

**MTCMA EXECUTIVE COMMITTEE RETREAT
YORK HARBOR INN, YORK HARBOR, MAINE
MAY 29, 2003**

Present: Mark Green, Nathan Poore, Ruth Marden, Richard Davis, Judy Doore, Cornell Knight, Laurie Smith, Doug Harris, Gerry Kempen, Tim King, Joan Kiszely, Nancy Sargent

Absent: Dana Lee, Tom Hall

Opening Exercise with Gerry Kempen: Gerry had everyone participate in a diversity exercise.

Mark Green reviewed the MTCMA Goals:

Association Vitality

Name Recognition and Respect

A Resource for Members

Networking & Building Relationships

Board reviewed Achievements from the last year:

MTCMA Successes of 2002-2003

Gerry's ICMA Award

Administrative Guide

Financial Report/Budget

Professional Development/Added training

Administrative Help/Timeline

Increased Membership

No Ethics Violations

Solid Financial Condition

Possibly better regionally

Increased Committee Activity

Listserv

Brainstorming on Topics/Issues for discussion

1. Website/Web Pages – what to do in the future – how to make it more valuable/improvements
 - a. Feel the website (going through the MMA website) is not user friendly.
Information Management – gathering info and putting them in a database in order to call upon it at a future date.
 - b. MMA Website – integrate
 - c. Possible Legislative Committee
Future of Range Rider Group
 - d. Folding the Institute Committee in to the Professional Development Committee
 - e. Issue of Legal Assistance of some form for municipal managers/Attorneys on retainer
 - f. Education on contract language
 - g. Membership support either through a committee – or as a duty through the membership committee.
 - h. Expand um student scholarship
 - i. Review/revise goals in plan
Organizational structure of MTCMA
Administrative Assistant role
 - j. Review UM/USM ties
How do we support people entering the management profession/students

Gerry asked what of the above topics are most important

Consensus of Board:

- b. MMA Website – integrate
- i. Review/revise goals in plan
Organizational structure of MTCMA
Administrative Assistant role
- j. Review UM/USM ties
How do we support people entering the management profession/students
- h. Expand um student scholarship
- c. Possible Legislative Committee
Future of Range Rider Group

Board thought that some of these topics could be tied together.

1. Website/MMA website/ Information Management/UM Student scholarship
Conclusion: Mark will ask Jim Bennett to get a proposal on the website development/management.

2. MTCMA Organizational structure/Legislative Committee/Range Rider/ Membership Committee to include member support.

It was the consensus that given the fact the MMA LPC brings current legislation to light and if there were a certain piece of legislation that came up that would directly affect the management profession, it could be dealt with at that time. There does not seem to be the need for a standing Legislative Committee. The concern was raised that if other affiliate groups take a position on a matter that may be adverse to the MMA LPC, then the MTCMA would at least like to be apprised of what position these groups are taking. This would enable MTCMA to see if the Affiliate Groups are taking an adverse position to that of what a certain city or town's position may be. The possibility of a letter from the MTCMA President to the Affiliate Group presidents explaining what their position is and keeping MTCMA apprised of legislative positions. Possibly start with Geoff Herman to discuss if this has been or may become a problem.

Conclusion: Have Geoff Herman come to an MTCMA meeting and explain what may or may not be issues on these matters. Possibly find a time at Institute for Geoff to discuss this with the Board.

Professional Development Committee Combine with Institute Committee: Discussion on having the Chair of the Institute committee be a member of the Professional Development Committee as well. Possibly combine the two committees and have a subcommittee in charge of Institute. The Chair of the subcommittee would be on the Professional Development Committee, but the entire subcommittee will not be a part of the Professional Development Committee.

Conclusion: Institute Committee will be a subcommittee of the Professional Development Committee and there will be co-chairs of the Professional Development Committee. One co-chair takes on the mini trainings and Interchange and the other co-chair is responsible for the Institute. Try informally for one year and if it works, look in to a by-law change the following year.

Range Rider Committee: Doug Harris noted that upon checking with ICMA, the Range Riders need to be appointed by ICMA and the chair of the Range Rider committee. It is an annual appointment. There should be \$500 – \$4000 appointed to this committee per year. They are not allowed to serve as interim managers or consultants in their Range Rider area. Their role is to assist and advise managers in trouble, welcome and provide orientation to new managers, and serve as spokespersons for organization. It is important to provide recognition for Range Riders i.e. given letterhead, business cards, attend institute at no charge. Organization needs to decide what direction they want to go

with this program. Mark feels it has value if there are people who are interested and capable of serving.

Possibly have MTCMA's range rider program be a member support program that is made up of active members and retired members. It was noted that the listserv is taking over on some of the networking. Some managers in trouble would reach out to a manager they know, are familiar with and trust. Skip Day has expresses interest in serving on the Range Rider Committee. It was thought that it may be a good idea to put Skip Day on the Membership Committee as he is anxious to be a part of the organization.

Conclusion: Joan & Nancy are charged with changing the membership part of the by-laws that will allow a retired member to serve on a committee. (Want to change the definition of members so a retired member can serve on a committee). Long term – ask Range Rider committee to review the program, see what should be updated and make a recommendation back to the Board.

