

Minutes of the
Seventy-Eighth Meeting of the
Maryland Heritage Areas Authority
January 11, 2018

The seventy-eighth meeting of the Maryland Heritage Areas Authority (MHAA) was held on January 11, 2018 at 100 Community Place, Crownsville, MD 21032.

Authority Members/Designees Present:

Marty Baker (representing MD Department of Transportation Secretary Pete K. Rahn and serving as Vice Chair for the Maryland Heritage Area 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); J. Matthew Neitzey (MD Tourism Development Board representative); John Wilson (representing MD Department of Natural Resources Secretary Mark J. Belton); Wayne E. Clark (President of the Senate representative); Natalie Chabot (Representative for MD Greenways); Elizabeth Fitzsimmons (representing MD Department of Commerce Secretary R. Michael Gill); Thomas Bradshaw (MD Association of Counties representative); Robert D. Campbell (Governor's Appointee for Historic Preservation)

Authority Members/Designees Absent: Robert McCord, Acting Secretary, MD Department of Planning, and Chair, Maryland Heritage Areas Authority; Burton Kummerow (President of the Senate representative); Janice Hayes-Williams (Speaker of the House representative); Rowland Agbede (representing MD Department of Agriculture Secretary Joseph Bartenfelder); Lee Towers (representing MD Higher Education Commission Secretary James D. Fielder, Jr.); Lisa Challenger (Governor's Appointee for Heritage Tourism); Vacant (representing Speaker of the House); 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); Cheryl Ladota (representing Eric Beckett, State Highway Administration and Technical Advisory Committee Member)

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); Jeffrey Buchheit (Baltimore National Heritage Area); Gail Owings (Stories of the Chesapeake Heritage Area); Aaron Marcavitch (Maryland Milestones / Anacostia Trails Heritage Area); Brigitte Carty (Lower Susquehanna Heritage Greenway); Sarah Rogers (Montgomery County Heritage Area); Lindsey Baker, Grace Kubofcik (Patapsco Valley Heritage Area); Nicole Gray (Canal Place Heritage Area); Lisa Ludwig (Lower Eastern Shore Heritage Area); Jennifer Durben (Mountain Maryland Gateway to the West Heritage Area)

Others Present:

Gwendolyn Ghiloni (Intern for Chesapeake Bay Maritime Museum);

CALL TO ORDER

The meeting was called to order at 10:07 a.m. by MHAA Vice Chair Marty Baker. Marty Baker introduced herself as representing MD Department of Transportation Secretary Pete K. Rahn. Dr. Baker explained that Robert McCord (Acting Secretary, MD Department of Planning, and Chair, Maryland Heritage Areas Authority) asked her to chair the meeting because he could not attend.

INTRODUCTIONS

Everyone in attendance introduced themselves.

MHAA CHAIRPERSON ANNOUNCEMENTS /UPDATES (Marty Baker, MHAA Vice Chair)

Dr. Baker provided a general update about the Maryland Department of Planning's initiatives to collect input from the public to be used in the new State Development Plan. As a part of this process, Maryland Department of Planning is holding 24 listening sessions, one in each county of Maryland and Baltimore City.

She added that MD Department of Transportation is also undergoing planning processes: updating the MD Transportation Plan and the 20-Year Bicycle and Pedestrian Master Plan. Department of Transportation is reaching out to the public for input as part of both efforts.

John Wilson added that Department of Natural Resources is also undergoing a planning process that the agency completes every five years as a requirement of the funding that the agency receives from the National Park Service. The last plan was completed in 2014 and the target date for the completing the updated document is March 2019. Department of Natural Resources will be reaching out to the public using an online survey and a telephone survey.

Tom Bradshaw announced that Dorchester County has funding for a comprehensive plan update included in its budget for FY 2018 and that planning for tourism is a part of that process.

Elizabeth Fitzsimmons announced that the Maryland Office of Tourism Development is also undertaking a planning and outreach process in collaboration with other state agencies. The Offices of Tourism and Arts will be holding five regional convenings with the first convening held on February 27, 2018 and the last held on May 15, 2018. Ms. Fitzsimmons said she would circulate the full list of dates and locations after the meeting.

