

Final

**Maine Town & City Management Association  
Board of Directors Meeting  
October 6, 2005  
Augusta Civic Center, Augusta, ME**

**Present:** Nathan Poore, Dana Lee, Larry Cote, Richard Davis, Nat Tupper, Steve Dyer, John Anderson, Rosemary Kulow, Terry York, Linda Pagels, Ruth Marden, Joan Kiszely.

**Absent:** Stu Marckoon

1. **Call to Order:** President, Nathan Poore, called the meeting to order at 8:20 a.m.
2. **Approval of June 9, 2005 Minutes:** Steve Dyer made a motion to accept the minutes from the June 9, 2005 Executive Board Meeting. Linda Pagels seconded the motion. All approved with minor revisions as amended.
3. **Financial Report:** Treasurer, Larry Cote, reported on the financials for the period ending August 31, 2005. They requested that Joan Kiszely check into the sponsorship money for the Interchange. It appears it is not posted correctly. All the money should be in by now. A brief discussion followed in regards to the sponsorship money and how much to dedicate towards each function. It was the consensus of the board that \$4,000 would go for Interchange, \$8,000 for Institute, \$1,000 for spring, and \$1,000 for the fall workshop. Ruth would like to send out a letter to all sponsors to see if they want to continue sponsorship for the following year. Discussion to put the money towards scholarships and good things for the membership. It was suggested that if a law firm sponsors the workshop maybe we consider hosting the workshop at their site in their conference room. Motion made by Nat Tupper, seconded by Steve Dyer, all approved to have \$8,000 of sponsorship money for the Institute, \$4,000 for Interchange, \$1,000 for the spring workshop, and \$1,000 for the fall workshop. They will combine photocopying and printing as one, also change the Professional Development Committee to Committee expenses on the Accounts ledger. Lengthy discussion on the existing Financial Report. They do not like the breakdown of the report. No action on the Financial Report or Budget. They would like the discussion of the Financial Report and the Budget on the December agenda.
4. **Confirmation of Committee Appointments:** It was noted that they would like Joan Kiszely to email the Executive board a new list with the correct members that volunteered to sit on the committees. The chairs will then finalize their committee members and get back to Margaret so she can complete a final Executive Board listing.

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5. **Committee Reports:**

A. **Professional Development Committee:** Dana Lee reported he would work with Joan to come up with a timeline on all five workshops. He will work his training around the new Certification form. He will report and have an outline on all of the training by the December meeting. Nat Tupper reported he is thinking that the theme for next year's Institute might be Capital Budgeting and Planning.

They discussed having the December 9<sup>th</sup> Executive Board meeting in the morning, luncheon at noon with the Range Riders, and a workshop in the afternoon. This will be decided at a later date.

B. **Communications** – Stu Marckoon absent.

C. **Awards:** Terry York absent.

D. **Nominating:** John Anderson reported that the group has not met yet, and will not until summer. Nothing additional to report.

E. **Membership Committee:** Richard Davis reported that the Membership Committee is doing fine. He noted that Margaret Langhill has the process all set.

F. **Ethics Committee:** Steve Dyer reported that the committee has not met, and will not meet unless an issue arises which needs their attention. Working on a very minor issue at this time.

G. **Range Rider Committee:** Rosemary Kulow reported on the Range Rider Committee. She noted that we have only John Bibber as a range rider. Paul Bird, and Phil McCarthy may consider being a range rider. She is working on this.

6. **New Business**

A. **Goals for Upcoming Year:** President Nathan Poore reported on the following:

- Evaluation Form: Dick Davis and Joan Kiszely created a new evaluation form, and good number of them came back due to the raffle.
- Evaluation of Member Satisfaction: A Summary of the MTCMA Membership Survey was a success. Board reviewed the survey. Dana Lee will write up a summary and put out on the List Serve.
- Better MTCMA Programming at MMA Convention: It was noted that the MTCMA did Tech Town, offered members a disk to leave with on Risk Management Safety Policies, Financial Policies, and Personnel Policies.
- Resource Area – Website assigned to Stu Marckoon: They felt this is starting to move in the right direction and becoming a success. Policies

are going up on the website. It was requested that Dick Davis work with Margaret on keeping the Yearbook up to date. Discussion on website sponsorships. We need to create a vendor list for the website and have vendors pay. Dana Lee noted he has a policy on this already drafted. Ruth, Stu, Nathan, and Dana will have a meeting in November to go over this. Dana suggested possible listings would be Office Supplies, Paving Companies, Attorneys, Engineer firms, etc. Keep it simple – business card. This would be a huge potential as a Resource.

- Interchange: Joan Kiszely will be going to the New England Outdoor Center in Millinocket to market this facility for Interchange in 2006. She will report back at the December meeting.
  - Certification: Dana Lee has already drafted the second plan for the 2006 Certification curriculum based format. They want Margaret to email Stu Marckoon to post the new certification guidelines on the List Serve and website. The goal now is for each Committee chair to get their committee members certified. Margaret Langhill to get Stu Marckoon the list of all Certified managers to post on website.
  - Ethics: No major complaints to date.
  - Encourage members to engage in public outreach about local government: Dana Lee reported that on past dues renewal forms we requested members to do this and to put dates on the form to indicate when they accomplished this. Joan Kiszely to check to see if this is on the 2005 dues renewal form. If not, next year put this insert in.
  - Institute: Joan Kiszely to get a couple of proposals for another location for committee to review. Brief discussion that Sebasco not affordable for all managers. Also the timing is not good. Nat Tupper will work on this with Joan Kiszely.
7. **Confirm Tentative Board Meeting Schedule:** Nathan Poore opened discussion to review the proposed meeting timeline for the 2005-2006 year. Joan Kiszely and Margaret Langhill to give Theresa Chaverie the MTCMA meeting timeline, so that there will be no conflict in meeting dates and times. Nathan Poore asked all Executive Board Members to submit their meeting schedules to Joan Kiszely so that they can be added to the timeline, and the timeline will be submitted to Jeri Holt to add to the website.
8. **Adjournment:** Dana Lee made a motion to adjourn. Steve Dyer seconded the motion. All approved to adjourn the meeting at 9:55 a.m.