

**MAINE TOWN & CITY MANAGEMENT ASSOCIATION
BOARD OF DIRECTORS' MEETING
Maine Municipal Association, Augusta
Friday, May 30, 2008
10:00 a.m. – 1:00 p.m.**

Attendance: Phil McCarthy, Dana Reed, John Anderson, Nat Tupper, Catherine Conlow, Steve Dyer, Tom Hall, Joan Kiszely, Sharon Blodgett.

Conference Call: Andrea Powers.

Absent: Terry York, Ruth Marden, John Simko, Barry Tibbetts.

1. **Call to Order** – President Nat Tupper called the meeting to order at 10:15 a.m.
2. **Approval of Minutes** – John Anderson made a motion to accept the Minutes of February 28, 2008, seconded by Phil McCarthy, all approved.
3. **Financial Report** – John Anderson reported on the January, February, March, & April Financial Reports. Motion made by Steve Dyer, seconded by Phil McCarthy, all approved.
4. **Correspondence** – No correspondence.
5. **Committee Reports:**
 - ❖ **Professional Development:** Steve Dyer reported there would be no training in the North this year. We are not in a position to do this training this year. Nat Tupper reported that we try to get four (4) workshops a year in.
 - ❖ **Institute:** John Anderson reported that there has been positive feedback on the change of the date. Brief discussion on the date and location. John reported that the one thing that will be added is a “Welcome Reception” on Tuesday night at the Mansion. There will be a cash bar and some hors d’oeuvres.

Sessions Suggested:

- Breakout Sessions – Roundtables
- Bob O’Neil – ICMA – Thursday a.m.
- Wayne Marquis, Town Manager from Mass. – Topic: Managing through a Crisis
- Joe Teague – Friday morning
- Mastering the Influence of Leadership
- Contracts & Negotiating

It was noted that the Board would like to have a Tuesday afternoon meeting at 3:00 p.m., prior to Institute having a Strategy meeting with future & current Board members.

Welcome Reception following the meeting.

FINAL

- ❖ **Scholarship for Managers at Institute:** Salary under \$35,000 – Members can attend for a \$200 credit.
- ❖ **Certification Committee:** Motion made by Steve Dyer, seconded by John Anderson, all approved for Bert Kendall & Mike McGovern to be certified.
- ❖ **Sponsorship Committee:** Bill Shane – Absent
It was reported that, to date, we have two (2) sponsors for Institute. Joan Kiszely will contact Bill to see if he plans on making some phone calls to get more sponsorship for the Institute.
- ❖ **Communications/Website:** Terry York – Absent
There was a brief discussion in regards to the Listserv. Nat reported that we should possibly go to the membership and suggest that we set up the Listserv to make the default go directly to the sender. He feels we should provide some options to the Members and see what they want. This issue still needs to be thought through, and we will do nothing at this time.
- ❖ **Nominating Committee:** Cathy Conlow will contact Past Presidents to see if they will serve on his Committee. Motion made by Steve Dyer, seconded by Phil McCarthy, all approved that Barry Tibbetts replace Rosemary Kulow's position on the Board.
- ❖ **Awards Committee:** Joan Kiszely reported that the Linc Stackpole, Leadership, Rookie Award, Length of Service mailing will go out June 13th.
- ❖ **Range Rider Committee:** Phil McCarthy reported that he would be stepping down as Chair of the Range Rider Committee no later than July 1. He thanked the Board for all the support they have given him, and they thanked him for all his work.

It was noted that it is in the budget that three to four Range Riders be able to attend the Institute. Motion made by Steve Dyer, seconded by Dana Reed, all approved for Bert Kendall and John Edgecomb (as Senior Advisor) to be appointed to the Range Rider Committee. Motion made by John Anderson, seconded by Steve Dyer, all approved to make Bert Kendall the Chair of the Range Rider Committee to be effective at end of this meeting.

- ❖ **Membership Committee:** Andrea Powers reported we have a lot of new Members that have joined the MTCMA. She is also going to target the new Members to attend the Institute.
- ❖ **Ethics Committee:** Dana Reed reported that he still is reminding Members that they cannot endorse products or vendors. He would like MTCMA to encourage more managers to get professional training. Bill Bridgeo has accepted to do a brief session on Ethics possibly on Friday morning. Steve Dyer noted that the guidelines are important and makes it work. They are working on revising the By-laws. They have a core group that works on things, but they want to broaden some others to get them involved. They decided when there are offenses, they want to get them published in the Townsman. They are also working towards educating the elected officials to what to expect on Ethics from their Town/City Manager. Brief discussion on getting authorization to be able to have him have some funding to seek legal counsel to see

about Freedom of Access on information that this Committee/Organization has. It was noted that at this time they would wait on this.

- ❖ **ICMA Committee:** Cathy Conlow noted the ICMA nominations protocols work group will have the policy available for review and comment by members at the Institute.

6. New Business:

- **Phil Covelli Fund – Manager’s Emergency Fund Endowment**
Contribution to Phil Covelli Fund: Brief discussion to possibly set up a structured fund for emergency/welfare use. Nat Tupper reported also maybe a Committee could be set up to set guidelines/structure and possibly get funding by ways of increasing the dues (\$5.00 or a 50/50 raffle). It is the Boards’ wishes to set up a permanent fund for crisis help. Motion made Tom Hall, seconded by Cathy Conlow, all approved to contribute to the Phil Covelli Fund to pay his health insurance (Cobra) for a total of \$1,300.

Nat Tupper reported he contacted MMA Legal Services to get some legal advice on the Phil Covelli issue, but was told they couldn’t assist him with legal services because the Affiliate Groups are not allowed to use this service.

Joan Kiszely gave Nat Tupper a copy of the Attorney Referral List for him to review. There was a brief discussion to see if the MTCMA should retain an attorney for corporate issues. Nat Tupper will talk with Bill Livengood to see whom they might be able to retain.

- **ICMA Pledge Request for Fund for Professional Management – \$3,000**
The consensus of the Board was not to donate to this.
- **Mike Starn – MMA Convention Update:**
Mike distributed a General Sessions Agenda (draft) and reviewed it with the Board. It was suggested that they have a Code of Ethics roundtable.
- **Possible workshop with MGFOA in the County – Steve Dyer reviewed the memo**
Joan Kiszely received from MGFOA to co-sponsor a workshop in the County on July 16th. Consensus to not co-sponsor. Joan Kiszely was asked to contact Heather Hunter and inform her.

7. Other New Business:

- 8. **Adjournment:** Nat Tupper made a motion to adjourn, seconded by Tom Hall, all approved to adjourn at 1:20 p.m.