Wayne Clark asked Ms. Fitzsimmons about the goal of these convenings. Ms. Fitzsimmons explained that there is a need for increased communication and collaboration between tourism professionals and partners working in different capacities. These convenings are meant to increase communication and collaboration, especially with frontline tourism professionals.

Elizabeth Hughes added that the Maryland Historical Trust is in the process of updating the State Historic Preservation Plan. Similar to the Department of Natural Resources' current planning process, the Preservation Plan update is also a requirement of the National Park Services' funding allocation. The Maryland Historical trust will also be reaching out to public for input.

There was discussion of whether partners and members of the public would become overloaded with many requests for input since all these planning processes are happening simultaneously.

There was discussion of promoting each other's meetings and surveys. Dr. Baker called for more interagency initiatives, especially when working toward shared goals.

APPROVAL OF MINUTES FROM OCTOBER 12, 2017 MEETING

Dr. Baker called for a motion to approve the October 12, 2017 minutes. Ms. Hughes offered the following motion:

RESOLVED, that the Authority approves the October 12, 2017 minutes as presented (R-100).

The motion was seconded by Mr. Wilson and approved with two abstentions. Marty Baker and Tom Bradshaw abstained, commenting that they did not attend the October 12, 2017 MHAA meeting.

MANAGEMENT REPORT

MHAA Financing Fund Report (Jennifer Ruffner, MHAA Administrator)

Ms. Ruffner reported that as of December 30, 2017, the current balance was \$337,905.58. 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.

Ms. Ruffner pointed out that the \$100,000 balance reserved for emergency grants is important to note given the discussion of emergency grant applications on the meeting agenda.

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 January 10, 2018:

- Fully processed grants: 45
- Waiting to receive Project Summary Sheets from grantees: 1
- Grant Agreements out to grantee for signature: 3
- Grantee received funding from another source and decided not to accept the MHAA grant: 1

Ms. Smith noted that the grants that are not fully processed at this time have encountered some challenges and the MHAA staff members are working with these grantees to move the projects forward.

Ms. Hughes noted that this is an improvement in the rate of grant agreement processing when compared to FY 2017 MHAA grants. She thanked the MHAA staff and Office of the Attorney General staff for making this process more efficient.

Economic Impact Study Update (Jennifer Ruffner, MHAA Administrator)

Ms. Ruffner updated the Authority on the progress of the economic impact study. The RFP was awarded to Massoud Ahmadi of Strategic Impact Advisors, and in December he provided MHAA staff with initial data. The deliverables based on this data will be produced in-house by MHAA and Department of Planning staff in an effort to keep the economic impact study and associated deliverables within budget.

Ms. Ruffner shared that MHAA staff plan to produce two pieces based on the economic impact data: 1) a one-page handout using infographics and 2) a longer report that explains the methodology in more detail and includes profiles for each of the 13 heritage areas. She reminded everyone that Massoud Ahmadi is scheduled to present on his initial findings and answer any questions today at 1 o'clock pm in the same room where the MHAA meeting is currently underway. She encouraged people to stay for this presentation in order to learn more about the economic impact data.

Ms. Ruffner made the following points about the economic impact study:

- The methodology has morphed so that the end result is not an analysis of the impact of the full MHAA program; rather it is an analysis of the economic impact of MHAA grants
- The visitation data collected for each heritage area was collected by asking organizations who received and closed MHAA grants between FY2010 and FY2014 to share their visitation numbers for FY 2016.
- Patapsco Valley Heritage Area was not included in the request for visitation data because it is a relatively new heritage area that was not certified and awarding grants between FY2010 and FY2014.
- Some of the grant projects completed between FY2010 and FY2014 do not have trackable visitation associated with them (e.g. a mural project) and this resulted in lower visitation numbers for some heritage areas, which is not reflective of their actual impact.
- The report that is produced will not highlight individual heritage areas' numbers.
- A broader program impact study that includes both qualitative and quantitative data is envisioned; the working group interested in guiding this study will meet for the first time in 2018.
- The one-page handout will be produced by the end of January.
- The longer report will be available sometime in February.

