



Maryland State Arts Council Nominating Committee

MEETING MINUTES
April 25, 2025
1:00 pm - 2:00 pm
Google Meet

The Nominating Committee shall have general supervision of the affairs of the Council, make recommendations to the Council, and shall perform other duties as specified...

In attendance: Kathy Beachler, Shelley Morhaim, Gregory Tucker, Steven Skerritt-Davis, Chad Buterbaugh, Leslie Gillard

The meeting was called to order at approximately 1:03 p.m. following review of guiding documents.

Shelley moved to approve the April 15, 2024 minutes. Greg seconded the motion. All in favor, the motion passed.

By-Laws Review

- Steven provided a review of the By-Laws relevant to the Nominating Committee's charge, including:
 - The requirement to nominate one candidate per officer position.
 - Confirmation of nominees' willingness to serve prior to presentation to the full Council.
 - The timeline for nominations in advance of the Annual Meeting.
- Kathy also reviewed procedures related to closed sessions under the Maryland Open Meetings Act.
- Kathy read the required statement citing Maryland Code, General Provisions, § 3-305, allowing for a closed session to discuss appointments and personnel-related matters.

Shelley moved to close the remainder of the meeting. Greg seconded. All in favor, the motion passed.



Council Member Appointment Update (Closed Session)

- Steven provided an update on current Council appointments and term statuses to determine eligibility for officer nominations, including:
 - Council members whose terms conclude on June 30, 2025.
 - Members confirmed for additional terms.
 - New appointees not yet seated and therefore ineligible for leadership consideration at this time.
 - Ongoing vacancies.
- Staff reviewed general practices regarding leadership eligibility, noting that newly appointed Council members are typically not considered for officer roles during their initial term.

Nominations

- The Committee discussed officer continuity, the willingness of current officers to continue serving, and staffing support for officer roles.
- The Committee discussed the proposed slate of officers contingent upon their willingness to serve, resulting in the following:
 - Ruby Lopez Harper - Chair
 - Albita Rivera - Vice Chair
 - Marva Jo Camp - Secretary/Treasurer

Shelley moved to adopt the slate contingent upon willingness to serve. Greg seconded. All in favor, the motion passed.

Discussion

- Councilors discussed alternate backup options, in the event the proposed slate is not able to serve.

New Business

No new business.

The meeting adjourned at approximately 1:26 p.m.

**TEMPLATE FOR CLOSED-SESSION SUMMARY
TO BE INCLUDED IN THE MINUTES IN THE NEXT OPEN MEETING
(General Provisions Article § 3-306(c))**

Instructions: When a public body meets in a session closed under § 3-305 of the Open Meetings Act, it must disclose the following four sets of information in the minutes either of its next open session or in the minutes of the open session that it held that day, so long as the public knows to look there. This template provides a checklist for the required information. The worksheet at the bottom of the model closing statement contains a shorter form of the same checklist. Use of these forms is optional; the formatting of the summary is up to the public body so long as the public body includes the required information in its minutes at the required time.

The four sets of information required by § 3-306(c) are:

1. A statement of the time, place, and purpose of the closed session.
2. A record of the vote of each member as to closing the session.
3. Statutory authority to close session.
4. A listing of the actual topics of discussion, persons present, and each action taken in the session.

SUMMARY OF CLOSED SESSION HELD ON [DATE] April 25, 2025

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 1:15 PM

Place (location) of closed session: Google Meet

Purpose of the closed session: To nominate slate of Council members.

2. Record of the vote of each member as to closing the session:

Names of members voting aye: 3

Members opposed: _____ Abstaining: _____

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

→ **Topic #1:** § 3-305(b) () → **Topic #2:** § 3-305(b) () → **Topic #3:** § 3-305(b) ()
(add others as needed)

4. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Nominations of Executive Leadership	Kathy Beachler, Shelley Morhaim, Gregory Tucker, Steven Skerritt-Davis, Chad Buterbaugh, Leslie Gillard	Final results/slate
#2:		
#3:		