

# EMPLOYEE RECOGNITION COMMITTEE

Duke Room  
30 Duke Street, Prince Frederick, Maryland 20678

**Thursday, March 9<sup>th</sup>, 2023 1-3 p.m.**  
**OPEN SESSION AGENDA**

## **1) OPENING BUSINESS**

- Determination of Quorum
- Approval of current agendas
- Approval of last month's minutes
- Executive Committee Comments
  - i) Ashley B. intro
    - Communication and Restructuring
  - ii) Elections
- Monthly Treasurer's Report (**Christine**)
  - General update on treasurer functions
    - 1. ERC Fund
    - 2. County Fund
  - Donation from Christmas Tree Raffle
  - Reimbursements needed for Sharon and Amalia
  - Budget for Employee Appreciation Day
  - Missing vending machine checks located, but still missing final check from Royale
  - Anything purchased for ERC should be approved by the Treasurer first

## **2) OLD BUSINESS**

- Uniforms/Apparel (**Sharon**)
- By-Laws Amendments – in progress (**Amalia & Ashley B.**)
  - Increase the Number of Committee Members
    - 1. On hold because we have 2 vacancies and working out by-laws stuff
- Service Awards
  - Vendor for awards/frames (**Christine/Amalia/Lorraine**)
- General Update

## **3) NEW BUSINESS**

- Upcoming Events
  - i) Employee Appreciation Day
    - Dates currently open:
      - 1. May 16, May 23, June 6, June 13, June 27 (need a rain date, too)
      - 2. Location: Hallowing Point Park
      - 3. Volunteers for a subcommittee
      - 4. Spirit Week leading up to it?
      - 5. Administrative leave is usually granted, will check on this
      - 6. Are there any door prizes/raffle items?

- ii) Spring Fling / Fall Feast **(Ashley W., Ashley B., Beth, Amalia)**
  - Reschedule or not?
- iii) ERC Retreat
  - Volunteers
  - Ideas
- Scholarships **(Ashley B. & Amalia)**
  - Applications Due April 3, 2023
  - Access the application on the S:Drive!!
  - Judges

#### **4) PROGRAM UPDATES**

- i) Taking volunteers/helpers/backups for the following programs:
  - ERC Mailbox (Christine)
  - All Occasion Cards (Ashley B.)
  - Hey Someone Noticed (Christine/Emily)
  - Birthday Winners (Sharon/Christine)
  - It's Your Day Winners (Sharon/Christine)

#### **5) ANY OTHER BUSINESS FOR THE GOOD OF THE ORDER**

#### **6) PUBLIC COMMENT**

#### **7) IMPORTANT DATES**

- Scholarship Deadline is April 3, 2023; before our next meeting!
- Next Meeting: Thursday, April 13, 2023; 1pm Duke Room

#### **8) ANNOUNCEMENTS**

At our last meeting, we discussed items that are *closed to the public according to General Provisions Article Section 3-305 of the Annotated Code of Maryland.*

#### **9) RECESS, SUBJECT TO MOTION OF PRIVILEGE FOR CLOSED MEETING**

Below are listed subjects to be discussed *closed to the public according to General Provisions Article §3-305 of the Annotated Code of Maryland (1) and (5).*

#### **CLOSED SESSION**

**THREE: §3-305(b).1. PERSONNEL MATTERS:** To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

**NONE: §3-305(b).5. INVESTMENT OF PUBLIC FUNDS:** To consider the investment of public funds.

#### **Open Meetings Act (OMA) requirements**

*Reasonable accommodation will be provided upon request.*

*Requests are encouraged to be submitted in advance of the meeting date. This agenda is subject to change and the times listed are approximate. If any items are added for consideration, they will be included on a revised agenda that will be issued before the closed session.*