There was discussion of the metrics that should be included in the broader program impact study, how the data should be presented, and the usefulness of the current data set.

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

Ms. Ruffner reviewed the list of people who have communicated to her that they are interested in being part of the Program Impact Study Working Group. It includes heritage area directors, members of the Authority, members of the MHAA Technical Advisory Committee, and staff members from Department of Planning and Office of Tourism Development. She invited others to get in touch with her if they are interested in being a part of the working group.

Grant Distribution Analysis (Ennis Barbery Smith, MHAA Assistant Administrator)

Ms. Smith shared two types of analysis of MHAA grant distribution: 1) a table showing how much funding and how many grants were awarded as MHAA project grants in 14 categories during FY 2015 through FY 2017 and 2) a series of pie charts showing how much capital versus non-capital funding and how many capital versus non-capital MHAA project grants were awarded during FY 2015 through FY 2018.

Grant Categories Analysis

Ms. Smith explained that the fourteen categories listed and defined in this analysis are as follows: historic preservation; visitor infrastructure; events and programming; exhibits; interpretive and wayfinding signage; digital resources; interpretive publications; trails; natural resources; education and curriculum; public art; research; land acquisition and conservation; archeology.

In the present analysis, these categories were *not* conceived and applied as mutually exclusive, meaning that a single grant project could be included in multiple categories. Ms. Smith used the example of the Hyattsville Community Development Corporation's project entitled "ArtWAYS: Sculptural Signage and Mapping," which was included three categories: digital resources, interpretive signage, and public art.

Ms. Smith explained that while she was reading through grant project descriptions for this analysis, she also started compiling a list of keywords—that refer to more specific topics as compared with the broad categories. The intention is that these keywords could be used to conduct more detailed future inquiries about the types of projects MHAA funds. For example, African American history and culture and Native American history and culture are included on the keyword list. Ms. Smith shared the list of categories, categories' defections, and the list of keywords. She asked the Authority members to contact her with any questions and / or ideas for additions to both lists.

She also mentioned recommendations from the Technical Advisory Committee (TAC) that she plans to follow-up on in order to improve this analysis: 1) developing a cross-matrix that shows how the grant categories overlap; 2) showing how the categories align with the Authority's program goals as outlined in the Authority's 2010-2020 Strategic Plan. Ms. Smith promised to share these updates at a future Authority meeting.

Dr. Baker suggested that Ms. Smith should also include the total number of grants awarded, the total amount of funding provided, and percentages for categories as part of the existing category analysis table. Ms. Smith agreed that this information should be added.

There was discussion about the value of this analysis and how the additional avenues of inquiry suggested would provide a clearer picture of the types of project grants MHAA has funded in FY 2015 – FY 2017.

Capital versus Non-Capital Grant Analysis

Ms. Smith explained that there are two pie charts provided for each year included in the analysis (FY 2015, FY 2016, FY 2017, and FY 2018). One pie chart shows the *number* of capital versus non-capital MHAA project grants awarded, while the other shows the total amount of funding for capital versus non-capital MHAA project grants. In general, the Authority has awarded similar numbers of capital versus non-capital project grants in this timeframe. However, in each of the fiscal years examined, more total funding was awarded to capital MHAA project grants. Ms. Smith pointed out that this may be due in part to the fact that each capital project is eligible for up to \$100,000 in grant funds, while each non-capital project is eligible for up to \$50,000 in grant funds under the Authority's existing policies.

There was discussion.

Suggestions for future avenues of analysis include an analysis of the geographic distribution of grants and an analysis of how many capital versus non-capital applications have been received by MHAA in a given grant round.

Dr. Baker suggested that TAC should take another look at this data at their next meeting and work with MHAA staff to present more analysis at the next MHAA meeting.

