

Minutes of the
Seventy-Seventh Meeting of the
Maryland Heritage Areas Authority
October 12, 2017

The seventy-seventh meeting of the Maryland Heritage Areas Authority (MHAA) was held on October 12, 2017 at the American Legion Post 47, 501 St Johns Street, Havre de Grace, MD 21078.

Authority Members/Designees Present:

Robert McCord, Acting Secretary, MD Department of Planning, and Chair, Maryland Heritage Areas Authority; Elizabeth Hughes (State Historic Preservation Officer); Pete Leshner (MD Municipal League representative); Amy Seitz (representing MD Department of Housing and Community Development Secretary Kenneth C. Holt); Lisa Challenger (Governor's Appointee for Heritage Tourism); J. Matthew Neitzey (MD Tourism Development Board representative); Burton Kummerow (President of the Senate representative); John Wilson (representing MD Department of Natural Resources Secretary Mark J. Belton); Lee Towers (representing MD Higher Education Commission Secretary James D. Fielder, Jr.); Wayne E. Clark (President of the Senate representative); Natalie Chabot (Representative for MD Greenways)

Authority Members/Designees Absent: Marty Baker (representing MD Department of Transportation Secretary Pete K. Rahn); Robert D. Campbell (Governor's Appointee for Historic Preservation); Donna Ware (Speaker of the House representative); Elizabeth Fitzsimmons (representing MD Department of Commerce Secretary R. Michael Gill); Thomas Bradshaw (MD Association of Counties representative); Janice Hayes-Williams (Speaker of the House representative); Rowland Agbede (representing MD Department of Agriculture Secretary Joseph Bartenfelder); Vacant (representing MD State Department of Education Secretary Karen Salmon)

Staff Present: Bernadette P. Pruitt; Jennifer Ruffner; Ennis Barbery Smith; Rieyn Deloney (Office of the Attorney General);

Heritage Area Directors/Staff Present: Liz Shatto (Heart of the Civil War Heritage Area & Co-Chair, Maryland Coalition of Heritage Areas); Amanda Fenstermaker (Heart of Chesapeake Country Heritage Area & Co-Chair, Maryland Coalition of Heritage Areas) Carol Benson (Four Rivers Heritage Area); Jason Vaughan (Baltimore National Heritage Area); Gail Owings (Stories of the Chesapeake Heritage Area); Aaron Marcavitch (Maryland Milestones / Anacostia Trails Heritage Area); Mary Ann Lisanti, Brigitte Carty, and Janet Gleisner (Lower Susquehanna Heritage Greenway); Lucille Walker (Southern MD Heritage Area); Lori Ranney (Montgomery County Heritage Area); Mary Catherine Cochran (Patapsco Valley Heritage Area); Roxanne Snyder (Canal Place Heritage Area); Lisa Ludwig (Lower Eastern Shore Heritage Area)

Others Present: Dennis Elder (Maryland Historical Society)

CALL TO ORDER

The meeting was called to order at 10:10 a.m. by Chairman Robert McCord.

INTRODUCTIONS

Everyone in attendance introduced themselves. Mr. McCord welcomed Ennis Barbery Smith, MHAA Assistant Administrator, and noted that this was her first time attending in an official capacity.

MHAA CHAIRPERSON ANNOUNCEMENTS /UPDATES (Robert McCord, Chair)

Mr. McCord thanked Mary Ann Lisanti for hosting the meeting in the Lower Susquehanna Heritage Greenway.

Mr. McCord summarized how he is adjusting to his new role as Acting Secretary of the MD Department of Planning. He also shared that Pat Keller has been appointed as the new Assistant Secretary of Planning Services.

APPROVAL OF MINUTES FROM JULY 6, 2017 MEETING

Mr. McCord called for a motion to approve the July 6, 2017 minutes. Ms. Hughes offered the following motion:

RESOLVED, that the Authority approves the July 6, 2017 minutes as presented (R-100).

The motion was seconded by Mr. Neitzey and approved unanimously.

MANAGEMENT REPORT

MHAA Financing Fund Report (Jennifer Ruffner, MHAA Administrator)

Ms. Ruffner reported that as of August 30, 2017, the current balance was \$234,794.99. This balance includes \$100,000 set aside for FY 2018 emergency grants and reflects an increase due to a number of grants that came in under budget or were cancelled.

