

**Maine Town & City Management Association
Board of Directors Meeting
October 4, 2007
Augusta Civic Center, Augusta, ME**

Present: Nat Tupper, Steve Dyer, John Anderson, Phil McCarthy, Terry York, Rosemary Kulow, David Cole, Phil McCarthy, Terry York, Rosemary Kulow, Catherine Conlow, Andrea Powers, Bill Shane, Dana Reed, John Simko, Joan Kiszely

Absent: Linda Pagels, Ruth Marden, Cathy Conlow.

1. **Call to Order:** President Nat Tupper called the meeting to order at 7:30 a.m.
2. **Approval of February 22, 2007 Minutes:** John Anderson made a motion to accept the minutes from the February 22, 2007 Executive Board Meeting. Phil McCarthy seconded the motion. All approved with minor revisions as amended.
3. **Financial Report:** Treasurer John Anderson reported on the financials for the period ending August 31, 2007. John Anderson noted that the process of the financials is very good. Motion made by John Simko, seconded by Andrea Powers, all approved to accept the financial report as presented. It was noted that it is time to work on the 2008 budget.
4. **Confirmation of Committee Appointments:** Nat Tupper noted that everyone has a list of the committees. Motion made by Bill Shane, seconded by John Anderson, all approved the Committee appointments.
5. **Committee Reports:**
 - a. **Professional Development Committee:** Steve Dyer reported that the December meeting would be December 7th, 2007 at the Holiday Inn Express in Saco. He organized a committee to center around the different events. He noted that John Anderson would take the lead on the Institute. Andrea Powers will be taking the lead on the December workshop.
 - i. Steve Dyer reported that the Interchange has been confirmed for February 29th, 2008 at the Grandeur Sun Banquet and Conference Center in Waterville, Maine. He will be moving forward on an Agenda for the Interchange. It has also been set up so that that Thursday, February 28th

the Executive Board can meet at this facility. Bill Shane will take the lead on this workshop.

- ii. Steve Dyer reported that Ryan Pelletier is working on the May workshop in the Northern Aroostook area. Joan Kiszely noted that she is waiting for a proposal to come in from the New England Outdoor Center in Millinocket, Maine.
 - iii. Steve Dyer reported that they would be meeting mostly through email.
 - iv. Nat Tupper noted that there is a lot of good feedback from Affiliate Groups in co-sponsoring with them. There was a brief discussion on possible co-sponsoring a workshop on Building specifications in building a new Fire Station.
- b. **Communications** – Terry York reported in regards to the Website. She noted she would do a lot via email. She is hoping to have a Message Board put on the website. She is looking for new ideas to improve & update the website. She would like to add more links. Brief discussion on how to improve the website. Nat Tupper noted he had a thought of creating a subset of the list serve.
- c. **Awards:** Rosemary Kulow – no report! Richard Davis will be on her committee.
- d. **Nominating: Cathy Conlow not present.**
- e. **Membership Committee: Andrea Powers** reported Jennifer Stiles has been emailing her all the new members. She would like to target managers who do not belong and have been managers in the State. She will work with Margaret to send out a letter to non-members to encourage them to join. She is finding that the non-members don't understand what MTCMA to offer so she will approach them and give them the positive and let them know about the support and what the membership means to her. She noted she has two people on her committee. Nat Tupper noted that maybe do a workshop with roundtables of sharing ideas and using this for marketing membership to the non-members.
- i. Motion made by John Anderson, seconded by Rosemary Kulow, all approved that Ed Gagnon be a life member of MTCMA. This needs to appear on the Annual Meeting Agenda.

- f. **Ethics Committee:** Dana Reed reported that we should have a list of those that had ethical issues. He noted he had a lot of people that signed up for his committee. He was disappointed that he couldn't take everyone. He did up a list of goals. He needs to keep this committee very small. He distributed his draft goals. He would like to update his enforcement procedures. He thinks something should be put in the by-laws. Also, he thinks we should adopt the Code of Ethics in the by-laws. He thinks maybe a three- year term for this committee chair, so there is continuity. It was noted that getting the word out about the process of the ethics would explain to new members and get the process out with more publicity would be beneficial.
- g. **Range Rider Committee:** Phil McCarthy reported that Don Grant was a manager for about 20 years. He contacted Phil and is interested in serving as a Range Rider. Motion made by Steve Dyer, seconded by John Anderson, all approve to have Don Grant represent the Penobscot Count. Motion made by Steve Dyer, seconded by John Simko, all approved to have Carl Betterley take over in Washington County.

6. New Business

- a. **Goals for Upcoming Year-**President Nat Tupper reported on the following:
 - 1. Discussion on the retreat: Joan Kiszely reported that she got proposals from the Senator Inn in Augusta, Comfort Inn in Belfast, Season, and the Choric Education & Research Center. The Choric Education & Research Center was the most reasonable proposal. They would host the Retreat for a total of \$950.00. This would be the Facility Rental – one ½ day, all food service to include 3 snacks, 1 lunch, 1 dinner for approximately 12 people, and lodging at a rate of \$35.00 per person/night. The others were double the price.
- b. **Sponsorship Commitments:** Bill Shane reported that Bert Kendall and John Bubier would be on his committee.
- c. **Caucus Groups Efforts Discussion –** Nat Tupper noted that Bert Kendall, Oz Bonsey, Don Gerrish, Bill Bridgeo, Cornell Knight, Don Willard, Jim Bennett, Corey Fleming and others had a discussion on the issue of the ICMA (Northeast Regional) nomination process at the Institute. That group concluded that this board needs to appoint a Task Force work out some internal process and adopt this process and move forward. Cathy Conlow volunteered to help with this committee.

FINAL

Nat asked that the Task Force to get together and report before February Interchange come forward with a Draft process. Terry St. Peter, Os Bonsey, Bert Kendall, John Anderson, Rosemary Kulow, Cathy Conlow, will be asked to sit on this Task Force. It was suggested that it would be good to recruit up to three additional MTCMA members who are Non-ICMA members for the Task Force committee. Nat Tupper will ask Cathy Conlow to chair this Task Force.

7. **Adjournment:** John Anderson made a motion to adjourn. David Cole seconded the motion. All approved to adjourn the meeting at 9:05 a.m.