

**Maine Town & City Management Association
Board of Directors' Meeting Minutes
October 5, 2011
Augusta Civic Center, Augusta, ME**

Present: Barry Tibbetts, Michelle Beal, Martin Puckett, Perry Ellsworth, Elizabeth Fitzgerald, Thomas Goulette, Larry Mead, Peter Crichton, James Chaousis, Terry York

Absent: Thomas Hall, Katherine Ruth and Bert Kendall

Guests: Denise Kolreg

1. **Call to Order:** President Barry Tibbetts called the meeting to order at 7:23 a.m. Barry passed around some thank you letters received by scholarship award recipients for the board review.
2. **Approval of August 23, 2011 minutes:** A motion was made by Betsy Fitzgerald , seconded by Terry York , all approved to accept the Minutes of the August 23, 2011 meeting minutes as presented.
3. **Financial Report:** A motion was made by Thomas Goulette, seconded by Betsy Fitzgerald, all approved to accept the Financial Reports through August 2011 as presented.

4. **Committee Reports:**

Ethics Committee: Larry Mead reported that he had contacted John Jenkins and discussed his involvement/membership with MTCMA. Larry reported that John is aware of the restrictions and would like to move forward with his membership.

Nominating Committee: Thomas Hall – absent no report

Membership Committee: Betsy Fitzgerald – Thanked MMA staff for mailing out the new member packets. She feels this information is an important part of the membership information.

Awards Committee: Perry Ellsworth – Thanked everyone on the board for their support from the previous year. He reported that information to colleges needs to get out earlier in the year. He reported that a list was developed for colleges so this process will be easier to complete.

Sponsorship Committee: Martin Puckett – Has been looking at what other leagues use for sponsorships. New England has levels of sponsorships and they do not track if more than one type of business sponsors the same event. They have their sponsors interact with the program as speakers, vendors, etc. Martin asked the board if they felt that MTCMA should invite sponsors to partake in activities and if they should have levels of sponsorship? Diamond level – invite to lobster, have 4 free passes for their business representers. Golf Sponsor, \$1,000 level – keep this as is. Interchange and New Hampshire joint meeting – was recommended not to invite but keep their names on all information.

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A one year sponsorship is liked and would be considered. Example - \$5,000 would be on all programs. \$3,000 would just be Institute, etc. Amount of money sponsored would determine what they would sponsor.

Perry mentioned that we need to get new managers to all MTCMA events and more money coming in with sponsors would encourage more managers to come, as this would cut down on expenses by offering low cost attendee pricing.

Martin wants to make sure sponsor money actually goes toward programs and not just to fund balance. Don't want sponsors there to "hard sell", but invite them to partake/mingle at the events.

Tom noted that vendors are very prominent in most social activities at events.

Feedback received from sponsors – Martin reported that the \$1,000 level is fairly easy to tackle.

Increase scholarships and put that money towards giving more scholarships. Decrease the cost for attendance. Census of board was for Martin to move forward and develop a plan for Sponsorship and to present to the board at their next meeting.

Range Rider: Bert Kendall – absent no report

Professional Development Committee: Barry Tibbetts

Institute: Barry discussed that the evaluations were fair. Biggest issue was cell phone and internet access at Sebasco Harbor Resort. If the MTCMA uses Sebasco in the future, this issue must be fixed.

Peter Crichton reported that the Baldrige sessions were too high level for Maine Manager's to use and bring back to their town/city. Maybe take "portions" of the Baldrige session and turn into separate sessions. Break it down to get core items done in order to reach Baldrige level. Was suggested that the Professional Development Committee start to think about this for planning the 2012 Institute.

Communications/Website Committee: Peter Crichton – reported on the listserv discussions. Some members feel more regulations need to be used. Peter feels most use it appropriately, however, maybe developing a policy or enhancing the policy we have now and getting it to members would be useful. He noted that Stu is keeping website up-to-date. He also asked the board if they felt the website needed more attention. There is currently not a committee for the website and Peter recommends developing a committee. Tom Goulette thought it would be a good idea to hold a session at upcoming events and discuss the MTCMA listserv with the attendees.

5. **New Business:**

New Committee Assignments:

Barry Tibbetts asked if anyone was interested in chairing a committee. Perry suggested that the chairperson stay more than just one year. Maybe 3 years total, with the 2nd year being shadowed by the incoming chair.

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It was noted that all chairpersons will remain the same for the coming year. Each chairperson will find a mentor to shadow them and this mentor will become chairperson after the 3rd year is completed.

Professional Development Chair – Michelle Beal will be chairperson and Peter Crichton to shadow
Sponsorship Committee Chair: Martin Puckett to chair and Tom Goulette to shadow
Communications Committee Chair: Peter Crichton
Awards/Scholarship Committee Chair: Perry Ellsworth
Nominating Committee Chair: Thomas Hall
Membership Committee Chair: Betsy Fitzgerald
Ethics Committee Chair: Larry Mead and Michelle Beal to shadow
Range Rider: Bert Kendall

MTCMA Executive Board Retreat: Barry Tibbetts suggested to the board that they should hold a retreat. It has been several years since one was held. Association should pay for everything, including overnight rooms for board members. It was also suggested to start that night with an agenda and dinner and continue on day two until about 2:00 p.m. Barry suggested in bringing in a facilitator. Barry will look into this in more detail. Overall budget for this retreat will be around \$2,500.00.

Potential Dates: Meet on a Thursday night and leave on Friday. Barry Tibbetts would like it to take place this fall and not in the winter months.

Date Decided: Thursday, December 1st.

Location: Lucerne Inn – Barry Tibbetts to ask Margaret Noel to check on availability.

It was discussed that partners will not be invited to this retreat. Barry Tibbetts also noted that he will work on a draft agenda and email it to the full board for their feedback. It was also noted that the facilitator should assist with developing the agenda.

Joint Training with NH Managers: This is being held on Dec 9th. Barry Tibbetts went over the draft program and list of speakers. He advised that the brochure will be out within the next week or so.

Finance/2012 Budget: See 2012 draft budget. Membership dues would go up from \$20.00 to \$40.00. Dues - Suggested that this topic be discussed at the upcoming retreat. Budget will wait until retreat.

Incorporation: Logo – Leave as MTCMA. Board decided they wanted more sample logos and will discuss this further at the Retreat.

Listserv: Will discuss this at the Retreat

Coaching/Mentoring: Looking for letter of interest by Oct 20th of this year. A motion was made by Peter Crichton, seconded by Terry York, all approved to move forward and have Barry Tibbetts do the letter.

Location of next Institute: – Barry Tibbetts will talk with Margaret Noel about getting another location.

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Manager in Transition: - Will discuss in detail at Retreat.

6. **Other Business: None**
7. **Adjournment:** A motion was made by Terry York, seconded by Barry Tibbetts, all approved to adjourn at 8:42 a.m.