Update on FY 2018 Grant Processing (Ennis Barbery Smith, MHAA Assistant Administrator)

Ms. Smith reported that—of the 50 grants the Authority awarded for FY 2018—the grants were in the following stages of processing as of October 11, 2017:

- Waiting to receive Project Summary Sheets from grantees: 2
- Legal review of Grant Agreement: 5
- Grant Agreements out to grantee for signature: 11
- Fully processed grants: 30

- Grantee received funding from another source and decided not to accept the MHAA grant: 1
- Holding while grantee waits to hear about another source of funding: 1

Ms. Smith noted that MHAA staff set an informal goal to have all the grants processed by the end of October and that she and Ms. Ruffner are confident that they are on track to meet this goal.

Mr. Clark thanked the legal staff for making this process more efficient as compared with past grant cycles.

Mr. McCord noted that he prioritizes reviewing and signing grant agreements when they come across his desk.

Economic Impact Study Contract Update (Jennifer Ruffner, MHAA Administrator)

Ms. Ruffner reminded the Authority that they have requested an economic impact study for the MHAA program. This study will be similar in format and content to an economic impact study that was published in 2003 (*Investing in our Communities: Maryland's Heritage Areas Program*).

Massoud Amati of Strategic Impact Advisors has been awarded this contract, and he is currently working to produce the report. After a conversation with Marci Ross and Diana Chen of the MD Office of Tourism Development, Ms. Ruffner and Ms. Smith determined that the site visitation numbers provided to Mr. Amati previously did not constitute a robust enough dataset. Over the past month, Ms. Smith has been collecting visitation data from organizations who have received grants from MHAA and has passed on a new dataset to Mr. Amati for his analysis.

Mr. Amati is on track to complete his economic impact analysis before January of 2018. MHAA plans to share the resulting report with the Maryland General Assembly during the 2018 Legislative Session.

Program Impact Study Working Group (Jennifer Ruffner, MHAA Administrator)

Ms. Ruffner reported that, while the updated economic impact study produced by Mr. Amati will be useful, the Authority, staff, and Heritage Area directors recognize that there is a need for a broader Program Impact Study to capture what the MHAA program accomplishes. This more holistic study would include social impact and economic impact. One of the first steps will be to develop a framework for continual data collection to support such a study.

Ms. Ruffner is coordinating the formation of a Working Group to guide the Program Impact Study. She is seeking volunteers among the Authority members, the Technical Advisory Committee Members (TAC), and Heritage Area directors. She has already noted the names of some volunteers and plans to convene the Program Impact Study Working Group for the first time in early 2018.

Five Year Plans – Next Steps (Jennifer Ruffner, MHAA Administrator)

Ms. Ruffner noted that the MHAA Strategic Plan recommends that Heritage Areas complete both five-year plans and annual work plans. The Heritage Areas' current five year plans were designed for a timeframe of 2013 through 2018.

Informed by discussions with MHAA staff, the Technical Advisory Committee members, and Heritage Area directors, Ms. Ruffner recommended that the Heritage Areas delay completing new five-year plans for one year. Ms. Ruffner explained that this delay will allow Heritage Area directors to take into account the following new and relevant information when drafting their five year plans: how much the level of funding for MHAA grants changes and the findings of both the updated Economic Impact Study and proposed Program Impact Study.

Mr. Clark offered the following motion:

RESOLVED, that the Authority extends the Heritage Areas' current (2013-2018) five year plans for one year, while funding, economic impact, and program impact variables are resolved (R-200).

The motion was seconded by Ms. Seitz and approved unanimously.

ACTION ITEMS

Resolution R-300 to approve a request by the Maryland Historical Society to amend the FY 2016 Grant for the "Enoch Pratt House Design Plan."

Mr. Kummerow recused himself from this discussion and vote, noting his longstanding involvement with the Maryland Historical Society.

Ms. Ruffner introduced the topic, explaining that the Maryland Historical Society would like to modify the scope, budget, and timeline of their FY 2016 MHAA Non-Capital Grant for the "Enoch Pratt House Design." While the original grant application and resulting grant agreement focused on planning specifically for the Enoch Pratt House, the proposed modification to this project would allow the Maryland Historical Society to use MHAA grant and matching funds to undertake a more holistic project that would include planning and design for their entire campus.

There was discussion.

Mr. Clark made a motion to accept the following resolution:

RESOLVED, that the Authority approves the request by the Maryland Historical Society to amend the FY 2016 Grant for the "Enoch Pratt House Design Plan" to expand the scope of work and amend the budget to authorize use of the Grant funds for the evaluation of the Maryland Historical Society campus as a whole and related costs (R-300).

The motion was seconded by Mr. Neitzey and approved unanimously. Mr. Kummerow, recused.

