to serve as officers in FY25:

Chair	Katya Marin
Vice Chair	Dan Schlaff
Treasurer	Chris Smith
Secretary	Adam Murphy

There was a motion and a second to approve the above nominated officers. The motion passed unanimously.

**Next Meeting:** September 17, 2024



## **BOARD OF DIRECTORS MEETING**

**September 17, 2024 8:00 AM**

**Large Conference Room**

- 8:00**            **Welcome** (*Katya Marin*)
- 8:05**            **Approval of Minutes**
- 8:05 - 8:25**    **Presentation on Norfolk Avenue Shared Street Concept**  
(Matt Johnson, Montgomery County DOT)
- 8:25 – 8:45**    **Presentation on Urban District Funding Study**  
(Glenn Orlin, O’Connell & Lawrence, Inc.)
- 8:45 – 8:55**    **Financial Report**
- Financial Statements – August 31, 2024 (*Chris Smith, Jeff Oyer*)
  - FY 24 Audit Approval
- 8:55 – 9:05**    **Executive Director Report** (*Jeff Burton*)
- 9:05 - 9:10**    **Other Business**
- 9:10**            **Adjourn**
- 9:10 – 9:30**    **Executive Session**

# **BETHESDA URBAN PARTNERSHIP, INC.**

## **Minutes of the Board of Directors Meeting**

**September 17, 2024**

**Board Members Present:** Katya Marin, Dan Schlaff, Chris Smith, Adam Murphy, Marian Block, Evan Weisman, Mylene Ortiz-Luis and Apoorva Ghandi

**Staff Present:** Jeff Burton, Stephanie Coppula, Kristen Blackmon and Jeff Oyer

**Guests Present:** Pete Fosselman, Bethesda-Chevy Chase Regional Services Center  
Brandon Stuckey, Bethesda-Chevy Chase Regional Services Center  
Allie Williams, Greater Bethesda Chamber of Commerce  
Andrew Friedson, Montgomery County Council President  
Matt Johnson, Montgomery County DOT  
Glenn Orlin, O'Connell & Lawrence

**Call to Order:** Meeting called to order at 8:00 a.m. by Katya Marin

### **Minutes:**

A motion was made and seconded to approve the minutes from the July 16, 2024 Board meetings. The motion passed unanimously.

### **Shared Street Presentation:**

Matt Johnson, the Bikeway coordinator and a capital project manager for the County and was also the project manager for the Norfolk Avenue shared street concept planning study gave the Board a presentation on the current status of the shared street project. M. Johnson noted that the County held a series of community meetings in 2023 to present the concept to the public. M. Johnson noted that the project was only funded for facility planning and there has been no funding approved for either design or construction. M. Johnson briefly reviewed the presentation that was given to the public noting that the public liked the idea of a shared street. The public was interested in maintaining some street parking and making sure there was access for deliveries while still maintaining a safe environment for pedestrians and bicyclists. The County came up with five different concepts and after the community meetings, a combination of two of those concepts seemed to capture the desired outcome. M. Johnson presented the design of these concepts noting that because of the current width of Norfolk Avenue, that there was plenty of room to accomplish all of the desired goals. M. Johnson noted the next steps would be to secure funding in the capital projects budget for design and construction. He estimated that the design costs to be up to \$200k for a 30% design. During that design process, DOT would work with the community and BUP to develop the final design. Andrew Friedson noted that he is very much in support of this idea and is looking forward to working with BUP and the community to figure out how to move this project forward noting it will take a lot of support from the community to get the County Executive or County Council to fund this project. BUP will develop an ad-hoc committee including Katya Marin, Chris Smith and Pete Fosselman along with BUP staff to continue to have discussions on the best path forward for this project.

### **Urban District Funding Presentation:**

Glenn Orlin, a consultant with O'Connell and Lawrence, who has been engaged by BUP to study possible alternative funding options for the Urban District and BUP and how it relates to the Parking Lot District, presented his current findings to the Board. There are serious issues with Parking Lot District revenue and funding due to several maintenance projects that have been delayed and are badly needed which will cost substantial dollars. These maintenance costs also appear to be quite a bit higher than was originally anticipated. There is also a surveillance camera program initiated by the County Executive that is being funded by the General Fund initially but will have to be paid back by the Parking Lot District in the amount of \$2m. There is also a need for more annual operating funds. All these factors lead to the fact that, due to financial pressures, there is a movement to try to reduce or eliminate some or all of the Parking Lot District transfers to the Urban District. The transfer was reduced in FY25 and is projected to continue in future years. As G. Orlin stated, based on these facts, there was a desire to conduct a study to look for funding alternatives that would reduce the stress on the Parking Lot District while at the same time funding new sources of revenue that could boost the Urban District funding and correspondingly, BUP. The study looked at the current Parking Lot District transfer, Optional Method Developer fees, the Urban District tax, the General Fund transfer and a possible Commercial District charge. The Commercial District charge would potentially replace many of these other current charges or transfers. G. Orlin presented a chart of what the impact to property owners would be based on a variety commercial district charges and how it would impact the need for funding from the other current sources. Under a variety of scenarios, each scenario has some who will pay a lot more and some who will pay a lot less. G. Orlin noted that typically, changes like this that would provide such large positive or negative swing for property owners are not successful. A. Friedson noted that, although there may be some current funding challenges, the BUP model is highly successful. He noted that it is good to look at alternatives but the Commercial District charge may not be for everyone and we may just need to figure out a way to make the current Urban District funding model work. G. Orlin suggested that there could still be a small Commercial District charge to help enhance services and not eliminate the other funding sources. A. Friedson asked if BUP has looked at the revenue that is generated in Bethesda as it compares to the rest of the County. If it can be shown that Bethesda is generating an overwhelming portion County revenue, then it might be an easier ask to receive a bigger transfer from the general fund. It was also suggested to look at possibly figuring out a way to increase the Urban District tax. Next steps will be to look at revenue generated by Bethesda and look into the process of getting the Urban District tax increased.