Maryland Coalition of Heritage Areas (MCoHA) Report

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

Elizabeth Shatto reported that the Coalition has chosen Deidra Ritchie to represent the Coalition on the Maryland Outdoor Recreation Economic Commission.

Ms. Shatto shared that the Coalition is planning a retreat in May 2018 in Montgomery County. Sarah Rogers and Gail Owings are working on preparations for the retreat.

Ms. Shatto reported that the coalition's hand fans, which feature all the heritage areas' logos, have been produced with MHAA funding, and the fans will be distributed during the lead up to the Coalition's Annual Legislative Reception. The reception will be held on January 24th, 2018 from 4:30 to 6:30 pm in Miller Senate Office Building's President's Conference Center.

Ms. Shatto thanked Aaron Marcavitch for organizing the reception details. She asked Ms. Ruffner and Ms. Smith to circulate the reception invitation to all the Authority members and TAC members. The theme for the reception is “Return on Investment.”

Ms. Shatto reported that the Coalition’s Policy Committee is working diligently on examining the existing MHA policies, and they expect to provide a list of recommendations for policy changes.

Ms. Shatto thanked Ms. Ruffner and Ms. Smith for putting together a checklist for directors to use when reviewing MHAA project grant applications within their heritage areas. She also thanked them for leading a training based on this checklist after the last Coalition meeting.

ACTION ITEMS

Resolution R-300 to Approve an Emergency Grant Request for Acquisition of Land Adjacent to Tolson’s Chapel, Sharpsburg, Washington County (Heart of the Civil War Heritage Area)

Ms. Ruffner reminded the Authority members that, according to MHAA policy, emergency grants may be awarded in cases in which 1) the proposed project is time sensitive—the opportunity cannot wait until the next regular MHAA grant round—and 2) the need that the project addresses was not anticipated at the time of the last regular MHAA grant round.

Ms. Ruffner introduced the emergency grant request from Tolson’s Chapel and gave a brief synopsis of the request circumstances. She reported that the TAC has recommended that the Authority approve this grant request with the condition that Tolson’s Chapel provide a letter from the property owner stating that he is willing to sell the lot in question to Tolson’s Chapel. The organization has successfully provided the requested letter from the property owner.

Ms. Shatto—who directs the Heart of the Civil War Heritage Area where Tolson’s Chapel is located—spoke in favor of the request, noting that Tolson’s Chapel tells important stories about post-emancipation life in the region. She also underlined that Tolson’s Chapel has broad support in the local community and is working effectively to raise additional funds for the project.

There was discussion.

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

RESOLVED, that the Authority approves a Fiscal Year 2018 emergency grant from the Maryland Heritage Areas Authority Financing Fund in an amount not to exceed \$15,750 (the “Grant”) to the Friends of the Tolson’s Chapel for acquisition of the vacant half-acre lot adjacent to Tolson’s Chapel at 107 E. High Street, Sharpsburg, Washington County, for use as parking and event space.

The motion was seconded by Elizabeth Hughes and approved unanimously.

Resolution R-200 to Approve an Emergency Grant Request for Stabilization of the Bromo Seltzer Tower, Baltimore (Baltimore National Heritage Area).

Ms. Ruffner introduced the emergency grant request from the Baltimore Office for Promotion of the Arts and gave a brief synopsis of the request circumstances. She noted that the Bromo Seltzer Tower has received previous funding from MHAA. The organization is in the process of completing its FY 2016 MHAA Capital Grant for \$90,000. In fact, some of the renovation work that this project funded helped to reveal the conditions that prompted the Baltimore Office for Promotion of the Arts' current emergency grant request.

Ms. Ruffner shared that assessments of the repair work made from the ground had underestimated the fragile condition of the ornate terra cotta layer of construction near the top of the building. After seeing this area up close, the contractors determined that the Bromo Seltzer Arts Tower's terra cotta, roof and upper cupola were in immediate need of stabilization, repair and weatherization.

