

FINAL

**Maine Town & City Management Association  
Board of Directors Meeting  
Thursday, February 28, 2008  
The Grandeur Sun & Conference Center  
Waterville  
3:00pm**

Attendance: Nat Tupper, Ruth Marden, Terry York Phil McCarthy, Steve Dyer, John Anderson, Bill Shane, Catherine Conlow, Tom Hall, Joan Kiszely.

Absent: Rosemary Kulow, Andrea Powers, John Simko, Dana Reed.

Call to Order: President Nat Tupper called the meeting to order at 3:10 pm.

Approval of Minutes: John Anderson made a motion to accept the minutes of December 6, 2007, seconded by Terry York All approved as amended.

Financial Report: John Anderson reported on the financial reports through December 2007. Steve Dyer made a motion to accept the Treasurer's Report as presented, seconded by Terry York. All approved.

Correspondence: None

Committee Reports:

- ❖ Professional Development: Steve Dyer thanked Bill Shane, Mitch Berkowitz, and Mike Roy for putting together a successful Interchange. Brief discussion on the May Workshop. Joan Kiszely reported on his email that he sent her, and Steve Dyer. He is recommending the Houlton Country Club for May 22 & 23<sup>rd</sup>. Steve Dyer noted that we originally wanted to do this workshop on May 8<sup>th</sup>. Steve Dyer noted he would call Ryan Pelletier and discuss this workshop with him. They discussed a theme for the May workshop. John Anderson suggested that we maybe do a half-day on Legislative Recap. The Service Center group has been involved discussion the Resolve 46. It was noted that a Statewide Building Code could be a Theme. Bill Shane noted he would like to see this workshop be driven by the Northern managers to what they want. Cathy Conlow noted that maybe a topic on the Process at Plum Creek – what is working, what isn't, how the community is handling it. She noted the process was interesting. Maybe if we tie the theme to a local issue it may be more interesting. Limestone tour topic was discussed. It was noted that the board does want to go north and show diversity. Maybe round tables with interaction would be the way to go. Maybe doing Green Technology – (Mars Hill, Wind Mills) Efficiency Maine would be a good theme.
- ❖ Institute: Location is all set at Atlantic Oakes. We are going August 20, 21, 22. He is working on three sessions. He would like to go back three years and review the topics so we don't repeat sessions. They have changed the format somewhat.

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Some awards will be at the luncheon, and the Linc Stakepole will be done at the Banquet. John Anderson noted that Sebasco has gone up on their pricing. John Anderson is open to suggestions for the program. Institute was a time to encourage spouses to come. He noted that Tuesday night they would hold something in the Mansion. The topic of Ethics was mentioned. A speaker from ICMA – Joe Teague was mentioned to bring in. Maybe ask Bob O’Neal to speak on Keeping Managers in the profession. The theme for a day being Personal Development – ICMA day. Ethics & General Retirement is two topics that could be at the Institute.

- ❖ Sponsorship Committee: Bill Shane reported he sent out 85 letters to new vendors, and to the current sponsors. He will continue to market all the sponsors. He will do follow-up with calls. He got enough sponsors for the Interchange.
- ❖ Communications/Website: Terry York reported that she had her Deputy Chief to look at their Website. He is going to help her with some ideas. The links should be in a larger font, and he felt it was too busy. He did say the content was good, but needs to be more distinct. She thinks we can do something with the MTCMA website to get it more organized.

She noted she has a list of non-members that have not paid and she will contact and them and see about them joining.

Brief discussion about the List Serve discussion on whether or not to have the list serve set up to reply to only the one person that asked the question, and blocking out the others. Joan Kiszely will ask MMA’s IT department and get back to them.

- ❖ Nominating Committee: Cathy Conlow – no report
- ❖ Range Rider: Phil McCarthy noted at the last meeting he was requested to look into the Life membership issue. The question was raised that “Should an individual receive the Linc Stackpole Award can the Board give them life membership. Motion made by John Anderson, seconded by Steve Dyer to make Terry St. Peter, Doug Harris, and Carl Betterley life members. It was requested that Joan Kiszely send them Life Membership Certificates.

In order to be a Range Rider the requirement that they have is that if you were not a member of ICMA you cannot be a range rider. Phil McCarthy noted that they Grandfathered Duncan Beaton because he has been a Range Rider for years. He noted that we have a dilemma because we have a lot of retired managers that would be good Range Riders but we couldn’t use them because of the ICMA ruling. Phil McCarthy distributed a form on a Senior Advisor to the Board to review this classification. He did share this with the Range Rider committee and current range riders. . He drafted an amendment to the Range Rider Manual to reflect the Senior Advisor. Motion made by John Anderson, seconded by Steve

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Dyer to approve the program of the Senior Advisors and have Phil McCarthy incorporate this into the Range Riders Manual.

- ❖ ICMA Resolution: Cathy Conlow noted that there are still some issues out there. Bert Kendall felt that we shouldn't tie the hands of the ICMA caucus. ICMA wants a nomination from the MTCMA board. Recommendation and not a nomination. Cathy said the recommendation needs to come from MTCMA and not from ICMA members of MTCMA. The feeling was that usually the MTCMA board would usually follow the ICMA caucus. There was discussion about the requirements of the candidates, including dues and service. Question: Does the MTCMA have to take the recommendation of the caucus? Phil stated that we couldn't give away the authority to send in the name. The most important thing is the process. Cathy agreed that this does not rise to the level of a by-law change. There would be an application process so that it would be an apple-to-apple process. Recommendation is that we will follow the process and with the guidelines we will use the caucus. M/m/s Steve, John to make the ICMA nominating process a board policy and not a by-law change. Attached recommendation. Unanimous vote. (See attachment from Cathy)

Announcements & distributions for the Interchange (to be acted on at the Annual Meeting)

- ❖ ICMA Resolution Report-see above
- ❖ Range Rider/Senior Advisor Program-see above
- ❖ Institute Week, Location, Program-see above
- ❖ Life Members Voting-see above

New Business

- ❖ Yearbook Discussion-thinks that there should be other quotes and ask membership and communications committees to review other quotes for a printed-paper yearbook.
  
- ❖ Certification Flyer with Requirements & Points: Terry York distributed a Sample form.

Other New Business: None

Adjournment: Steve Anderson made a motion to adjourn at 5:05 pm, seconded by John Anderson. All approved.