

Howard County Consumer Affairs Advisory Board

Meeting Minutes for January 6, 2016

The meeting was called to order at 7:02 pm by Acting Chair, Ashlyn Hood

- Present: Sue Rogan, Ashlyn Hood, Jill Bussey, Richard Green, Katherine Bronstein (by phone)
- Absent: Jerome Jackson, Felicia West

Minutes of the December meeting were approved as read.

Discussion of Advisory Board Project – Student Loans

The Board continued its discussion of a National Consumer Protection Week event on the topic of student loans. The Board decided that the name of the event will be “Know Before You Owe – A Student Loan Forum and Resource Fair.”

- Contacting potential presenters - Katherine and Sue are coordinating contacts with HCC, Sue is contacting MHEC, Felicia is contacting the CFPB, and Jill is contacting USDE. Becky will provide the Board with a copy of the confirmation e-mail that she sent to HCPSS for their use. Everyone should let the rest of the Board know when they get a yes or no from the organizations you are contacting.
- Save the Date flier – Becky will send the Board a draft of the Save the Date flier for review no later than Monday. Once finalized, everyone can send it out to their contacts for promoting the event. Jill requested that the flier be made available in jpeg (as well as PDF) for social media purposes.
- Marketing - Jill will be putting together a list of potential contacts for marketing purposes. Board members should let her know who they are contacting so we can have everyone on the list. This will make sending out follow up communications much easier.
- Registration - Felicia and Sue will be putting together an Event Bright registration site for the Board to review. The detailed announcement (that will include the organizations presenting) will go out early Feb and will say that advanced registration is requested (but not required). Registrants will also be asked if they would like to get announcements of future events and/or be placed on our e-blast for tips and alerts.
- Door prizes – The Board will continue to think about offering a door-prize raffle for those who register in advance. Ideas for prizes should be circulated to the rest of the Board.
- Information Tables - At the event, we will have table space for non-presenters as well as presenters. Organizations, in addition to OCA, who may want tables include: Maryland CASH and the Maryland Consumer Rights Coalition. The Board will need to consider the criteria for deciding on who to invite. What, if any, criteria should we use to decide? For example, do we want to invite only non-profits and government entities? Given the space limitations, we cannot put out an public invitation but if we get unsolicited requests, the Board needs to have some objective criteria for deciding who to include.
- Refreshments – the Columbia Room (across the hall from the Banneker Room) has been reserved for the evening and will be used to provide light refreshments (to be paid for out of the Board’s 2016 budget. Ashlyn and Richard will be responsible for planning and transportation.

Other business

Becky provided Board members with the statistics on OCA’s activities for the first half of fiscal year 16.

Becky provided Board members with instruction for calling into meetings if they cannot attend in person. The call in number is 410-313-0591. Those who wish to call in must let Becky know they plan to do so no later than 4 pm on the day of the meeting.

Meeting adjourned at 7:59 pm.

THE NEXT MEETING OF THE BOARD WILL BE HELD AT 7 PM ON FEBRUARY 3, 2015
OFFICE OF CONSUMER AFFAIRS CONFERENCE ROOM
6751 COLUMBIA GATEWAY DRIVE, COLUMBIA, MD 21046