Proposed Regulatory Changes for Management Plan Amendments

Resolution R-400 to approve a proposed revision of COMAR 14.29.03.06 Revision of Management Plans.

Ms. Ruffner introduced the subject, explaining that the proposed changes would help to streamline the process for amending Heritage Area management plans and boundaries.

Ms. Ruffner noted that the meeting materials included a document showing the existing language, as of October 12, 2017, and the proposed language for 14.29.03.06 Revision of Management Plans.

Existing language for 14.29.03.06 Revision of Management Plans:

“A. The Authority shall approve, approve with conditions, or disapprove any amendments or revisions proposed to an approved management plan, including any certified heritage area boundary changes, submitted by all of the local jurisdictions within which the certified heritage area is located, in the same manner as provided for review and approval of management plans under Regulation .05B—D of this chapter.

B. The authority shall approve, approve with conditions, or disapprove any certified heritage area boundary changes submitted jointly by the heritage area management entity and all of the local governments in which the property to be added or deleted from the heritage area is located. Any amended or revised certified heritage area boundaries are effective upon publication by the Authority of a revised boundary drawing or description in the Maryland Register.”

The proposed new language for 14.29.03.06 Revision of Management Plans:

“A. Revisions to Approved Management Plans, Generally.

(1) Except as provided in Sections B and C of this regulation, a management entity for a certified heritage area may propose a revision to the approved management plan for the heritage area by:

- (a) Submitting the proposal to the Authority in writing; and
- (b) Providing a copy of the submission to each local jurisdiction located within the heritage area.

(2) Within 90 days after receipt of a proposal made under this section, the Authority shall:

- (a) Complete its review of the proposal;
- (b) Approve, approve with conditions, or disapprove the proposal; and
- (c) Send written notice to the management entity of the action taken by the Authority on the proposal.

B. Certain Revisions to Approved Management Plans and Certified Heritage Area Boundaries.

(1) This Section applies to a proposal to:

- (a) Substantially revise or update the approved management plan for a certified heritage area; or
 - (b) Amend or revise the boundaries of the certified heritage area to include property not contemplated or anticipated in the approved management plan for inclusion in the certified heritage area.
- (2) For a proposal to which this Section applies, the proposal shall:
- (a) Be approved by the heritage area management entity;
 - (b) Be approved by resolution, ordinance, or other appropriate authorization issued by the governing body of:
 - (i) For a revision to a management plan under Section B(1)(a) of this regulation, each local jurisdiction located within the certified heritage area; or
 - (ii) For an amendment or revision to a heritage area boundary under Section B(1)(b) of this regulation, each local jurisdiction located within the property proposed to be added to the certified heritage area;
 - (c) For a proposed boundary amendment, include a revised boundary drawing, revised boundary description, or geographic information system file of the revised boundary; and
 - (d) Be jointly submitted in writing to the Authority by the management entity and each local jurisdiction from which approval is required under Subsection (b) of this section.
- (3) Within 90 days after receiving a proposal under this Section, the Authority shall:
- (a) Hold at least one public hearing in the certified heritage area concerning the proposal;
 - (b) Determine whether the proposal would adequately carry out the purposes of Financial Institutions Article, §§13-1101—13-1124, Annotated Code of Maryland;
 - (c) Approve, approve with conditions, or disapprove the proposal; and
 - (d) Send written notice to the management entity and all the local jurisdictions located within the certified heritage area of the action taken by the Authority on the proposal.

C. Other Boundary Amendments.

- (1) A proposal to amend or revise the boundary of a certified heritage area to either remove property from the heritage area or include within the heritage area property that the approved management plan contemplates or anticipates for inclusion shall be:
- (a) Approved by the heritage area management entity;
 - (b) Approved by resolution, ordinance, or other appropriate authorization issued by the governing body of each local jurisdictions located within the property proposed to be added to or removed from the certified heritage area; and
 - (c) Jointly submitted in writing to the Authority by the management area and each such local jurisdiction, which submission shall include a revised

boundary drawing, revised boundary description, or geographic information system file of the revised boundary.

(2) Within 90 days after receipt of a proposal made under this section, the Authority shall:

- (a) Complete its review of the proposal;
- (b) Approve, approve with conditions, or disapprove the proposal; and
- (c) Send written notice to the management entity and all local jurisdictions located within the property proposed to be added to or removed from the certified heritage area of the action taken by the Authority on the proposal.

D. Effective Date of Revisions.

(1) A revision to an approved management plan approved by the Authority under either Section A or B of this regulation is effective upon approval of the revision by the Authority.