Ms. Ruffner noted that the TAC has recommended that the Authority approve this grant request with the condition that Baltimore Office for Promotion of the Arts provide a more detailed budget for the emergency grant application. The organization did provide an updated budget in advance of the Authority meeting.

Jeffrey Buchheit—director of the Baltimore National Heritage Area where the Bromo Seltzer Tower is located—spoke in favor of the grant request. He also noted that Baltimore Office for Promotion of the Arts is continuing to learn more about the repair work that needs to be completed, and the organization may be seeking additional grant money for subsequent phases of this repair work. The emergency grant request is specifically defined to cover the immediate stabilization work that must take place before other repairs can be fully planned. Mr. Buchheit also mentioned other sources of funding for which the organization is applying.

Thomas Bradshaw made the following motion:

RESOLVED, that the Authority approves a Fiscal Year 2018 emergency grant from the Maryland Heritage Areas Authority Financing Fund in an amount not to exceed \$54,650 (the "Grant") to the Baltimore Office for Promotion of the Arts for emergency stabilization, repair and weatherization of the terra cotta, roof and upper cupola of the Bromo Seltzer Tower at 21 S. Eutaw Street, Baltimore.

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

DISCUSSION ITEMS

Request from Patapsco Heritage Greenway, Inc. regarding grant distribution

Ms. Ruffner reported that the Authority has received a letter from Grace Kubofcik representing Patapsco Heritage Greenway, Inc. 1) asking the Authority to consider geographic distribution in their grant application review and award process 2) asking the Authority to include the local reviewers' scores and recommendations in the review process for project grant applications at the state level, and 3) asking the Authority to provide written comments to all MHAA project grant applicants.

Ms. Ruffner reminded the Authority that in 2011 the Authority members tasked the TAC with considering the issue of geographic distribution in the grant review process as part of a broader discussion about the MHAA's grant review, evaluation, and selection process. On October 13, 2011, the Authority resolved to adopt a number of recommendations prepared by TAC in consultation with the Certified Heritage Area management entities. Of these recommendations, Ms. Ruffner noted that the following are relevant for the discussion prompted by Ms. Kubofcik's letter:

- The Authority and the TAC will utilize a quantitative and qualitative, numerically-based review process using defined and publicly-available selection criteria. The rankings of grant applications by local CHA management entities will be a significant criterion utilized by the Authority in its grant review process.
- The Authority will define a "Core Set" of qualitative and quantitative grant selection criteria that both the Authority and CHA management entities will utilize in reviewing, evaluating, and selecting grant applications for funding.
 - o CHAs may also utilize additional local criteria that take into account the CHA Management Plan, 5-Year Plan, and Annual Work Plan priorities, goals, and objectives.
- Upon completion of CHA rating and ranking of all grant applications, CHAs will provide a summary information sheet for each grant application to the Authority that includes the following:
 - o Composite CHA scores for each Authority and any local criteria, and any CHA comments for each application that the CHA wishes the Authority to consider.
 - o CHAs may decide not to forward some applications to the Authority for its review if the CHA determines the application does not meet the Authority's grant eligibility requirements and/or a significant number of the Authority's grant selection criteria. For applications that CHAs choose not to forward to the Authority, a summary information sheet will still be provided to the Authority that includes an explanation of why the application was not forwarded. The Authority, at its discretion, may, elect to review applications that the CHA chooses not to forward.

Ms. Ruffner also noted that MHAA staff provide feedback on grant applications to any applicant who contacts MHAA and asks for more information about why his or her organization's grant application was not funded. She explained that providing written feedback to each applicant whose application is denied is not feasible with the current level of staffing.

Ms. Ruffner explained that based on the timing of the letter, the TAC has not had a chance to discuss the letter's contents and make recommendations.

There was discussion.

Dr. Baker recommended that the letter and the recommendations conveyed within should be discussed at the next TAC meeting and at the next meeting of the Maryland Coalition of Heritage Areas.