### **Marketing Report:**

No report

### **Maintenance Report:**

No report

### **Mobility Report:**

No report

### **Financial Report:**

Chris Smith noted that a draft of the FY24 year-end audit was in the packet. C. Smith noted that the Finance Committee had met last week with our auditors to review the audit. The audit once again has a clean opinion and there were no audit entries required. C. Smith noted that the Finance Committee did make a few changes to the note on BUP's reserve account making sure it clearly reflected the new policy that the Board voted on earlier in the year. The Finance Committee also agreed to deal with the remaining Streetery funds from Park & Planning in FY25 when things are clearer. A motion was made and seconded to approve the FY24 audit. The motion passed unanimously.

### **Executive Director Report:**

Jeff Burton reported that he did check again with the County about the need for a franchise agreement if BUP entered into a contract with a vendor for touchscreen Kiosks. The County did confirm that a franchise agreement would still be required and the County would get any revenue generated from the project. J. Burton feels like there is no reason to move this project forward. Staff will look at possible other options.

Four Board terms are coming up at the end of October. Chris Smith, Dan Schlaff, Jane Fairweather and Adam Murphy. All have indicated their willingness to serve a second term. Each Board member will have to submit a letter to the County Executive stating their desire to serve another term. Staff will let these members know when and where to submit their letters.

The County Executive is coming to a budget forum on September 18 at the B-CC High School in case anyone is willing to attend and represent BUP and maybe stand up and thank the Executive for his support and that we would appreciate his continued support.

### **Chairman's Report:**

No report.

### **Other Business:**

No other business

**Next Meeting:** October 15, 2024





# **BETHESDA URBAN PARTNERSHIP, INC.**

## **Minutes of the Board of Directors Meeting**

**October 15, 2024**

**Board Members Present:** Katya Marin, Dan Schlaff, Chris Smith, Adam Murphy, Marian Block and Jane Fairweather

**Staff Present:** Jeff Burton, Stephanie Coppola, Kristen Blackmon and Jeff Oyer

**Guests Present:** Pete Fosselman, Bethesda-Chevy Chase Regional Services Center  
Brandon Stuckey, Bethesda-Chevy Chase Regional Services Center  
Allie Williams, Greater Bethesda Chamber of Commerce  
Henry Coppola, M-NCPPG Montgomery Parks

**Call to Order:** Meeting called to order at 8:00 a.m. by Katya Marin

### **Minutes:**

A motion was made and seconded to approve the minutes from the September 17, 2024 Board meeting. The motion passed unanimously.

### **Bethesda Parks Presentation:**

Henry Coppola from Montgomery Parks gave a presentation about the various stages that the parks being planned within the Urban District are in. The parks discussed were as follows:

Eastern Greenway North Park  
Caroline Freeland Park  
Eastern Capital Crescent Urban Greenway  
Elm Street Park  
Bethesda Market Park

Mr. Coppola reviewed each project including approval process, the proposed design for each park and estimated timelines. There was then an opportunity for discussion and for the Board members to ask questions.

### **Marketing Report:**

Stephanie reported on the Taste of Bethesda which was held on Saturday, Oct. 6<sup>th</sup>. We had 43 participating restaurants which is an increase over last year's participation of under 40 restaurants. Stephanie noted that restaurants are getting more interested in the event after a few years hiatus. This was the first year in over 20 years that we raised the price from \$1.25 per ticket to \$2.00 per ticket, and this will help offset our increased event costs. And, the increased pricing helps the restaurants cover their costs as well. The weather was perfect, and we estimate the attendance at 25,000 – 30,000 attendees. In addition to the restaurants, there were four stages of entertainment and an activity area for kids. Stephanie shared a slideshow featuring several photos from the event featuring the large crowds, Spanish Diner's 10' paella pan, entertainment, attendees enjoying the

event and more. Taste of Bethesda had five corporate sponsors this year, and brought in \$25,000 in additional income from sponsorships.

Stephanie also shared that we hosted our final Yappy Hour and “Pop Up” Dog Park on October 10<sup>th</sup>, and staff is now busy getting ready for Bethesda’s Witner Wonderland on Saturday, Dec. 7<sup>th</sup> and planning for the 2025 calendar year.

### **Maintenance Report:**

Jeff Oyer reported that the maintenance team has been busy supporting Fall events such as Taste of Bethesda and a Yappy Hour. J. Oyer noted that Fall work is also underway with flower planting, edging and mulching. J. Oyer noted that the sidewalk repair and tree replacement surveys have been completed and that work will take place in the next month or two. J. Oyer also noted that leaf collection will be beginning soon and will last for several weeks.

### **Mobility Report:**

Kristen Blackmon provided an update on BTS outreach events in September and early October including events to promote the new express bus from Tysons, VA to Bethesda, MD, Car Free Day and Taste of Bethesda. The Walk & Ride Challenge started October 14 and will end November 1.

### **Financial Report:**

No report

### **Executive Director Report:**

Jeff Burton thanked the BUP team for all of the hard work it took to put on an incredibly successful Taste of Bethesda.