(2) A boundary amendment or revision approved by the Authority under this regulation is effective upon publication by the Authority in the Maryland Register of the revised boundary drawing, revised boundary description, or Uniform Resource Locator (URL) to a geographic information system file for the revised boundary.”

There was discussion of the proposed changes.

Ms. Hughes made a motion to accept the following resolution:

RESOLVED, that the Authority approves the proposed revision of COMAR 14.29.03.06 Revision of Management Plans to update procedures for minor/administrative management plan amendments, boundary amendments, and significant management plan amendments (R-400).

This motion was seconded by Ms. Seitz and approved unanimously.

Proposed changes to Mini-Grant/Discretionary Funds Policy and Minimum Grant Amount

Resolution R-500 to approve a revision of the Policy on the Use of Management Grant Funds for Discretionary Non-Capital Activities Including Mini-Grants.

and

Resolution R-600 to Approve a revision of the Policy on MHAA Grant Amounts.

Ms. Ruffner noted that in addition to the proposed policy changes being discussed currently, the Authority has had a request from its legal team to review all of MHAA’s regulations and make recommendations for changes. Areas of interest that have come up in conversations with TAC members and Heritage Area directors include changes to the match requirements, the make-up of the TAC, and term-limits for TAC members.

The next step in the general review of MHAA regulations will be staff review and recommendations for changes. The staff members will then circle back to the TAC and Heritage Area directors for input and guidance before bringing recommendations to the Authority.

Regarding the proposed changes to the policy on the use of Management Grant funds for discretionary non-capital activities including mini-grants and a revision of the policy on MHAA grant amounts, Mr. McCord assured the Authority members that Resolutions R-500 and R-600 would both be discussed before a vote would be taken on either because these two policy changes are related.

Ms. Ruffner directed the Authority members to their meeting materials to view the newly proposed language for the policy on the use of Management Grant funds for discretionary non-capital activities including mini-grants. The newly proposed language is as follows:

POLICY ON THE USE OF MANAGEMENT GRANT FUNDS FOR DISCRETIONARY
NON-CAPITAL ACTIVITIES INCLUDING MINI-GRANTS / BLOCK GRANTS FOR
MINI-GRANTS

(Proposed Revisions for October 12, 2017)

“Certified Heritage Area management entities may utilize up to 25% of their annual management grant, but no more than \$15,000 for discretionary activities that qualify as non-capital or programming activities under the MHAA grant program.

Management entities may choose to either (1) utilize their discretionary funds for mini-grants to non-profit organizations and local jurisdictions, or (2) request a block grant in an amount of no more than \$20,000 to fund mini-grants to non-profit organizations and local jurisdictions. A management entity may not fund mini-grants with both discretionary funds and block grant funds.

Funds for mini-grants may be utilized to support non-capital or programming activities, as well as marketing activities by organizations other than Heritage Area management entities. Mini-grant funds may not be utilized to fund capital projects, or projects that are not located within a Certified Heritage Area.

1. Mini-Grants Using Discretionary Funds

If management entities utilize discretionary funds for mini-grants,

- a) by no later than the end-date of the Management Grant Agreement from which the mini-grants are funded, management entities shall:
 - i) submit documentation to MHAA verifying the award of all mini-grant funds (including copies of mini-grant payments and mini-grant agreement documents), and

ii) provide a summary of the projects funded, products to be produced, the agreed timetable, and total amount of cash and in-kind matching funds that will be generated by each project.

Upon submission and acceptance by MHAA of the required documentation and summary project information, MHAA may disburse funds to management entities in an amount equal to the awarded mini-grant funds.

b) by no later than the end-date of the Management Grant Agreement issued in the fiscal year following the award of a management grant from which mini-grants are funded, management entities shall:

- i) submit documentation to MHAA verifying the completion of funded mini-grant projects, and
- ii) provide a summary of each completed project, products produced, and the total amount of MHAA mini-grant funds expended and cash and in-kind matching funds provided for each project.

If funded mini-grant projects are not completed by the end-date of the Management Grant Agreement issued in the fiscal year following the award of a management grant from which the mini-grants are funded, in the following fiscal year MHAA may reduce the amount of management grant funds provided for discretionary activities, including mini-grants, by an amount not-to-exceed the funds provided for uncompleted mini-grant projects.