Regulations Review

Ms. Ruffner pointed out to Authority members that a printed copy of the current regulations governing MHAA, including the recently approved boundary amendment change, have been included in their meeting materials. She explained that MHAA staff members are working with the Office of the Attorney General to clean up and update these regulations to make sure they align with the Maryland Historical Trust's other program regulations.

Ms. Ruffner invited Authority members to weigh in on the regulations update process in the coming months. She highlighted that the requirement for applicants to provide at least 75 percent of their matching funds as "cash match" is included in the regulations. This is an example of regulation that the Authority should examine.

She asked any Authority members who have regulation changes to propose to send those revisions to her over the next six months.

State Agency Program Statements – Worksheets

Ms. Ruffner explained that there is one requirement of MHAA's statute that has not yet been fulfilled: state agency program statements. These statements from the state agencies represented on the Authority should help to clarify how the MHAA program goals are supported by each state agencies' goals and activities.

Ms. Ruffner noted that she sent out a worksheet, comprised of a list of questions, to each state agency for completion. The worksheet was originally conceived when MHAA staff encouraged the state agencies to write program statements a number of years ago. At this time, Department of Natural Resources and Department of Planning have both completed draft versions of the program statements, which their staff members are reviewing now.

There was discussion.

Mr. Campbell raised a question about the intended lifespan of these statements: how long are they intended to stay relevant? The general consensus was that they should be general and not tied to a specific timeframe.

MEMBER ANNOUNCEMENTS

Ms. Hughes announced that the Maryland House budget hearing (MDP Operating) is scheduled for February 14 at 1 p.m. and the Maryland Senate budget hearing (MDP Operating) is scheduled for February 15 at 1 p.m.

Ms. Hughes also noted that there are several bills related to MHAA administration that may be put forward during this session. These bills are based on recommendations that came out of a strategic planning process that occurred several years ago.

Ms. Baker noted that Bike Maryland's legislative agenda had been published online recently and included some proposals that could affect future funding for trail projects.

HERITAGE AREA DIRECTORS' ANNOUNCEMENTS

Amanda Fenstermaker (Heart of Chesapeake County Heritage Area) shared that her organization is working to update their five-year strategic plan, specifically taking a look at communication, outreach, and product development. She shared that a possible slave cabin is being documented and stabilized in her heritage area, and that this historic resource has potential to help share the story of slavery more fully in Dorchester County. The possible restoration of Governor Hick's Mansion in Cambridge is another project that has recently come onto the organization's radar, and MHT staff recently visited the building to help access its potential as a historic resource, determining that it dates to the 1760s. The Harriet Tubman Visitor Center has welcomed over 100,000 visitors since March of 2017.

Elizabeth Shatto (Heart of the Civil War Heritage Area) announced that her organization is working on inside and outside the classroom initiatives with the intention of attracting more school groups. The Student and Youth Travel Association meetings will take place in Baltimore in 2018 and the Heart of the Civil War Heritage Area plans to attend. Ms. Shatto's organization is also considering starting a Certified Tourism Ambassador program in the region.

Carol Benson (Four Rivers Heritage Area) noted the pop-up heritage events for which her organization has been a collaborating partner. She noted the recent Keeping History Above Water Conference that took place in Annapolis, MD. Four Rivers will be hosting the April MHAA meeting, and Ms. Benson has begun working with Janice Hayes-Williams, James Brice House, and the Annapolis Maritime Museum to plan a tour of the heritage area.

Lisa Ludwig (Lower Eastern Shore Heritage Area) reported that her organization is preparing for a busy grants season. She has been in contact with the Delmarva Discovery Center regarding plumbing issues resulting from the recent winter weather. She is happy to report that the Center has been able to make the immediately necessary repairs and the Otter Exhibit (a project that received MHAA funding) is still operating successfully. The organization is also preparing for the National Folk Festival to be held in Salisbury, MD on September 14, 15, and 16, 2018. Maryland Traditions has moved their annual festival to coincide with the national event.