J. Burton noted that the County has informed us that early indications are that all departments may be asked for a 5% budget cut in the FY26 budget. Staff will continue discussions with the County regarding how they may affect BUP’s budget.

J. Burton reported that the MNCPPC Planning Board voted unanimously to allow BUP to retain the remainder of the amenity fund money transferred to BUP to use for public art projects like the mural on the Capital Crescent Trail Bridge over Bradley Boulevard and the intersection street mural at Arlington Road and Bethesda Avenue.

### **Chairman’s Report:**

No report.

### **Other Business:**

No other business

**Next Meeting:** November 19, 2024



## **BOARD OF DIRECTORS MEETING**

**November 19, 2024 8:00 AM**

**Large Conference Room**

- 8:00**            **Welcome** (*Katya Marin*)
- 8:05**            **Approval of Minutes**
- 8:05 – 8:25**    **Guest Presentation – Terry Redmond, Co-Founder – BabyCat Brewery**
- 8:25 – 8:35**    **Marketing/Arts & Entertainment** (*Stephanie Coppula*)
- 8:35 – 8:40**    **Maintenance** (*Jeff Oyer*)
- 8:40 – 8:45**    **Mobility** (*Kristen Blackmon*)
- 8:45 – 8:50**    **Financial Report**
- Financial Statements – October 31, 2024 (*Chris Smith, Jeff Oyer*)
- 8:50 – 9:00**    **Executive Director Report** (*Jeff Burton*)
- 9:00 – 9:05**    **Chairman Report** (*Katya Marin*)
- 9:05 - 9:15**    **Other Business**
- 9:15**            **Adjourn**
- 9:15**            **Executive Session**

# **BETHESDA URBAN PARTNERSHIP, INC.**

## **Minutes of the Board of Directors Meeting**

**November 19, 2024**

**Board Members Present:** Katya Marin, Adam Murphy, Marian Block, Jane Fairweather, Apoorva Ghandi and Pete Fosselman

**Staff Present:** Jeff Burton, Stephanie Coppula, Kristen Blackmon and Jeff Oyer

**Guests Present:** Brandon Stuckey, Bethesda-Chevy Chase Regional Services Center  
Allie Williams, Greater Bethesda Chamber of Commerce  
Terry Redmond – BabyCat Brewery  
Sam Mussomeli – BabyCat Brewery  
Steve Goldberg – Bethesda Resident

**Call to Order:** Meeting called to order at 8:00 a.m. by Katya Marin

### **Minutes:**

No approval of minutes due to lack of a quorum.

### **Resident Concern**

Steve Goldberg, a local Bethesda resident came to discuss his concerns about what he perceives to be a growing homeless population. Mr. Goldberg outlined several examples of incidents he has noticed and wanted to bring them to BUP's attention in case there could be any action taken. Jeff Burton noted that BUP was aware of the situation and was working with all necessary partners to address the issue within all legal parameters.

### **BabyCat Brewery Bethesda Presentation:**

Terry Redmond and Sam Mussomeli, from BabyCat Brewery gave the Board a presentation regarding how BabyCat Brewery got started in Kensington and what the vision and design looks like for the brewery they will be opening in the Bethesda urban district which is anticipated to open sometime in March.

### **Marketing Report:**

Stephanie noted that the signal box project has just been completed. A total of 15 boxes have been wrapped. S. Coppula mentioned that this project has generated the most positive comments from the public than any other project BUP has ever done. There may be as many as 1,000 likes on social media. There is a happy hour later this evening at Gallery B to honor the artists as well as the sponsors.

Winter Wonderland will be held on Saturday, December 7 from 12:00 – 4:00 on Norfolk Avenue. In addition to all of the normal activities, we have added a Holiday market this year and there will be approximately 40 vendors set up on Cordell Avenue.

The next Art Walk is scheduled for Friday, December 13. Staff has also starting working on all spring 2025 events.

### **Maintenance Report:**

Jeff Oyer reported Fall work is winding down. The last month has included leaf removal, sidewalk repairs and tree removal and replacement.

### **Mobility Report:**

Kristen Blackmon noted that the annual Walk & Ride event has been completed. The top three teams received gift cards. There were over 80 participants in Bethesda. Montgomery County won the regional award for hosting the most meetings with employers and attending network meetings. The majority of those meetings were in Bethesda and North Bethesda.

### **Financial Report:**

Jeff Oyer noted that BUP is in great shape financially after the first four months of the year. Revenue is \$70,000 over budget with \$48,000 of that coming from the Taste of Bethesda. Interest income is also over budget. Expenses are also around \$90,000 under budget. Some of these may be due to timing and some may end up being permanent. It's too early to tell on many of these savings.

### **Executive Director Report:**

Jeff Burton reported that on December 10 at 9:00 a.m. the County Council will present a proclamation to BUP celebrating 30 years of existence. The proclamation was initiated by Councilmember Friedson. Staff and Board will all be invited.

J. Burton reported that BUP will be hosting a staff and Board member happy hour for the holidays at the Bethesdan Hotel at 5:00.

### **Chairman's Report:**

No report.

### **Other Business:**

No other business.

At this time, the meeting was adjourned to go into Executive Session to discuss a personnel issue.