2. Mini-Grants Using Block Grant Funds

If management entities utilize block grant funds for mini-grants,

a) upon submission and acceptance by MHAA of a summary of mini-grant applications received, MHAA may disburse the block grant funds in a single disbursement. Block grant funds must be matched in accordance with MHAA's standard match requirements.

b) by no later than the end-date of the Block Grant Agreement from which the mini-grants are funded, management entities shall:

- i) submit documentation to MHAA verifying the award of all mini-grant funds (including copies of mini-grant payments and mini-grant agreement documents), and
- ii) provide a summary of the projects funded, products to be produced, the agreed timetable, and total amount of cash and in-kind matching funds that will be generated by each project.

c) by no later than the end of the fiscal year following the award of a Mini-Grant Block Grant, management entities shall:

- i) submit documentation to MHAA verifying the completion of funded mini-grant projects, and

ii) provide a summary of each completed project, products produced, and the total amount of MHAA mini-grant funds expended and cash and in-kind matching funds provided for each project.

If funded mini-grant projects are not completed by the end of the fiscal year following the award of a Mini-Grant Block Grant, in the following fiscal year MHAA may reduce the amount of mini-grant block grant funds provided, by an amount not-to-exceed the funds provided for uncompleted mini-grant projects.”

There was discussion of the proposed changes to the policy on the use of Management Grant funds for discretionary non-capital activities including mini-grants.

Ms. Ruffner directed the Authority members to their meeting materials to view the newly proposed policy regarding grant amounts and matching fund requirements. The proposed language is as follows:

“Grants for Non-Capital projects may not exceed \$50,000. Grants for Capital projects may not exceed \$100,000. All grant requests must be for a minimum of \$5,000. Applications for projects with expenditures of less than \$10,000 (\$5,000 grant funds and \$5,000 match funds) will not be accepted.”

There was discussion of the newly proposed policy regarding grant amounts and matching fund requirements.

Returning to R-500, Ms. Seitz made a motion to accept the following resolution and specified that the Mini-Grant Block Grants should be offered for up to \$25,000:

RESOLVED, that the Authority approves the revision of the Policy on the Use of Management Grant Funds for Discretionary Non-Capital Activities Including Mini-Grants, to allow the use of either discretionary funds or a Mini-Grant Block Grant for up to \$25,000 to support mini-grant projects administered by certified heritage area management entities (R-500).

This motion was seconded by Mr. Clark and approved unanimously.

Returning to R-600, there was discussion of the newly proposed policy regarding grant amounts and matching fund requirements.

Mr. McCord invited motions on the topic.

Ms. Chabot made a motion to accept the following resolution:

RESOLVED, that the Authority approves the revision of the Policy on MHAA Grant Amounts to state that applications will not be accepted for grant requests of less than \$5,000 (R-600).

The motion was seconded by Mr. Wilson and approved unanimously.

DISCUSSION ITEMS

Recommendations for additional changes to grants policies

Ms. Ruffner suggested that, because the \$3 million funding cap for the MHAA program has been changed to a \$6 million funding cap, this is an appropriate time for the Authority to consider changes to MHAA's policies and regulations.

Ms. Ruffner identified matching requirements as one barrier for some potential grantees. She explained that the one-to-one matching requirement for all MHAA grants is established in the MAA's statute. However, the language requiring grantees to contribute at least 75 percent of their match as cash match (as opposed to in-kind match) is included in the regulations. The language requiring grantees to document their match in full at the time of application is included as an MHAA policy and could be changed simply by a vote of the Authority.

Ms. Ruffner asked that the Authority members review the MHAA policies and regulations, keeping in mind that they may want to loosen some of these match requirements in order to make sure that MHAA can indeed award more funds to grantees if funding levels are increased. She explained that MHAA has given conditional grant awards in the past with the understanding that the grant funds will not be dispersed until match is documented.

Ms. Ruffner reported that Ms. Smith and a recent intern, Ms. Rachel Harmon, have been analyzing data from past MHAA grant cycles in order to produce a set of reports about the categories of projects that have been funded by MHAA Capital and Non-Capital Project grants and about the types of activities funded by MHAA Management Grants. When these reports are completed, Ms. Ruffner and Ms. Smith will circulate them to the Authority. Ms. Ruffner explained that the data compiled is intended to inform discussions of any changes the Authority would like to make to the MHAA regulations and policies.

Ms. Chabot asked about the process for proposing changes to policies and regulations. She requested that the Authority members receive meeting materials at an earlier date, noting that more lead time would allow the Authority members to more fully participate in discussions of proposed policies.