3. Membership support/ Legal Assistance/ Membership Committee

Conclusion for Contract Review: Give an attorney about four or five managers' contracts, have an attorney review and then go over the contracts during a training to go over what should be in, what should not, and the inner workings of the contract and come up with a model contract. Have the training in the winter. The Professional Development Committee will schedule the training and come up with a qualified attorney for the contract review and training.

Attorney Services: Dick Davis distributed his report and list of available attorneys who would be willing to give reduced rates for attorney assistance. Tim thought that if an individual manager has had any experience with any one of the attorneys on the list, they would be available for someone to contact to get that manager's opinion/recommendation on that particular attorney. Nathan suggested that rather than put a name next to a particular attorney's name, that they go through the listserv for any recommendation. Gerry suggested that you put language to the effect that these attorneys have had dealings with these attorneys. It was noted that Warren Silver be added to the list and David Lorie be taken off the list. There should be a disclaimer on the list noting that these are just attorneys who have agreed to provide services and are not endorsed by MTCMA or make opinions on their competency. MTCMA will have the MMA legal staff help come up with the language for the disclaimer. The list will be mailed to the MTCMA membership and MMA Legal Department will come up with the disclaimer language.

4. Expand UM student scholarship/review UM/USM ties

- a. support students

5. Review and Revise goals.

Mark noted that he would like to give the website to Jim Bennett to get up and running and maintain. Mark's reasoning is that Jim is in the field and is aware of what would be needed and what links would be advantageous. It was noted that there should be a link to the MTCMA site on the MMA site should MTCMA choose to go elsewhere with the

website. Mark feels that if the website is assigned to Jim Bennett, he has the passion for it and will make sure the work gets done and the site is updated. It was suggested that Jim Bennett get a proposal of what it would cost and what it would entail to bring up and maintain the website. Create a management system of how the site will be used, how it will be updated, what policies should be put on, and what information should be tabulated that goes through the listserv. It was noted that it would be good to have an archive to store information that has already been inquired about on the listserv.

**MTCMA RETREAT
DAY TWO
YORK HARBOR INN, YORK HARBOR, MAINE
MAY 30, 2003**

Present: Gerry Kempen, Mark Green, Nathan Poore, Ruth Marden, Dick Davis, Tim King, Judy Doore, Cornell Knight, Laurie Smith, Doug Harris, Nancy Sargent, Joan Kiszely

Mark Green started the conversation with #2 – Organizational structure and terms.

Discussion took place on whether the term of the Presidency should be extended for two years as one year just does not give enough time for any continuity for the position. A two-year term may discourage other individuals from wanting to be a part of the Board. Discussed meeting before October in order to get committee appointments confirmed and the Board can get into action before October. Have the committees in place prior to Institute in August so that they would be active by the October meeting. The Possibility of having the chairs of the committees serve two years was brought up. Tim suggested having two Board members serve on a committee.

Discussion on how to accomplish getting things running sooner. Before Institute, have the President contact the chair people and advise them that they need to choose their committees so they can be announced at the Institute. This would need to be finalized by the end of July.

Laurie mentioned a nomination process whereby someone completes a small application form which would list their interests, what committee they would want to serve, and what they could bring to that particular committee.

Starting up: The President would meet with the Nominating Committee and have the committee structure set up by the end of July. Goal is to have the committees set up by the end of August for Institute. Committee Chairs should have some members in place and can recruit more at Institute. The first meeting of the committees should be at Institute. The meetings will take place directly after the business meeting on Wednesday.

Change #1 – Change committee chair appointments for two years.

Change #2 – Have two existing board members serve on a committee.

Executive Director: Not something that the organization needs to discuss at the time.

4. The idea was posed that the Professional Dev Committee try to have some sort of liaison with the University. The Professional Development Committee will make an invitation to someone from the University to come to a Board meeting. Discuss with University representative the idea of sending an e-mail to the Board as to what students

are interning and where in order to make the Board aware of what students are enrolled in Public Management programs. Ask Scholarship Committee to contact USM/UMO to set up a formal process whereby the Board is notified on what students are graduating and/of interning. Tim thought that it may be more logical for the Professional Development Committee to handle that. Have USM/UMO come up with a program for Interchange in February.

Conclusion: The Professional Development Committee will contact the Muskie School/UMO and send a letter asking for assistance/involvement with MTCMA. Have a representative from each respective school attend Professional Development Committee meetings and make them a member of MTCMA. The MTCMA would like more communication with the Internship program to be aware of those students who may be willing to contribute to MTCMA.

Possibly have a student membership in MTCMA which would enable the student to be placed on the listserv and have them become integrated into MTCMA networking.

Scholarship: Does MTCMA want to expand the scholarship program? It was noted that that the Muskie School is not involved because it is a Grad program and UMO is an undergrad program. The Scholarship Committee is charged with reviewing how the scholarships are awarded and whether or not to include the Muskie School in options for scholarships. The Board prefers to give this task to one person to take charge of rather than divide it up over three committees. That one person would be in contact with the Membership & Professional Development Committees. Scholarship chair should pull this item together and meet with the two other chairs for continuity.

Scholarship – Nathan noted possibly putting a line on the dues form for an optional donation to the scholarship fund. Add task to scholarship committee to come up with ways to raise additional monies for the scholarships. It was thought to propose the check-off on the dues form for one year and have the Scholarship Committee review it and see how well it has worked over that one-year period.