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MTCMA Executive Board Meeting  
June 9, 2005  
Lucerne Inn, Dedham, ME

Present: Ruth Marden, Laurie Smith, Stu Marckoon, Richard Davis, Dana Lee, John Anderson, Nathan Poore, Nat Tupper, Steve Dyer, Joan Kiszely, Margaret Langhill.

Call to Order: Ruth Marden called the meeting to order at 1:15pm.

Approval of March 3, 2005 Minutes. Richard Davis made a motion to approve the March 3, 2005 minutes as presented, seconded by Stu Marckoon. All approved.

Treasurer's Report: Dana Lee reported that there is an issue with the Financial Reports, as the budget amounts are missing. Joan Kiszely and Margaret Langhill will look into this and will have corrected. Dana reported that there has not been a lot of activity and that MTCMA is carrying a \$54,000 fund balance, and that \$10,000 is a reserve for liability insurance. There was discussion with regard to amount in the fund balance. During this discussion, there was a reminder that by-law changes need to go out with the Institute brochure with regard to the changes in dues structure-it was also noted that the by-law changes need to be added to the business meeting agenda for Institute. Dana Lee recommends keeping an eye on fund balance getting too high. Various items were discussed with regard to reducing the fund balance, such as dispersing more for scholarships. Nat Tupper made a recommendation to potentially match funds when hiring interns. Laurie Smith added that she would like to see some analysis about how to better manage the fund balance, and it was decided that this would be discussed in more detail during the goal setting of the retreat. John Anderson made a motion to accept the Financial Reports as presented, seconded by Nathan Poore. All approved.

Professional Development: Nathan Poore reported that they had a meeting this morning that it went very well. Nathan Poore made a motion to approve Steve Dyer's application for certification, seconded by Richard Davis. All approved. Nathan reported that the Board has met its goal of 25 certifications by Institute 2005, and added that the committee will be marketing it more aggressively. The brochure for Institute will include certification information as well. Nathan added that the committee has edited the existing form to make it more user friendly until it will be completely revised and put into practice by Institute 2006. Nathan gave a review of the current guidelines and the proposals for the new certification process. With regard to Institute 2005, Nathan reported that Nat is doing a great job, and has been working hard to put together a good program. Nat gave an overview of the topic and agenda for Institute. Nathan reported that the Professional Development Committee voted to establish a lifetime certification for lifetime members. Nathan also reported that MTCMA will be taking a more active role in the MMA Convention and reviewed the topics that MTCMA will be sponsoring. He added that the theme for the MMA Convention 2005 is "Back to Basics" and MTCMA will be sponsoring for 3 sessions and one lab. The topics will be Safety, Personnel Development, Finance & Investment, and the lab will be set up as a Technology Town that will give rapid-fire training sessions on basics computer skills, and that the attendees

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will be given things to walk away with-such as disks with boilerplate templates for utilizing the items learned in the sessions. There was discussion about the disks vs. downloading off website, and it was decided that both could be done. John Anderson made a motion to accept the Professional Development Committee Chair's report as presented, seconded by Stu Marckoon. All approved.

Website: Stu Marckoon reported that the website is up to date as of last Friday-June 3, 2005. John Anderson added that it might be a good idea to send out a notice occasionally to check the archives first before asking a question. It was consensus of the board that Stu is doing a great job. Dana Lee added that it might be a good idea to give members instructions on how to make the MTCMA website their home page. Laurie Smith added that Stu might want to give a presentation at Institute about the MTCMA website-possibly during the business meeting. Dana Lee made a motion to accept the Website Committee Chair's report as presented, seconded by Steve Dyer. All approved.

Nominating: Nat Tupper reported that the nominations are done for the 2005-2006 Executive Board. They are as follows:

President: Nathan Poore

1<sup>st</sup> Vice President: Dana Lee

2<sup>nd</sup> Vice President: Larry Cote

Board of Directors expiring in 2009: Rosemary Kulow & Linda Pagels

Board of Directors expiring in 2008: Terry York

Joan Kiszely will email the Board for a short report for Annual Report.

Dana Lee made a motion to accept the Nominating Committee Chair's report as presented, seconded by John Anderson. All approved.

Membership: Richard Davis thanked Margaret for her hard work in keeping the memberships up to date. He added that there has been a lot of movement with managers lately, and added that there have been 27 new members since August 2004, with a total of 191 members. John Anderson made a motion to approve the Membership Committee Chair's report as presented, seconded by Nat Tupper. All approved

Ethics: Ethics Chairperson, Judy Doore, was absent and did not submit a written report. Ruth Marden read a letter from Ryan Pelletier about his concern about item number seven on the code of ethics. Ruth opened discussion to the Board. Richard Davis noted that the ethical implications of endorsing a candidate need to be clarified. Dana Lee added that citizens might feel alienated if a manager endorses a certain party. It was clarified that the code of ethics refers to candidacy of people, and not issues. It was noted by Ruth Marden that ethics have always been a big concern for the MTCMA and managers. If MTCMA edits the code of ethics, which originate from the ICMA code of ethics, it was recommended that the Board should get professional advice about doing so. It was noted that the Winter Session in 2006 or Interchange 2006 might cover the topic of ethics. It was decided that the Ethics Committee should investigate this further. Laurie

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Smith made a motion to accept the Ethics Committee Report via Ruth Marden as presented, seconded by John Anderson. All approved.

Range Rider: John Anderson reported that he recently assisted a Town Manager who was having work issues by way of Skip Day. He put the Skip Day in touch with the manager, and the manager has noted improvements. John also reported that Margaret is now sending new member names to him. Stu Marckoon made a motion to accept the Range Rider Committee Chair's report as presented, seconded by Steve Dyer. All approved.

Awards: Steve Dyer thanked Joan Kiszely and Margaret Langhill for getting the awards mailing out. He also reported that the committee's July meeting date won't work and will need to be rescheduled. He added that the service award mailing would be going out with the Institute brochure mailing. Steve noted that he would call Joan Kiszely to reschedule the meeting date. The awards and the scholarships will be handed out at Institute. Joan Kiszely added that Tom Taylor has sent at least 10 names. There was discussion on sending scholarship information to USM and UMO. Nat Tupper will call the dean to get a contact at USM. After detailed discussion, it was decided that the check for the scholarship would go to the individual recipient, not the school. Stu Marckoon made a motion to accept the Awards Committee Chair's report as presented, seconded by John Anderson. All approved.

### Other Business:

Nathan Poore reported that the May Workshop to Presque Isle went very well, and that Tom Stevens and the City of Presque Isle were excellent hosts.

### Adjournment:

Nat Tupper made a motion to adjourn the meeting at 2:21pm, seconded by Dana Lee. All approved.