Jennifer Durben (Mountain Maryland Gateway to the West Heritage Area) recapped the success of the Autumn Glory Festival and the Turkey Trail, which was a new element of the celebration in 2017. She reported that 24 locations offered turkey dinners during the festival in 2017 and her organization plans to continue the initiative at the Autumn Glory Festival in 2018. She shared that the Meadow Mountain Heritage Trail, which was supported by an MHAA grant held a ribbon cutting ceremony. The new 360-degree Virtual Reality experience of Garrett County is now accessible on the organization's website. Ten local tours are included.

Nicole Gray (Canal Place Heritage Area) reported that she and Roxanne Snyder have been assisting with heritage area duties while DeeDee Ritchie takes some time off due to a death in the family.

Sarah Rogers (Montgomery County Heritage Area) shared that her organization is completing the African American history bus and driving tour of Montgomery County. She reported on the ongoing restoration at Loving Charity Hall. She noted that the statue of a Confederate soldier removed from the Rockville Courthouse has been relocated to White's Ferry. The second edition of the African American Heritage Cookbook produced by the heritage area and partners is forthcoming.

Grace Kubofcik (Patapsco Valley Heritage Area) is the Board President of Patapsco Valley Heritage Area. She introduced and welcomed organization's new executive director, Lindsey Baker. She thanked the other heritage area directors for supporting her board during the hiring process. She announced an upcoming event: the Patapsco Summit, scheduled for January 17, 2018.

Brigitte Carty (Lower Susquehanna Heritage Greenway) spoke about the challenges of coordination between state units. She noted that MHT staff, MHAA staff, LSHG, and University of Maryland met in December to discuss the future of the Donaldson Brown Center and to review the process for notifying heritage areas of potential ownership changes of historic resources within their boundaries. She reported that the heritage area is preparing for grant season and refreshing their brand with updated logos.

Jeffrey Buchheit (Baltimore National Heritage Area) shared that he and Monica Whippo of Baltimore City Schools will be co-chairs of education for Fleet Week 2018, and they have already begun preparations. The heritage area has taken on a new role administering operations for the Greater Baltimore History Alliance. Boundary expansion planning for the heritage area is also underway. The heritage area is preparing for Frederick Douglass commemorations. The heritage area recently published an economic impact study, and they are delving into the numbers to understand how to explain the details and methodology to others, a process similar to the one MHAA is undertaking with the statewide economic impact study of heritage area grants. The organization will be hosting a reception at the Alliance of National Heritage Areas' meetings in DC. He promised to circulate the details electronically.

Aaron Marcavitch (Maryland Milestones / Anacostia Trails Heritage Area) provided an update about the ongoing preservation and repair work at Bostwick House. The Historicorps are

partnering with Bostwick House to complete this work in order to help keep costs down. 2018 is the year of the Anacostia River, and the organization will be helping to spread the word about Anacostia River events and programs. The heritage area recently submitted a grant to the National Trust with the goal of hiring an additional staff person and creating a Civil Rights Trail in Prince George's County. The Small Museum Association conference is coming to College Park for a second year in 2018 and the heritage area will be hosting a kick-off event in Hyattsville at the Heritage Center. Mr. Marcavitch will be working on an Arcadia photo book about the history of Route 1.

Gail Owings (Stories of the Chesapeake Heritage Area) reported that her organization has a 2018 calendar to share. She shared updates about the proposed solar fields seeking permits in her heritage area. She noted that the Travel Adventure Show will be happening in Washington, DC on January 20, 2018, and her organization will have a presence at the event. She also noted that her organization is part of the planning discussions about the Frederick Douglass birthplace in Talbot County.

NEW BUSINESS

Mr. Bradshaw shared it has recently come to his attention that a cemetery in Dorchester County is in urgent need of restoration. Erosion and deferred maintenance are threatening the grave sites. This is a very significant "purgatory" property, meaning that no one claims ownership rights.

There was discussion.

ADJOURN

Dr. Baker called for a motion to adjourn the meeting. Mr. Bradshaw made a motion to adjourn. Ms. Hughes seconded the motion, and it was approved unanimously.