

FINAL

**Maine Town & City Management Association
Board of Directors' Meeting Minutes
March 4, 2011
Black Bear Inn, Orono, ME**

Present: Terry York, Barry Tibbetts, Michelle Beal, Thomas Hall, Dana Reed, Betsy Fitzgerald, Thomas Goulette, Perry Ellsworth, Martin Puckett, Cathy Conlow, Bert Kendall.

Absent: Larry Mead, Peter Crichton

Guests: Jim Chaousis, Jim Bennett, Margaret Noel.

1. **Call to Order:** President Terry York called the meeting to order at 2:40pm.
2. **Approval of December 9, 2010 Minutes:** A motion was made by Betsy Fitzgerald, seconded by Martin Puckett, all approved to accept the Minutes of the December 9, 2010 Board of Directors Meeting.
3. **Financial Report:** A motion was made by Tom Hall, seconded by Betsy Fitzgerald, all approved to accept the Financial Reports through December 31, 2010 as presented. Michelle Beal, Barry Tibbetts and Margaret Noel provided a brief financial review of the December 2010 Joint Workshop with the NHMMA. As projected there will be approximately a \$2200.00 loss.
4. **New Business:**

ICMA Affiliate Status: Barry Tibbetts reviewed the draft ICMA Affiliate agreement and Jim Bennett answered questions about the program. A motion was made by Bert Kendall to approve the agreement and allow the President to sign, seconded by Betsy Fitzgerald. All approved. As a point of discussion, it was recommended that the board review other affiliate agreements annually to ensure that the MTCMA/ICMA agreement is acceptable.
5. **Committee Reports:**

Ethics: Dana Reed reported that he received an email from Margaret Noel with the information regarding the by-law review. Dana also noted that he is working with Peter Crichton on this project. He and Peter will work with Margaret to write the draft, provide the changes for review of the board and then include into the Annual Report to notify membership. This will all be done electronically.

Nominating: Tom Hall reported that the committee will be meeting in the next month or so to start the nomination process.

Membership: Betsy Fitzgerald reported that she had just received a revised membership list and there as a brief review of the current membership process. It

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was decided that the letter from Bert Kendall on behalf of the Range Riders would be included in the new member packet moving forward.

Awards: Perry Ellsworth noted that he needs committee members for the Awards Committee. Jim Bennett, Cathy Conlow and Michelle Beal all agreed to be on the committee. Brief discussion of the process for 2011.

Sponsorship: Martin Puckett distributed the revised sponsorship matrix. Perry Ellsworth noted that Poland Spring is an automatic sponsor for Institute annually-he set this up with them last year. Perry will send contact information to Margaret Noel for billing.

Range Rider: Bert Kendall report that the Range Riders had a big day at Interchange. 3 out of the 5 Range Riders were in attendance. Margaret will update the board list to include all counties and current Range Riders.

Professional Development: Barry Tibbetts reported that the Institute planning is underway and Margaret will be contacting him in the next few weeks to set up a site visit and to start the logistics and programming. Discussion regarding financial support of the ICMA National Convention in Boston. The name has been changed to the Boston/New England Conference. A motion was made by Cathy Conlow to support this conference by providing \$2500.00 annually for the next 3 years, subject to annual review of the MTCMA board, seconded by Tom Hall. All approved. Brief discussion regarding the possibility of hosting a second Meet with the Managers program at MMA Convention.

Communications/Website: Peter Crichton submitted a written email report. There was a discussion regarding his request to put together a printed yearbook. Margaret Noel noted that the board had visited this approximately 5 years ago and MMA had provided a price quote at the time-approximately \$5000. The board had decided to do an online yearbook that the affiliate office at MMA maintains, but rarely receives updates. There was discussion about putting together a print yearbook, but put it online. Members can print on their own. Margaret Noel is going to touch base with Jaime Clark and Jeri Holt on their current process and then work with Peter on sending out notice of reminder to members to update.

MMA Convention Update: Margaret Noel reported that the MMA annual Affiliate President meeting will be held April 8th at MMA. This is MMA's 75th Convention and MMA would very much like the participation of the MTCMA. Margaret will be in touch with Barry Tibbetts to discuss a program offering.

Northeast Regional Meeting ICMA Update: Jim Bennett reported on the ICMA Northeast Regional Meeting that is coming up in Maine. He is requesting that the MTCMA sponsor a gift in the room for the attendees with a welcome letter from the MTCMA President. There will be approximately 50-75 rooms. A motion was made by Barry Tibbetts, seconded by Cathy Conlow to provide \$500.00 toward the purchase of gifts for this meeting. All approved. Brief discussion that an expense for the President to attend this regional meeting should be added to the budget. Discussion about editing the MTCMA logo once the affiliate agreement is signed to include ICMA The By-Laws Committee will incorporate this into their review.

6. Other Business:

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Terry York reviewed the following correspondence:

- Thank you letter from ICMA for the Life, Well Run campaign.
- Thank you letter from Joan Kiszely for the gift from the MTCMA Board.
- Norris Stilphen passed-letter of acknowledgement from family.

7. **Adjournment:** Motion made by Betsy Fitzgerald, seconded by Martin Puckett, all approved to adjourn the meeting at 3:53pm.