

City of Bowie
Financial Advisory Committee

Regularly Scheduled Meeting held on January 16th, 2019
Meeting Minutes

EXECUTIVE SUMMARY: The City of Bowie FAC discussed our informal brunch meeting in December 2018, how to proactively engage with Council, concepts for our Budget Education Program, organizing the results from our international Festival Surveys, and budget area topic: Community Services.

1. **Call To Order:** At 7:02 pm. The Chair called the meeting to order in the Bowie City Hall, 5901 Excalibur Rd, Bowie, MD 20716.
2. **Roll Call.**
 - a. A quorum was established with the following members in attendance:
 - i. Muzar Jah, Secretary
 - ii. Meglan Knights
 - iii. Patricia Peterson, Chair
 - iv. Rodney Yancey

Mr. H. Byron Matthews, Director, Bowie Finance Department and Staff Liaison to the Financial Advisory Committee, was in attendance.
 - b. Guest Attendance: Danielle Peterson
3. **Approval of Minutes:** None
4. **Introductions:** None
5. **Unfinished Business :**
 - a. Meeting Minute Final Acceptance

Meeting minutes (Aug 2018 and Nov 2018) need Executive Summaries added and correction of 1 typo before final acceptance
6. **New Business:**
 - a. Brunch Fellowship

P. Peterson, M. Knights, M. Jah, T. Lightbourn met for brunch on December 31st, 2018. All FAC members were invited. Members in attendance discussed importance of staying abreast of current events that impact the budget issues, focusing our activities and goals, benefits of having diverse opinions during discussion.
 - b. Engaging More with Council

The FAC discussed how to proactively engage with Council to Facilitate active communications between the two.

Decisions: Distribute agenda to Michael Esteve and extend personal invites to attend meetings.

c. Surveys

Information from Surveys from October 2018 International Festival have been placed into Excel. This was the first draft.

Decisions: Make changes requested by T. Lightbourn and create a PowerPoint/graphic to go over results.

d. Education Program

P. Peterson engaged with Bowie High School via Regina Moore. S. Tshibaka created questionnaire about student interest for sharing with guidance counselors. FAC discussed goals, finalizing concept of program, implementation, and what the pilot program should ultimately become. Some of the goals are: expose youth to city government budget process, active engagements, presentation skill development, and inspire parents and students to become more involved with city government budget process. Thing to keep I mind: stay within the scope of FAC, leverage existing infrastructure, obtain feedback form students, clearly define goals and pay attention to logistics.

Decision: Members to review and provide feedback on questionnaire while P. Peterson will reengage with counselors.

e. Budget

M. Jah presented on topic of Community Services which resulted in a healthy discussion and clarification. Use guidelines provided by R. Yancey (sent via e-mail) for presenting your budget topic. Include forecasting, i.e. what problems could occur? Note; T.Lightbourn's section includes City Government Expenditures.

Decision: M. Jah and M. Knights to present on their topics in Feb 2019.

Actions:

- a. Add Executive Summaries to Aug 2018 and Nov 2018 meeting minutes-M. Jah
- b. Provide copy of meeting Agendas going forward to Michael Esteve-T. Freeman/H. Byron Matthews
- c. Personally invite M. Esteve to Feb 6th meeting and provide purpose of inviting him(survey results summary)-P. Peterson
- d. Update draft survey spreadsheet with numbers by 1/18/2019 and send to T. Lightbourn- M. Jah
- e. Distribute PowerPoint/Graphic to FAC members by 2/1/2019-T. Lightbourn
- f. Finalize presentation ready for 2/6/2019 meeting-T. Lightbourn
- g. Members to review and provide feedback on questionnaire via e-mail prior to 2/6/2019- All members
- h. Present assigned budget topics on 2/6/2019-M.Jah, M. Knights
- i. Send agenda for Feb 6th, 2019 meeting to T. Freeman-M. Jah

7. **The Committee adjourned** at 8:03 pm.

8. **Next Meeting:** The next regular Committee meeting is scheduled for February 6th, 2019.

The foregoing minutes were approved by the Financial Advisory Committee, City of Bowie, Maryland, on February 6, 2019.


Muzar A. Jah (Secretary), FAC Member