

**Maine Town & City Management Association
Board of Directors Meeting Minutes
February 27, 2009
MMA - Augusta**

Present: John Anderson, Nat Tupper, Catherine Conlow, Barry Tibbetts, Perry Ellsworth, Bert Kendall, Terry York, Ruth Marden, Tom Hall, Dana Reed, Michelle Beal, Larry Mead and Joan Kiszely.

Absent: Andrea Powers, Martin Pucket.

1. **Call to Order:** President John Anderson called the meeting to order at 3:30 p.m.
2. **Approval of January 9, 2009 Minutes:** Perry Ellsworth made a motion to accept the minutes of the January 9, 2009 Board Meeting. Nat Tupper seconded the motion. With minor revisions, all approved as amended.
3. **Financial Report:** Treasurer Terry York reported on the financials for the periods ending, December 31, 2008, and January 31, 2009. All approved to accept the financial reports as presented.
4. **2009 Budget Discussion:** Terry York gave an update on the proposed 2009 budget. Motion made by Nat Tupper, seconded by Bert Kendall, all approved the 2009 budget.
5. **Committee Reports:**
 - a. **Janice Tevanian, Manager of Educational Services:** John Anderson reported for Janice Tevanian. He noted that MMA Training is sponsoring a Basic Municipal Budgeting workshop on March 6th and a Grant Funding Workshop on March 24th. He reported that Janice Tevanian did a presentation at yesterday's MMA Executive Board Meeting about the upcoming 2009 MMA Convention. John gave a brief update on the proposed 2009 MMA Convention program. Brief discussion that Dana Reed would like to offer the elected officials a workshop on ethics at the upcoming MMA Convention. Joan Kiszely noted that she would pass that information along to Janice Tevanian.
 - b. **Range Rider Committee:** Bert Kendall reported that he is using email to keep the Range Riders up-to-date on happenings. He hopes all will attend the Institute in Northport, at Point Lookout. They will utilize the list serve to let members know that they will be available throughout the Institute to talk with anyone or assist them.

- b. **Professional Development Committee:** Emailed Cathy Conlow to get her report! No report!

Institute:

Sponsorship: Ruth Marden reported that the MTCMA had a goal of \$14,500, and to date this goal has been met. She noted that it's possible this number could go up to \$15,500.

- c. **Communications/Website:** Tom Hall noted he dropped a note to Stu Marckoon to see how the website is going. Stu had nothing to report at this time. He noted that the list serve is going well. He would like to draft some protocols about the list serve. It was noted there are protocols in place, but Stu feels it's time to send a reminder. He will also make personal contact with some to refresh them about the protocol.
- d. **Awards:** Brief discussion on the by-laws relating to the Awards section. Barry Tibbetts noted he would review the by-laws and come back to the Board with some changes.
- e. **Nominating:** Michelle Beal – no report. John Anderson reported that Andrea Powers may be leaving the state in November of 2009. She asked John if she should step down from her position on the board. John indicated that he would like her to stay. Michelle will need to look at that vacancy. It was noted that Nat Tupper and Ruth Marden would be willing to serve on the nominating committee.
- f. **Membership Committee:** Andrea Powers absent. No report! It was reported that MMA should not only post new members to the web site, but also email this information to the Board of Directors.
- g. **Ethics Committee:** Brief discussion on the by-law amendments on ethics. For both admission to membership and professional certification, it was agreed to change the proposal to state that the applicant must not have received a public censure for violation of the Code of Ethics within the previous five years, or a private censure within the previous three years. Motion made by Perry Ellsworth, seconded by Bert Kendall, all approved to send the general membership the proposed by-laws as amended and to post them on the website once Dana Reed sends the updated ones to Sharon or Joan.

Dana Reed reported that one ethics case is pending involving a member of MTCMA and ICMA. The case is being heard by ICMA. Dana Reed reported he had given everyone a draft "Ethics Enforcement Rules of Procedure" to comment on. This will be tabled until the May meeting.

Dana also noted that his committee would like the opportunity to speak on ethics at the New Managers Workshop that MMA offers.

6. **New Business:** John Anderson reported that the next Board Meeting would be May 15th with a half-day workshop on ethics. Motion made by Nat Tupper, seconded by Bert Kendall, all approved to have a half-day workshop, and a board meeting following during a luncheon. Joan Kiszely was asked to work with Dana Reed on the agenda for the brochure, and the location. It was suggested that this training be done in Farmington. Perry Ellsworth offered to work with Dana and Joan on the location.

Insurance: There was a brief discussion on the MTCMA Public Officials' Liability policy. They would like to look into a reduction. Ruth Marden noted that someone should go back and review the policy. Motion made by Terry York, seconded by Barry Tibbetts, all approved for a committee to negotiate the policies. John Anderson noted he would put a committee together to review this.

7. **Adjournment:** Motion made by Perry Ellsworth, seconded by Nat Tupper, all approved to adjourn the meeting at 4:05 p.m.