

Approved

**Maine Town & City Management Association
Board of Directors' Meeting Minutes
October 29, 2010
Maine Municipal Association, Augusta, ME**

Present: Cathy Conlow, Barry Tibbetts, Martin Puckett, Larry Mead, Tom Hall, Tom Goulette, Michelle Beal

Absent: Terry York, Perry Ellsworth, Betsy Fitzgerald, John Anderson, Dana Reed

Guests: Peter Crichton, Richard Michaud, Jim Bennett, Margaret Noel

1. **Call to Order:** President Cathy Conlow called the meeting to order at 10:03am.
2. **Approval of August 3 & August 17, 2010 Minutes:** A motion was made by Tom Hall, seconded by Michelle Beal, all approved to accept the Minutes of August 3 & August 17, 2010 Board of Directors Meeting.
3. **Financial Report:** A motion was made by Tom Goulette, seconded by Bert Kendall, all approved to accept the Financial Reports through September 30, 2010 as presented.
4. **New Business:**

Resolution on Public Administration: Richard Michaud provided the revised resolution and explained the revisions for the MTCMA Board of Directors to consider. After a detailed discussion of the resolution, Larry Mead made a motion to approve the new resolution, seconded by Martin Puckett, all approved.

Planning Session: Margaret Noel reported that a planning meeting has been scheduled for December 15th to transition into the new year, pass out the newly revised administrative guides and plan for 2011. After discussion, it was noted that all could not attend on December 15 so Margaret will check on meeting room availability and will send out alternate dates to pick from.

Administrative Guide: Margaret Noel reported that she is working on the revisions for the revised administrative guide to be ready for the planning session in December. Barry Tibbetts noted that he has reviewed and will send Margaret his revisions to incorporate. Margaret Noel, Barry Tibbetts and Michelle Beal will meet to do final revisions. Margaret will contact Barry and Michelle to schedule a meeting.

Joint Training Session with the New Hampshire Municipal Managers Association- Barry Tibbetts reported that the program is final and has been published.

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Institute Re-Cap: Barry Tibbetts reviewed the comments received from the 2010 Institute program.

Budget Planning for 2011-Barry Tibbetts led a brief discussion on the 2011 budget. He noted that there has been no spring conference for a few years, and so that should be dropped and the funds reallocated into student and manager scholarships. Barry asked for a list of the law firms to be rotated for training sessions. Cathy Conlow noted that Maria Weinberger and Perry Ellsworth have this list. Margaret Noel will see if she can get the list for professional development and will put into the administrative guide as well.

Sponsorship Planning/Process for 2011-Martin Puckett is the incoming chair for the Sponsorship Committee. Martin will work with Margaret Noel and Denise Kolreg to start the process for sponsorship for 2011.

5. **Committee Reports:**

Ethics Committee: Larry Mead gave a general report of the progress of the Ethics Committee, followed by a discussion of the MTCMA List Serve.

Nominating Committee: No report.

Membership Committee: Martin Puckett reported that current membership is 211.

Awards Committee: Michelle Beal reported on suggestions for changing the Awards Program for MTCMA. After discussion, it was decided that the forms would be revised during the revision of the administrative guide, and that the nomination process would be "open." The mailing will go out earlier and nominations will be accepted year-round with a cut-off date. Michelle will work with Margaret Noel on this process. The same discussion for student scholarships and Michelle will work with Margaret on revising the process.

Sponsorship Committee: No report.

Range Rider: Bert Kendall proposed a draft of a new letter to be sent out to new members. Bert also commented that he would like to see the meeting schedule of the MTCMA Board of Directors more clearly defined.

Professional Development Committee: No additional report. Barry Tibbetts reviewed possible topics for the 2011 Institute. Cathy Conlow reminded that the only time the MTCMA should be listed as an endorsement is when the Board of Directors has given its official approval to do so.

Institute: Barry Tibbetts reported on proposed topics for the 2011 Institute.

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Communications/Website Committee: Tom Hall reported that it is time to revisit the MTCMA website as an updated resource for members. Additional discussion about the MTCMA List Serve. Margaret Noel will document how to set up a "rule" in Outlook so that members' email inboxes are not flooded with messages. Tom Hall asked Margaret to run a list of the MTCMA members who have asked to be excluded from the List Serve. Barry Tibbetts asked Margaret to run a list of members not paid to-date. Both lists should include email addresses.

MMA Update: Margaret Noel reported that the Affiliate Office has officially transitioned, and that Margaret is the new affiliate liaison for the MTCMA with Denise Kolreg providing administrative support. Margaret also gave a brief report on the MMA Convention results.

ICMA Conference: Cathy Conlow reported that the conference was a success and that the 2011 Conference is in Milwaukee. Cathy added that Massachusetts will be looking for some assistance in putting together the 2012 Boston Conference. Discussion about who should be on the host committee. Motion made by Barry Tibbetts, seconded by Bert Kendall, all approved to send the MTCMA 1st Vice President to sit on the planning/host committee so that as President they will attend the conference that they assisted in planning. Brief discussion about the affiliate agreement with ICMA. Cathy Conlow to get a copy of this, and will provide to Margaret Noel for inclusion into the MTCMA administrative guide.

6. **Other New Business:**

Barry Tibbetts noted that there needs to be follow up from the Meet With the Managers Session at the MMA Convention with the other Affiliate Associations.

Barry Tibbetts needs to follow up on the insurance credential piece with Pat Kablitz for MTCMA certification.

Barry Tibbetts reported that he supports the board term going back to August-August instead of the calendar year. He believes that the logistics of it are difficult for planning.

Cathy Conlow and Margaret Noel will work on any necessary by-law changes to change the name of MTCMA, Certification requirements, and the board year structure.

Jim Bennett reported that the New England Regional Meeting of ICMA will be at the Portland Regency on April 14-15. Brief discussion of a giveaway for the attendees. Jim Bennett will research items and report back to the board.

As the MMA Affiliate Office has transitioned, it was discussed to provide a thank you gift to Joan Kiszely for her many years of service to the MTCMA. Also, there was a brief discussion about sending a condolence gift for the passing of Town Manager,

Approved

Mark Doyon. A motion was made by Tom Hall, seconded by Bert Kendall, all approved to authorize President Cathy Conlow to spend up to \$200 for Joan Kiszely and in memory of Mark Doyon.

7. **Adjournment:** A motion was made by Tom Goulette, seconded by Bert Kendall, all approved to adjourn at 1:03pm.