**Next Meeting:** November 19, 2024



## **BOARD OF DIRECTORS MEETING**

**February 18, 2025 8:00 AM**

**Large Conference Room**

- 8:00**            **Welcome** (*Katya Marin*)
- 8:05**            **Approval of Minutes**
- 8:05 – 8:15**    **Marketing/Arts & Entertainment** (Stephanie Coppula)
- 8:15 – 8:20**    **Maintenance** (Jeff Oyer)
- 8:20 – 8:25**    **Mobility** (Kristen Blackmon)
- 8:30 – 8:40**    **Financial Report**
- Financial Statements – January 31, 2024 (*Chris Smith, Jeff Oyer*)
- 8:40 – 8:50**    **Executive Director Report** (*Jeff Burton*)
- 8:50 – 8:55**    **Chairman Report** (*Katya Marin*)
- 8:55 - 9:15**    **Other Business**
- BTS Advisory Committee Nominations
- 9:15**            **Adjourn**
- 9:15**            **Executive Session**



# **BETHESDA URBAN PARTNERSHIP, INC.**

## **Minutes of the Board of Directors Meeting**

**February 18, 2025**

**Board Members Present:** Katya Marin, Chris Smith, Adam Murphy, Dan Schlaff, Mylene Ortiz Luis, Apoorva Ghandi and Pete Fosselman

**Staff Present:** Jeff Burton, Stephanie Coppula, Kristen Blackmon and Jeff Oyer

**Guests Present:** Brandon Stuckey, Bethesda-Chevy Chase Regional Services Center  
Thomas Dant – Bethesda-Chevy Chase Regional Services Center  
Allie Williams, Greater Bethesda Chamber of Commerce

**Call to Order:** Meeting called to order at 8:05 a.m. by Katya Marin

### **Minutes:**

A motion was made and seconded to approve the minutes from October 15, 2024 and November 19, 2024 Board meetings. The motion passed unanimously.

### **Marketing Report:**

Stephanie Coppula noted that restaurant week starts this week. Restaurant week was started in 2021 when we were unable to have Taste of Bethesda because of Covid. It was very popular, so we continue to hold it as another way to promote local restaurants. We have over 40 restaurants participating this year. It also provides extra media opportunities.

S. Coppula reported that Play in a Day will be held on March 8 at Imagination Stage. All of the winners for the Local Writer's Showcase have been selected and will be highlighted at events on Thursday, March 13 and Friday, March 14. A call for artists for the Arlington Road Street mural has just been announced. The Arts & Entertainment Board will review all submissions and work with all partners to select a winner for the project.

### **Maintenance Report:**

Jeff Oyer reported that the crew is handling normal Winter work including tree trimming, brick repairs and snow removal. We also had our contractor complete several sidewalk repairs in January. J. Oyer also noted that our Field Supervisor, Eli Banks, has been doing a great job stepping up our safety game with videos and numerous in-house training sessions for tree climbing and other maintenance activities.

### **Mobility Report:**

Kristen Blackmon noted that Bike to Workday is scheduled for Thursday, May 15 from 6:30 – 8:30 am. BTS has a Cool Commute contest going on that runs through February 28.

### **Financial Report:**

Chris Smith noted that BUP is in great shape financially after the first seven months of the year. Taste of Bethesda outperformed budget by a large amount which has helped lead to a \$132,000 surplus as of January 31.

### **Executive Director Report:**

Jeff Burton reported that the new circulator vehicles have arrived. The vehicles will be on the road soon. However, it may be a few more weeks before we can get them to our sign vendor to be wrapped. J. Burton noted that all of our FY26 budget requests have been forwarded to the County Executive to hopefully be included in his FY26 budget. J. Burton thanked the Regional Services staff for helping to move our request forward. We have made it clear that our priority is fixed overhead costs and staff wages and benefits. J. Burton also noted that the results from the funding study that BUP hired a contractor for have been forwarded to everyone in the County. Councilmember Andrew Friedson believes that, due to the amount of tax revenue that Bethesda generates, that it may be time to push for a larger transfer from the General Fund for the BUP budget to make up for reduction of funds being available from the Parking Lot District. J. Burton noted that BUP is currently looking for sponsors for our upcoming event season and to let him know if anyone is interested or knows of someone who might be.

### **Chairman's Report:**

No report.

### **Other Business:**

K. Blackmon presented several applicants for the BTS Advisory Board to the BUP Board for their approval. There is a combination of applicants who have applied to serve another term and also some new applicants to fill vacancies. A motion was made and seconded to approve all of the nominations. The motion passed unanimously.

J. Oyer reminded everyone that the digital kiosk idea that BUP has been pursuing for years is no longer a viable option for a variety of reasons. The current kiosks are over 15 years old and not in great shape. One of them was totally destroyed when it got hit by a vehicle which leaves two that won't last much longer. We have received a quote to have three new, much smaller kiosks, custom-built and installed. J. Oyer briefly described the design. BUP staff is looking for approval from the Board for \$25,000 from the reserve fund to design, build, wrap and install three new kiosks. A motion was made and seconded to approve up to a \$25,000 expenditure from the reserve fund to build three new kiosks. The motion passed unanimously.