Ms. Seitz asked the MHAA staff to put together some data on breakdown of Capital and Non-Capital projects as well as the types of projects funded. Ms. Ruffner clarified that the reports the MHAA staff are currently working on should address the questions brought up by Ms. Seitz.

Ms. Hughes brought up the topic of priority funding initiatives that the Authority has instituted in past grant cycles. She asked the Authority to consider the following questions: How has the Authority arrived at the themes used previously (War of 1812 is an example)? Should this process be more formalized? Are there other initiatives of the state that MHAA could bolster?

Ms. Ruffner suggested coordinating with the Office of Tourism Development.

Ms. Chabot asked about how the Heritage Areas would be able to respond to themes developed by the Authority if those themes were not included in their five-year plans.

Mr. Clark suggested that if the Authority establishes themes before the next cycle of Heritage Area five year plans are drafted, those themes could inform the five-year plans.

Mr. Clark brought up Native American history, culture, and archeology as a potential theme, lamenting the small number of places in Maryland—currently available to visit—that tell the stories of Maryland’s Native American peoples.

Mr. Kummerow agreed with Mr. Clark’s statement and underscores the urgency of encouraging more interpretation of Native American sites in Maryland.

Mr. McCord encouraged the Authority members to continue developing themes and suggested they should be implemented at a policy-level.

Ms. Seitz suggested that the themes the Authority develops should be targeted and tie in with other state initiatives.

Ms. Benson reported that the management plan developed for her Heritage Area—the Four Rivers Heritage Area—in 2000 those not include Native American themes. She lamented that this is the case and expressed an interest in including Native American themes in the next iteration of her management plan.

Ms. Lisanti commented that Maryland archeologists have been cautious about sharing the locations of specific Native American archeological sites because they have been afraid that looting of the sites may occur if this information were to be shared with the public. She also expressed an interest in seeing Native American artifacts that are held by the State of Maryland.

Mr. Clark responded that the Maryland Archeological Conservation Lab at Jefferson Patterson Park and Museum has an interest in getting the Native American artifacts they hold back out to the communities where they originated for interpretation and display. He said that Maryland Historical Trust guidance is needed and MHAA could play a role in this process.

Ms. Hughes explained that the Maryland Archeological Conservation Lab has about 8,000 Native American artifacts in its collection and that funding is needed to support projects intended to interpret those artifacts. She suggested that holding a future MHAA meeting at Jefferson Patterson Park and Museum would allow Authority members and Heritage Area directors to visit the Maryland Archeological Conservation Lab and view the resources available.

Ms. Chabot asked if Authority members could send Ms. Ruffner their ideas for policy and regulation changes after the meeting. Ms. Ruffner confirmed that she would be accepting ideas for policy and regulation changes via email.

Ms. Smith commented that, in the MHAA staff members' recent meetings with Heritage Area directors, one of the barriers for Native American groups applying for MHAA grants has been cash match. She suggested that changing the regulations and policies related to match (how much of it should be in-kind match versus cash match and when it should be required in the grant process) might be one way to remove barriers and encourage more Native American groups to apply for MHAA grants.

Ms. Walker confirmed that providing match has been a barrier for Native American groups in her Heritage Area.

Ms. Smith also suggested putting together a list of federal, local, and private grant sources that support Native American history and culture interpretation. This list could be used as a resource for Native American groups seeking match for MHAA projects.

Mr. Clark commented that archeologist Julie King had recently received a National Endowment for the Humanities (NEH) grant supporting Native American archeology. He pointed out that NEH is one potential source of matching funds for MHAA projects that support Native American history and culture interpretation.

MARYLAND COALITION OF HERITAGE AREAS (MCHA) Report

Amanda Fenstermaker and Elizabeth Shatto (Co-Chairs, MCHA)

Ms. Fenstermaker thanked the Authority for voting to approve the resolutions that were proposed at today's meeting. She reported that Mr. Marcavitch is coordinating the legislative reception planned for January 2018, asking him to provide an update.

Mr. Marcavitch mentioned he has been working with Ms. Cochran to plan the event and that it will be similar to the legislative reception held in 2017. He reported that it is planned for January 24, 2018 at the MD Senate Office Building in the Presidents Conference Center. The exact time is to-be-determined, but the general plan is to start around three or four in the afternoon and continue until six or seven in the evening.

Ms. Walker reported that she is the Heritage Areas' representative for Partners for Open Space and that the group had their first pre-legislative meeting on October 10, 2017. She shared that this group recently held a tour—the "This Land is Your Land Tour"—get out into the Heritage Areas with legislators and show them where the Heritage Area Funding goes. Ms. Walker conducted the Southern Maryland Tour. There is one tour left: the Eastern Shore Tour, which is scheduled for October 13, 2017. The Rural Maryland Council provided funding for tours.

