

**Maine Town & City Management Association
Board of Directors Meeting Minutes
June 5, 2009
MMA - Augusta**

Present: John Anderson, Nat Tupper, Catherine Conlow, Barry Tibbetts, Perry Ellsworth, Bert Kendall, Ruth Marden, Tom Hall, Dana Reed, Michelle Beal, Larry Mead, Andrea Powers, Martin Pucket, Jim Bennett, and Joan Kiszely.

Absent: Terry York

1. **Call to Order:** President John Anderson called the meeting to order at 10:15 a.m.
2. **Approval of February 27, 2009 Minutes:** Perry Ellsworth made a motion to accept the minutes of the February 27, 2009 Board Meeting, Barry Tibbetts seconded the motion. With minor revisions, all approved as amended.
3. **Financial Report:** Treasurer Terry York reported on the financials for the periods ending, March 31, and April 30, 2009. Motion made by Nat Tupper, seconded by Perry Ellsworth, all approved to accept the financial reports as presented.
4. **Committee Reports:**
 - a. **Professional Development Committee:** Cathy Conlow reported on the Institute. Cathy distributed a draft copy of the Institute brochure. Cathy reported on the keynote speaker – Ray Patchett. Some topics would focus on strength deployment inventory and polarity management. He is motivational and will focus on the local government manager. Cathy noted they would try and fit Berstein & Shur into the program on the workforce reduction. Bert Kendall reported he would like to note his session and time advertised in the brochure.

Social Time: Cathy noted she would set up a bowling tournament. Tom Hall reported that he could put together a boat cruise in the evening on the Rendezvous.

There was a Brief discussion on the meal pricing. It was noted that the MTCMA subsidize some of the meal pricing. Cathy's assistant manager noted she would go get some gifts for door prized for the Institute.
 - b. **Sponsorship Committee:** Chair Ruth Marden reported we have a total of \$10,500 for sponsorship. This is \$1,500 more than we usually have for Institute. It was noted that Municipal Resources is a possible other

sponsorship. Ruth is expecting that everyone will be paid within two weeks. Ruth distributed a draft copy of the MTCMA Sponsorship Policy. Ruth Marden noted she has a master list of sponsors. It was noted that Ruth Marden will be comp for the Institute.

- 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 noted if there are offenders on the website they need to be dealt with on an individual basis. Brief discussion about a newsletter. John Anderson noted that he would periodically put out a President's message.
- d. **Awards Committee:** Barry Tibbetts reported that the awards notices have gone out. The deadline to submit nominations is July 6.
- e. **Nominating Committee:** Michelle Beal reported they met in March. She distributed the proposed slate of officers. John Anderson thanked Tom Hall for agreeing to stay around and welcomed Martin Puckett to the board.
- f. **Membership Committee:** Andrea Powers reported she is moving. John Anderson thanked her for doing a great job as the membership chair. She noted she put together a paper to assist with recruiting membership during economic times. Martin Puckett will share this with everyone at the next meeting. Martin Puckett will be taken over as membership chair.
- g. **Range Rider Committee:** Bert Kendall reported on the following:
 - Picnic on June 11.
 - He noted he is having trouble getting responses from other Range Riders.
 - ICMA: He noted if anyone is interested in riding with him to ICMA they are welcome to contact him.
- h. **MMA:** Janice Tevanian reported on the upcoming MMA Convention for Oct. 7 & 8, 2009. She reported on the keynote topics being "Conducting Effective Public Meeting to Engage the Community in Dialogue," and "Performance Budgeting in Municipal Government." She noted that Patrick Blake (character –Thomas Jefferson) will be the Keynote Speaker. There will be no banquet this year. We are working on having a longer reception and having groups go to local restaurants. She reported that we are looking at 2010 convention sites. Portland, Point Lookout and Sunday River are the three sites we are going to get proposals from. June 23 will be the New Managers workshop. Janice and Joan have called all the new managers in Maine to promote this workshop. John Anderson invited Martin Puckett to attend this workshop. Barry Tibbetts noted that we should contact Lisa Parker in CT to come back and assist

with the Performance Budgeting in Municipal Government program. Perry Ellsworth noted that we need to get the elected officials to the convention. Janice reported that in 2010 we are looking to do a Thursday, Friday and Saturday morning to accommodate the Elected Officials.

Janice Tevanian gave an update on the Training & Affiliate Group staff.

- i. **Ethics Committee:** Dana Reed reported on his proposed By-Law Amendments. Motion made by Tom Hall, seconded by Nat Tupper to update the language to the amendment on Page 3 of the By-laws; all approved. Dana Reed suggested some changes to the draft Code of Ethics Rules of Enforcement. Motion made by Nat Tupper, seconded by Bert Kendall, all approved to adopt the Code of Ethics Rules of Enforcement as amended. Dana Reed will email the By-Laws and Rules of Enforcement to Joan Kiszely the updated adopted changes and to Stu Marckoon for the website.
- j. **Barry Tibbetts:** Barry reported on his By-Law amendment updates. Motion made Andrea Powers to approve the amendments that Barry presented for Article III – Officers & Board of Directors, and Article XI – Professional Certification, seconded by Dana Reed, all approved. Motion made by Tom Hall, seconded by Cathy Conlow, all approved the proposed by-laws as presented. Dana Reed will update the entire proposed by-laws and get them out to the board and get them posted on the website.

5. **New Business:**

Chris Lockwood gave an update on the initiatives on the Excise Tax issue and Tabor II. Chris noted that if they run an organized campaign we should be able to win these initiatives.

Chris Lockwood gave an update on the MMA building – new wing.

ICMA – Jim Bennett reported on four items:

- Value of Profession Campaign: Motion made by Bert Kendall , seconded by Nat Tupper, all approved to donate \$500 to help with this campaign.
- Virtual Debit Card
- President Elect was selected
- ICMA discount if the first time attending

6. **Adjournment:** Motion made by Andrea Powers, seconded by Martin Puckett, all approved, to adjourn the meeting at 12:45 p.m.