**Next Meeting:** March 18, 2024



## **BOARD OF DIRECTORS MEETING**

**March 18, 2025 8:00 AM**

**Large Conference Room**

- 8:00**            **Welcome** (*Katya Marin*)
- 8:05**            **Approval of Minutes**
- 8:05 – 8:15**    **Marketing/Arts & Entertainment** (Stephanie Coppula)
- 8:15 – 8:20**    **Maintenance** (Jeff Oyer)
- 8:20 – 8:25**    **Mobility** (Kristen Blackmon)
- 8:30 – 8:40**    **Financial Report**
- Financial Statements – February 28, 2025 (*Chris Smith, Jeff Oyer*)
  - Reserve Account Update
- 8:40 – 8:50**    **Executive Director Report** (*Jeff Burton*)
- 8:50 – 8:55**    **Chairman Report** (*Katya Marin*)
- 8:55 - 9:15**    **Other Business**
- BTS Advisory Committee Nominations
- 9:15**            **Adjourn**

# **BETHESDA URBAN PARTNERSHIP, INC.**

## **Minutes of the Board of Directors Meeting**

**March 18, 2025**

**Board Members Present:** Katya Marin, Chris Smith, Dan Schlaff, Marian Block, Jane Fairweather, Apoorva Ghandi, Meagan Donohoe and Pete Fosselman

**Staff Present:** Jeff Burton, Stephanie Coppula, Kristen Blackmon and Jeff Oyer

**Guests Present:** Brandan Stuckey, Bethesda-Chevy Chase Regional Services Center  
Thomas Dant – Bethesda-Chevy Chase Regional Services Center  
Allie Williams, Greater Bethesda Chamber of Commerce

**Call to Order:** Meeting called to order at 8:05 a.m. by Katya Marin

### **Introductions:**

Jeff Burton welcomed Meagan Donohoe as our newest Board member representing The Donohoe Companies as an Optional Method Developer. M. Donohoe introduced herself and gave a brief background of her personal life and career. The rest of the group in attendance briefly introduced themselves to M. Donohoe.

### **Minutes:**

A motion was made and seconded to approve the minutes from February 18, 2025. The motion passed unanimously.

### **Marketing Report:**

Stephanie Coppula shared the look of the new website with the Board which was officially launched yesterday. S. Coppula highlighted the new graphics and many of the pages and new features of the website. S Coppula noted that we are still making a few final tweaks and encouraged the Board members to visit the new website and familiarize themselves with it. The Board was extremely impressed with the new site.

S. Coppula noted that BUP is now heavily into the event season. Play in a Day was held two weekends ago at Imagination Stage with six participating theater companies. The Local Writer's Showcase was held last weekend where local writer's and poets are honored. This is a partnership with Bethesda Magazine where the winner's work is published in the magazine.

The Bethesda Film Fest will be held on April 4 & 5 and the Bethesda Fine Arts Festival will be held in May.

S. Coppula also reported that a call for artists has gone out for the planned mural at the intersection of Arlington Road and Bethesda Avenue.

### **Maintenance Report:**

Jeff Oyer reported that the maintenance crew had a relatively quiet month in February. There were no events to support or weather events so the team spent the month finishing up tree pruning and working on brick sidewalk repairs.

### **Mobility Report:**

Kristen Blackmon noted that staff continues to try and book Commuter Information Days. These are opportunities to visit building lobbies and share various commuting options with either employees or residents. They have been slow to come back since Covid but have picked up recently.

K. Blackmon noted that BTS held a “Cool Commute” contest where commuters sent in photos of their commute around Bethesda. Many of the pictures are very creative.

Staff is also busy planning for Bike to Work Day which will be held on Thursday, May 15.

### **Financial Report:**

Chris Smith noted that BUP is in great shape financially after the first eight months of the year and that there are no significant changes from last month’s report. Current revenue over expenses is approximately \$142,000 compared to \$132,000 surplus as of January 31. Revenue is \$85,000 over budget mainly due to Taste of Bethesda and miscellaneous income. Expenses are \$57,000 under budget.

Jeff Oyer gave a brief quarterly update on the reserve account activity by reviewing what each reserve category had for a balance as of June 30, what expenditures the Board approved for FY25 out of each category and what has been spent to date for each approved item. The Board will review the reserve account again in June and vote on any suggestions for FY26 expenditures.

### **Executive Director Report:**

Jeff Burton reported that the County Executive released his FY26 budget last Friday. The budget included BUP’s full FY26 request which totaled a little over \$196,000. J. Burton thanked Pete Fosselman, Brandan Stuckey and T.J. Dant for their support and advocacy for BUP in getting BUP’s full request in the budget. The budget will now go to the County Council for their review. P. Fosselman noted that if this request holds up, that BUP should consider thanking the County Executive’s staff as well as Council staff. T.J. Dant recommended that BUP still contact Council members and ask for their support.

J. Burton reported that the new circulator vehicles have been delivered and wrapped and look great.

J. Burton noted that the County Council has approved new Board terms for Jane Fairweather, Chris Smith and Adam Murphy. The approval for Dan Schlaff by the Council is on their consent calendar for next week. We are hoping that the position previously held by Cherian Thomas will be advertised by the County within the next week.

J. Burton noted that he has a meeting scheduled for after the Board meeting with a design consultant to discuss improvements to the Bethesda Metro bus bay. Improvements would

include among other things, art, signage and lighting improvements. There will be a need for approval of reserve funds for the design work. After the design, staff will reach out to building owners around the bus bay to help pay for the actual improvements.

**Chairman's Report:**

No report.

**Other Business:**

K. Blackmon noted that we are waiting on a letter of recommendation for a new advisory board member. Once the letter is received staff will send out the package to the Board for approval via email.