Ms. Fenstermaker reported that Mr. Jeffrey Buchheit—not in attendance at the MHAA meeting—organized a meeting with Jeannie Haddaway-Riccio (Deputy Chief of Staff for Governor Hogan) and Alexandra Keane (Deputy Legislative Officer). The Heritage Area directors in attendance were Mr. Buchheit, Ms. Fenstermaker, and Ms. Ludwig. She noted there

was enthusiasm and interest about the Heritage Areas on the part of the Governor's staff, and that this meeting had served as an opportunity to underscore the importance of raising the funding cap for MHAA from three million to six million dollars.

HERITAGE AREAS DIRECTORS ANNOUNCEMENTS

Mr. Marcavitch (Maryland Milestones / Anacostia Trails Heritage Area) shared that his Heritage Area is still on conversations with groups in southern Prince George's County regarding the expansion of heritage area boundaries. His board has asked the groups seeking to benefit from the expansion to document that they can contribute funds for match. If they can demonstrate this, the next step would be working with them to discuss and draft an updated management plan to include areas of southern Prince George's County. He mentioned that another big topic of conversation in his Heritage Area is the MAGLEV train's potential planning and construction. It is uncertain whether this project will move forward. He reported that his Heritage Area has submitted a proposal to the National Park Service's African American Civil Rights Program. The proposal outlines a project to create a Civil Rights Trail that would exist within the Heritage Area and other parts of Prince George's County. He announced that the Maryland Tourism and Travel Summit Conference will be held in College Park in November, and he will be leading one of the tours that features his heritage center and the Hyattsville Arts District. He also reported that he is running for City Council in Greenbelt.

Ms. Cochran (Patapsco Valley Heritage Area) reminded everyone that the Patapsco Valley Heritage Area is looking for a new Executive Director and asked that people share the call for applicants with their networks. She shared that she has appreciated working with everyone in the room over the last two and a half years.

Ms. Owings (Stories of the Chesapeake Heritage Area) shared updates about several solar panel projects that have been proposed in her Heritage Area. The project outside of Chestertown has been temporarily withdrawn. The project that came before the Authority is not moving forward; the company is looking in another area. Three of the four counties in her Heritage Area are examining the regulations they have in place dealing with solar panels projects: Kent County, Caroline County, and Talbot County. It appears that the project in Queen Anne's County is moving forward in the Fincastle-Hewitt Rural Historic District, the only Rural Historic District in Queen Anne's County. On November the 29th, her Heritage Area will be holding a workshop entitled "Financing Your Project," that Ms. Ruffner and Ms. Smith will be attending to discuss MHAA grants. Other topics of discussion will be Community Investment Tax Credits, grants management, and how Eastern Shore Land Conservancy has financed large projects. She also announced a fundraiser for her Heritage Area—the Bull and Oyster Roast—to be held on October 21, 2017 at the Kennard Cultural Heritage Center. The Kennard Cultural Heritage Center has received extensive funding from MHAA and other state programs.

Ms. Walker (Southern Maryland Heritage Area) noted that she has restarted the Southern Maryland Museum Association and the response has been tremendous. She had 30 attendees at a recent event and plans to hold quarterly meetings that bring together museum professionals both for networking and professional development topics. Mallows Bay National Marine Sanctuary

held a clean-up on October 7, 2017. She shared that her mini-grant applications are due on October 13, 2017 and that she has already received applications asking for \$45,000 in grant projects.

Ms. Benson (Four Rivers Heritage Area) shared that her call for applications for mini-grants ended on Friday, October 6, 2017. Her Heritage Area received nine applications, and her Heritage Area's board has decided to award mini-grants up to \$5,000 each this year. They give out a total of up to \$25,000 in mini-grants each year, and they have more demand than they have money to distribute. She reminded everyone that 2018 is the year of Frederick Douglass, and groups in Anne Arundel County have been holding frequent meetings to prepare for this commemoration that will take place throughout 2018. She announced that a national conference entitled "Keeping History Above Water II" will be held in Annapolis at the end of October, 2017. It's a three-day conference; there is a lecture on Sunday (Oct. 29, 2017) that is open to all but requires registration. The conference will include tours that highlight Heritage Area sites, and the Heritage Area is a sponsor.