**Next Meeting:** April 15, 2025



## **BOARD OF DIRECTORS MEETING**

**April 15, 2025 8:00 AM**  
**Large Conference Room**

- 8:00**            **Welcome** (*Katya Marin*)
- 8:05**            **Approval of Minutes**
- 8:05 – 8:15**    **Marketing/Arts & Entertainment** (Stephanie Coppula)
- 8:15 – 8:20**    **Maintenance** (Jeff Oyer)
- 8:20 – 8:25**    **Mobility** (Kristen Blackmon)
- 8:30 – 8:40**    **Financial Report**
- Financial Statements – March 31, 2025 (*Chris Smith, Jeff Oyer*)
- 8:40 – 8:50**    **Regional Services Center Update**
- 8:50 – 9:00**    **Executive Director Report** (*Jeff Burton*)
- 9:00 – 9:05**    **Chairman Report** (*Katya Marin*)
- 9:05 - 9:15**    **Other Business**
- 9:15**            **Adjourn**

# **BETHESDA URBAN PARTNERSHIP, INC.**

## **Minutes of the Board of Directors Meeting**

**April 15, 2025**

**Board Members Present:** Katya Marin, Chris Smith, Adam Murphy, Marian Block, Jane Fairweather, Mylene Luis-Ortiz, Meagan Donohoe and Pete Fosselman

**Staff Present:** Jeff Burton, Kristen Blackmon and Jeff Oyer

**Guests Present:** Allie Williams, Greater Bethesda Chamber of Commerce

**Call to Order:** Meeting called to order at 8:05 a.m. by Katya Marin

### **Minutes:**

A motion was made and seconded to approve the minutes from March 18, 2025. The motion passed unanimously.

### **Marketing Report:**

Jeff Burton reported that the Bethesda Film Festival was held on Friday, April 4 and Saturday, April 5. The event was very well attended and the possibility of adding a Saturday afternoon matinee for next year has been discussed. K. Marin thought the Q&A session at the end with all of the Filmmakers was great. J. Burton noted that the after party on Saturday was also well attended.

Upcoming events include the Bethesda Fine Arts Festival on Mother's Day weekend and summer concerts on Friday, May 16. These concerts will be held every Friday night throughout the summer. Fitness in the Parks will begin in June and our first Yappy Hour of the year will also be held in July.

The call for artists has gone out for the street mural at the intersection of Arlington Road and Bethesda Avenue. We have received approximately 50 submissions. The selection committee will begin to narrow down the list to a smaller amount and then ask for more detailed information from that list of applicants.

J. Burton noted that the signal box project has been received so well by the public that the A&E Board is looking to expand the project. There were originally 15 boxes wrapped and the plan is to add 10 more. The 10 boxes have been identified and now A&E will be looking to secure sponsors and identify artists. The project should take place in the next fiscal year.

### **Maintenance Report:**

Jeff Oyer reported that the maintenance crew had a relatively quiet month in March. Events did start up in March so the team helped with Play in a Day and the Writer's Showcase. From a maintenance standpoint, the team spent the month finishing up tree pruning and working on brick sidewalk repairs. The tree survey was completed and the team started weeding and mulching flower beds. J. Oyer noted that there are new OSHA requirements that are now in



affect for heat which requires mandatory breaks for those working outside based on a certain heat index. We are working on our written policies. There are still no firm delivery dates for the two trucks we still have on order.

### **Mobility Report:**

Kristen Blackmon noted that staff attended the County Executive's budget forum at the Regional Services Center on April 3.

"Cycle to a Signal Box" is going on in April. Bikers are encouraged to ride to one of the 15 signal boxes that have been wrapped and take a picture. They can send the picture in to BTS and five people will be eligible for a gift card.

Bike to Work Day is scheduled for Thursday, May 15. The Bethesda pit stop will be in Bethesda Row near the entrance to the Capital Crescent Trail. The event will run from 6:30 – 9:00 in the morning. Delegate Marc Korman will be the emcee for the morning.

### **Financial Report:**

Chris Smith noted that BUP is in great shape financially after the first nine months of the year and that there are no significant changes from last month's report. Current revenue over expenses is approximately \$200,000 compared to \$142,000 surplus as of February 28. C. Smith noted that March was \$3,000 within the projected budget for the month.

J. Oyer noted that a new trash truck was ordered in October, 2022. We have been told that the truck will possibly be delivered by the end of this fiscal year. Fortunately, it is our understanding that the original quoted price is still being honored. The original plan, which was discussed year's ago, was to finance the new truck. J. Oyer noted that this would still be his recommendation but wanted to confirm that with the Board in case there was any sentiment to pay cash for the truck instead of financing it. J. Oyer noted that there were sufficient reserve funds to pay cash, but this would take the balance down to a level that could reduce some of the flexibility that the Board is hoping to achieve. C. Smith suggested that financing would make the most sense. Pete Fosselman also suggested keeping the cash available in case there happen to be any budget cuts due to the unknown revenue picture at the County. There was a brief discussion and the Board agreed that financing the new truck makes the most sense. J. Oyer noted that he will begin working with the bank to secure a loan so we are ready to go when the truck arrives.

### **Regional Services Center Update:**

Pete Fosselman gave the Board a broad overview of the breadth of services that the Regional Services Center (RSC) is responsible for. There are five Regional Services Center in the County and the Bethesda Regional Services Center serves the largest population of the five. P. Fosselman reviewed the entire area that the RSC covers, some of the County Boards they support and some of the activities going on around the entire area they serve. The RSC works with every department within the County to help address and solve as many constituent needs and requests as possible. P. Fosselman noted that several grants are also available. One of the local Boards they support is the Citizen's Advisory Board. P. Fosselman noted that one of their current priorities is to find space for a recreation center in Bethesda.

**Executive Director Report:**

Jeff Burton reported that BUP's open Board seat has been advertised and closed yesterday. P. Fosselman noted that 6 applications have been received. These interviews are held by the Citizens Advisory Committee so J. Burton will work with P. Fosselman to set up an interview committee.

J. Burton reported that International Downtown Association's annual conference is coming to the District of Columbia this coming fall. BUP has applied and been accepted to host a tour of downtown Bethesda as one of the events the day before the beginning of the conference itself. Staff will begin planning a full day tour of Bethesda for approximately 30 – 40 people from all over the Country.

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**Chairman's Report:**

No report.

**Other Business:**

No other business.

**Next Meeting:** May 20, 2025



## **BOARD OF DIRECTORS MEETING**

**May 20, 2025 8:00 AM**  
**Large Conference Room**

- 8:00**            **Welcome** (*Katya Marin*)
- 8:05**            **Approval of Minutes**
- 8:05 – 8:15**    **Marketing/Arts & Entertainment** (Stephanie Coppula)
- 8:15 – 8:20**    **Maintenance** (Jeff Oyer)
- 8:20 – 8:25**    **Mobility** (Kristen Blackmon)
- 8:30 – 8:40**    **Financial Report**
- Financial Statements – April 30, 2025 (*Chris Smith, Jeff Oyer*)
- 8:40 – 8:50**    **Executive Director Report** (*Jeff Burton*)
- 8:50 – 9:00**    **Chairman Report** (*Katya Marin*)
- 9:00 - 9:15**    **Other Business**
- Nominating Committee – FY26 Officers
- 9:15**            **Adjourn**

# **BETHESDA URBAN PARTNERSHIP, INC.**

## **Minutes of the Board of Directors Meeting**

**May 20, 2025**

**Board Members Present:** Katya Marin, Chris Smith, Adam Murphy, Marian Block, Jane Fairweather, Meagan Donohoe and Pete Fosselman

**Staff Present:** Jeff Burton, Stephanie Coppula, Kristen Blackmon and Jeff Oyer

**Guests Present:** Allie Williams, Greater Bethesda Chamber of Commerce  
Brandan Stuckey – B-CC Regional Services Center  
Stacey Kohl - Guest

**Call to Order:** Meeting called to order at 8:00 a.m. by Katya Marin

### **Minutes:**

A motion was made and seconded to approve the minutes from April 15, 2025. The motion passed unanimously.

### **Marketing Report:**

Stephanie Coppula reported that the Bethesda Fine Arts Festival was very successful with great weather. There were over 100 artists, bands for entertainment and the crowds were good both days. S. Coppula shared several photos of the event with the Board.

S. Coppula noted that staff is gearing up for summer events including Friday night concerts on Norfolk Avenue which will begin this Friday, Fitness in the Park which will start on June 14, and the opening reception for the Bethesda Painting Awards which will be held on June 6.

S. Coppula reported that Arts & Entertainment is working on the street mural at the intersection of Arlington Road and Bethesda Avenue.

S. Coppula noted that Fox 5 News will be in Bethesda this coming Friday for their Zip Trip series. The show will originate from Veteran's Park from 7:00 – 11:00 am. Several restaurants will be highlighted, as well as, Police and Fire and Rescue. The County Executive is also expected to attend. The Zip Trip series has been in Bethesda before and it's always a great way to highlight Bethesda.

### **Maintenance Report:**

Jeff Oyer reported that the maintenance crew had a busy April with the improved weather and Spring work is in full swing with weeding, edging, mulching and mowing. The maintenance team was on site most of the weekend supporting the Fine Arts Festival. Summer concerts are also beginning so the crew spends a good part of Friday's closing the streets and getting set up for concerts. Flowers began arriving today so the Spring flower planting will be

happening all this week. The median refurbishment project that the Board approved funding for is also getting underway.

### **Mobility Report:**

Kristen Blackmon noted that staff held or attended numerous events in April including “Cycle to a Signal Box”. Bike to Work Day was held this past week on May 15 down in Bethesda Row. There were 396 registrants for the Bethesda pit stop with 220 of those registrants checking in on Friday. There were several elected officials, a DJ, food and quite a few sponsor tables.

### **Financial Report:**

Chris Smith noted that BUP is in great shape financially after the first ten months of the year and that there are no significant changes from last month’s report. Current revenue over expenses is approximately \$280,000 compared to \$200,000 surplus as of March 31. This is approximately \$155,000 ahead of budget. Jeff Oyer noted that his current projections show a surplus of around \$175,000 at year-end of which \$100,000 of that is higher than budgeted revenue which was not expected. The Director’s will be working on a proposal for the Board about possible uses for that surplus.

### **Executive Director Report:**

Jeff Burton reported that BUP’s FY26 budget request that was fully funded by the County Executive has also been tentatively approved for full funding by the County Council. A final vote by the Council on the entire Count budget is expected to take place later this week. J. Burton thanked the Regional Services Center staff for advocating for BUP.

### **Chairman’s Report:**

No report.

### **Other Business:**

K. Marin noted that the Board needed to establish a nominating committee to present a slate of officers to serve for FY26. K. Marin, Marian Block and Jane Fairweather agreed to serve on the committee. The slate will be brought to the Board at the June Board meeting.