Ms. Ludwig (Lower Eastern Shore Heritage Area) shared that her mini-grants are due on October 23, 2017, and she has held several workshops to help potential applicants. She is expecting another competitive round of applications and will be reviewing applications over the next two weeks. She mentioned that she was able to help host a tour of Smith Island—in her Heritage Area—for the Four Rivers Heritage Area Board and MHAA staff members.

Mr. Vaughan (Baltimore National Heritage Area) reported that his Heritage Area staff had a meeting with MHAA staff, Ms. Ruffner and Ms. Smith, about their potential boundary extension. He is moving forward with that process. His Heritage Area will soon be closing their 2017 photo contest and the result will be a 2018 calendar. It will include Baltimore History facts. As a potential theme to consider, he mentioned that the 200th anniversary of railroading is coming up in 2024. The B & O may make this into a national commemoration, and this theme does touch on nearly every Heritage Area's themes. The call for applications for the Heritage Investment Grant (small non-capital grant program in Baltimore) will be opening in the coming weeks, and workshops for this opportunity will be announced. As part of an existing marketing plan, WYPR will soon be featuring advertisements (underwriting) for the Baltimore National Heritage Area.

Ms. Snyder (Canal Place Heritage Area) reported that River Walk projects will be beginning in Cumberland and this will provide some access to the Potomac River. This project is a federal, state, and local collaboration. Her Heritage Area is offering mini-grants for the first time and hoping to have this program rolled out by the end of October. They have had a good initial response.

Lori Ranney (Montgomery County Heritage Area) reported that on October 7, 2017, the Heritage Area had a successful groundbreaking event for the renovation of Warren Historic Site, Loving Charity Hall, which the Heritage Area has been involved in for over ten years. Seventy-five people attended, exceeding their expectations. At this event, the Heritage Area unveiled their new African American Heritage Tours, which will feature the eastern and western parts of

Montgomery County. The Heritage Area's mini-grants are now being reviewed. They received 14 applications. They have more requests than funding available.

Ms. Lisanti (Lower Susquehanna Heritage Greenway) yielded her turn to make announcements, explaining that she will be highlighting her Heritage Area for those Heritage Area directors and Authority members who can attend the activities planned for the afternoon.

NEW BUSINESS

Mr. Kummerow noted that we are approaching the 400th anniversary of Maryland in 17 years. He has shared a proposal with Ms. Ruffner and Ms. Hughes. The proposal includes 1) anniversaries and 2) networking. He explained that the Maryland's four centuries project would be a clearinghouse. He mentioned that Frederick Douglass was also on the Eastern Shore and has a long history in various parts of Maryland. He mentioned historic Saint Mary's City and the potential for different organizations to work together. He offered to share the full proposal with all who are interested and noted that he would like to speak more about the idea.

Ms. Hughes made a comment about an encounter she had while visiting Tylerton on Smith Island. She was there with a group from MHT and happened to meet people from Zagat who were producing a short film featuring Smith Island Cake for Zagat's YouTube Channel. Ms. Hughes was able to answer a question about how the Smith Island Cake was designated the state dessert, explaining that the Lower Eastern Shore Heritage Area led the legislation that resulted in the designation and significant economic development. She concluded that this serves an example of how Heritage Areas can make large impacts for Maryland communities on a national scale.

ADJOURN

Mr. McCord called for a motion to adjourn the meeting. Mr. Clark made a motion to adjourn. Mr. Wilson seconded the motion, and it was approved unanimously.

ACTION ITEMS

MHAA staff will provide an amendment letter to the Maryland Historical Society regarding the changes specified for the "Enoch Pratt House Design Plan" MHAA grant (R-300).

MHAA staff will update policy documents to reflect changes in procedures for minor/administrative management plan amendments, boundary amendments, and significant management plan amendments (R-400).

MHAA staff will update policy documents to reflect changes made to the Policy on the Use of Management Grant Funds for Discretionary Non-Capital Activities Including Mini-Grants, to allow the use of either discretionary funds or a Mini-Grant Block Grant for up to \$25,000 to support mini-grant projects administered by certified heritage area management entities (R-500).

MHAA staff will update policy documents to reflect changes made to the Policy on MHAA Grant Amounts to state that applications will not be accepted for grant requests of less than \$5,000 (R-600).

MHAA staff will work with Ms. Hughes and staff at Jefferson Patterson Park and Museum to arrange for a future MHAA meeting to be held at the site and for a tour of Maryland Archeological Conservation Lab, highlighting how Native American artifacts held by the state might be interpreted in various Heritage Areas.

MHAA staff will compile a list of funding resources for projects relating to Native American resources.