**Next Meeting:** June 17, 2025



## **BOARD OF DIRECTORS MEETING**

**June 17, 2025 8:00 AM**  
**Large Conference Room**

- 8:00**            **Welcome** (*Jeff Burton*)
- 8:05**            **Approval of Minutes**
- 8:05 – 8:25**    **Presentation: Arts & Humanities Council**
- 8:25 – 8:30**    **Marketing/Arts & Entertainment** (*Jeff Burton*)
- 8:30 – 8:35**    **Maintenance** (*Jeff Oyer*)
- 8:35 – 8:40**    **Mobility** (*Kristen Blackmon*)
- 8:40 – 8:55**    **Financial Report**
- Financial Statements – May 31, 2025 (*Chris Smith, Jeff Oyer*)
  - FY26 Budget Review and Approval
  - Reserve Account Discussion
- 8:55 – 9:00**    **Executive Director Report** (*Jeff Burton*)
- 9:00 – 9:05**    **B-CC Regional Services Center Report** (*Pete Fosselman, Brandan Stuckey*)
- 9:05 – 9:10**    **Chairman Report** (*Katya Marin*)
- 9:10 - 9:15**    **Other Business**
- Election of FY26 Officers

**9:15**

**Adjourn**

# **BETHESDA URBAN PARTNERSHIP, INC.**

## **Minutes of the Board of Directors Meeting**

**June 17, 2025**

**Board Members Present:** Katya Marin, Dan Schlaff, Chris Smith, Adam Murphy, Marian Block, Jane Fairweather, Mylene Ortiz Luis, Meagan Donohoe and Pete Fosselman

**Staff Present:** Jeff Burton, Kristen Blackmon and Jeff Oyer

**Guests Present:** Allie Williams, Greater Bethesda Chamber of Commerce  
Brandan Stuckey – B-CC Regional Services Center  
T. J. Dant – B-CC Regional Services Center  
Maame Amoyaw – Metris Arts Consulting

**Call to Order:** Meeting called to order at 8:00 a.m. by Jeff Burton

### **Minutes:**

A motion was made and seconded to approve the minutes from May 20, 2025. The motion passed unanimously.

### **Marketing Report:**

Jeff Burton reported that Fitness in the Park continues through Saturday, July 12. Five downtown Bethesda fitness studios are hosting free classes. Summer concerts continue. Weather has been an issue as we have only been able to hold three of the five concerts that have been scheduled. The opening reception for the Bethesda Painting Awards was held last week. There are three Yappy Hours scheduled for this year being held in July, September and October. The Bethesda Outdoor movies are scheduled for July 26, August 1 and August 8. There is a new location this year in the County parking lot behind the Farm Woman's Market. National Night Out is scheduled for Tuesday, August 5. This is a partnership between Montgomery Police, the B-CC Regional Services Center, The Greater Bethesda Chamber and BUP.

### **Maintenance Report:**

Jeff Burton reported that the spring flower installation has been completed. The median refurbishment project that the Board approved has also been completed. Medians on Wisconsin, Bradley and East-West Highway have been completed.

### **Mobility Report:**

Kristen Blackmon noted that staff held or participated in a number of events in May including a couple of Commuter Information days, Bike to Work Day, Bethesda Fine Arts Festival and the Chamber golf tournament. There were several elected officials that attended and spoke at Bike to Work Day. Registration numbers were also very good.



K. Blackmon reported that there are several bus route and schedule changes coming on June 29 for both Metro and Ride-On in an attempt to make service more efficient.

### **Financial Report:**

Chris Smith noted that BUP is in great shape financially after the first eleven months of the year and that there are no significant changes from last month's report. C. Smith noted that Jeff Oyer is currently projecting a year-end revenue over expenses of between \$175,000 - \$200,000.

C. Smith noted that the Board packet contained a summary version of the proposed FY26 budget. Highlights include: 1) An increase in the County contract of \$197,855 which included 6% for salaries, 10% for health insurance, as well as some maintenance and marketing increases; 2) trash collection revenue has been reduced due to Wheaton cutting back their service; 3) Taste of Bethesda revenue has been increased to be a little less conservative. A motion was made and seconded to approve the FY26 budget as presented. The motion passed unanimously.

It was determined to push the reserve report to July.

### **Executive Director Report:**

Jeff Burton reported that the security camera for Veteran's Park is scheduled to be installed within the next month. This is being paid for and installed by Montgomery County Police. LandDesign, the contractor that was hired to do the study of the Metro bus bay has begun their work which should take approximately a month. They are focusing on wayfinding and signage, art, furniture and lighting ideas.

### **Regional Services Center Report:**

Brandon Stuckey reported that he is currently working on BUP's FY26 contract. B. Stuckey noted that the work on the Garage #49 pedestrian bridge (the bridge going over Old Georgetown Road) will begin on July 2. The bridge will be closed for most of July as they repair the expansion joints. The Regional Services Center has started working on Veteran's Day plans. Pete Fosselman reported that the Regional Services Center is also working with various contractors/vendors on National Night Out. P. Fosselman thanked BUP for their assistance with the Future Tech event at the Kids Museum. There were over 4,000 attendees at the event. P. Fosselman noted that the Pride Center will be moving into the second floor of their building. P. Fosselman noted that the Citizen's Advisory Board continues work on securing some form of recreational facility for downtown Bethesda. Several groups are advocating for this project. P. Fosselman encouraged the BUP board to join in this support.

### **Chairman's Report:**

No report.

**Other Business:**

Katya Marin noted that the nominating committee met and is putting forward the following slate to serve as officers for BUP for the FY26 fiscal year:

Chairman	Dan Schlaff
Vice Chairman	Chris Smith
Secretary	Adam Murphy
Treasurer	Mylene Ortiz Luis

A motion was made and seconded to approve the slate as presented. The motion passed unanimously.

**Other Business:**

Maame Amoyaw, consultant from Metris Arts Consulting gave a presentation to the Board about the Arts and Humanities Council current work on their cultural plan and what the cultural planning process is. Part of the process is to give presentations to organizations like BUP and the Arts & Entertainment District looking for input and feedback. The plan is designed to create a plan for Montgomery County to identify priorities so resources can be guided to and inform local policy around arts and culture.

**Next Meeting:** July 15, 2025