

MTCMA Retreat – May 31, 2002
YMCA Camp, Winthrop

Present: Tim King; Mark Green; Cornell Knight; Ruth Marden; Larry Post; Dana Lee; Nathan Poore; Michael Starn; Gerry Kempen; Doug Harris; Nancy Sargent; Joan Kiszely

Mark Green opened meeting with the topic of the need for an Executive Director.

The Executive Director Committee was supposed to meet with Bob Schwartz, Executive Director of the Maine Chiefs of Police but the meeting fell through.

They estimated the cost of an Executive Director would be \$12,000.00 plus expenses for a total of \$15,000.00.

Mark noted that MTCMA is pleased with the way MMA handles the day-to-day detailed administrative work. The concern is that things are not being done beyond MMA's charge; there is no follow-up on ideas that have been assigned. What if MTCMA hired someone part-time, with very limited responsibilities, for a specific period of time to see if it is successful. It would be approximately 10 hours a month and the Board could assign specific tasks. The Executive Director would come to the Board meetings. He or she should be someone who has been a manager in the past. Some examples were John Bibber or Oz Bonsey.

Tim King asked what the role of the President is in making sure that the committee chairs get their tasks done.

Dana Lee noted that if a person is charged with doing a task, then do it. He does not think that he wants to hire someone to professionally "baby-sit". He thought that if the possibility were there to pay MMA a little more money, they could take on the increased responsibility of following-up on specific tasks. If an Executive Director is hired for 10 hours a week, then they should solicit articles for the newsletter as well as write them.

Joan Kiszely made the suggestion of updating and implementing the MTCMA Administrative Guide.

Ruth Marden suggested appointing an ad hoc committee to go over the admin guide and update, reappoint, etc.

Tim King wants to hear from committee chairmen. Do they not have the time to get the work done. Dana Lee contacts 10 to 12 people each month for the newsletter. He follows-up and some just don't get the articles to him.

Dana Lee suggested that it be specifically defined what the Board wants done that can't get done and then identify how to meet the needs. If the group begins with what are unmet needs, they can go from there. He identified the core activities of the Association,

which are the newsletter, Institute, Interchange, Training (MTCMA sponsored and co-sponsored with other groups).

Doug Harris asked what are the needs as compared to what are the wants?

Mark Green reviewed the first priority under each goal and noted whether or not the priority was met. Out of four top priorities, only one has been met.

Tim King suggested that maybe the President and Vice-President ought to be the ones making sure things get done and following up so that there is not just one person responsible for getting things done.

Gerry Kempen asked about the idea of hiring an administrative assistant to do the detail work and making sure the items get done.

Nathan Poore suggested that it may be a good idea to go back to the admin guide and clean it up. This will identify what areas are lacking. After that is completed, look at those issues that need work and determine exactly what you need a person to do.

Tim wondered if it might be wise to find some incentive to get people to contribute articles for the newsletter, i.e. reduction in dues; reduction in institute fee.

Mark Green directed the meeting to try to better identify the needs of the Association and offer some solutions

Evolution:

1. Town Meeting/Selectmen
2. Town Meeting/Selectmen/A.A.
3. Town Meeting/Selectman/Town Manager

What are problems:

1. Don't know exactly what is supposed to be done – (chairs of committees).
2. Commitment to organization (whether it is members who are not members of the Executive Board who need to contribute toward articles in newsletter or helping with committee work)
3. Continuity
4. Information exchange is lacking
5. Setting up training
6. Not knowing the needs of the members
7. Web Page has very little meaning
8. What is expected of committee chairs
9. Follow through
10. Lack of centralized tracking
11. Job comes first (Time)
12. Committee members do not follow through
13. Lack of broad base involvement
14. Too complex – keep it simple
15. Prioritize better
16. Range Riders
17. Fragmentation of membership
18. Lack of Focus

What are the Membership's Basic Needs:

1. We don't want to be isolated
2. Professional Development
3. Camaraderie
4. Maintaining strong values and wisdom
5. Older passing on to the younger (mentoring)
6. Ethics Awareness
7. Relationships
8. Recognition
9. Information Resource
10. Clear Communication
11. Creating Solutions
12. Certification

Dana's suggestion: Put everyone on the list serv and have him or her unsubscribe if they do not want to receive the e-mail.

Problems that Board thought largest priority:

- a. Lack of Broad Base Involvement
- b. Continuity

Needs that Board thought largest priority

- a. Professional Development
- b. Information Resources
- c. Camaraderie

Ways to change the organization to meet the needs

1. Two year presidency
2. Clear Admin/Responsibility Guide
3. Ask MMA to sign up all managers with e-mail addresses and have them unsubscribe if they no longer want to receive e-mail
4. More frequent meetings
5. Strengthen regional associations
6. Create stronger ties with UMO, USM, & MMA
7. List of Managers with particular expertise/skills (List one item that you would be willing to have another manager contact you on)
8. What if selection of officers was different
9. Actual assignment of responsibilities
10. Include a position of a retired manager on the Board
11. Reduce the number of committees. (Keep it simple)
12. Part-time professional management
13. Meet more often

(Board was asked to choose three most pressing items)

Choices:

1. Fewer Committees/Simpler
(more power for committee)
2. Strengthen Regional Associations
3. Clearer Responsibilities (combination of 2 and 9 – Admin Guide/Assignment
of Responsibilities)
4. Include a retired manager/seek professional assistance from USM/UMO/MMA

(#3 should be done automatically – Ruth Marden volunteered to work on the Admin Guide with Joan Kiszely. E-mail addresses should be put on the listserv and managers can unsubscribe if they do not wish to receive e-mail.)

Action items per choice:

Board felt #1 and #4 were most important (#3 should be automatic)

Choice #1. Fewer Committees

Existing: Professional Development
Public Information (now Communication)
Institute
Awards
Membership
Range Rider
Finance
Nominating
Ethics
Education
Web

Combine:

Professional Development Committee will be the combination of Professional Development/Institute/Education: Larry Post will write the new charge for this committee.

Communications Committee will be the combination of Communications/Web: Dana Lee will write the new charge for this committee

Member Services Committee will be the combination of the Membership and Range Rider: Tim King will write the new description of this committee.

Leave Ethics as a stand-alone committee.

Leave Awards Committee as a stand-alone committee.

Finance Committee will now be delegated to staff. The Second Vice-President is Treasurer. Gerry Kempen will write the new administrative policy for the Treasurer.

Nominating – Ad Hoc

(JK will e-mail descriptions to the chair people who are writing the new charges for the new committees). It was decided that this new change will not be in the annual report.

The Board will meet on the Thursday morning breakfast at Institute (August 29th) to review the new changes and how to proceed with them.

Choice #4. Include a retired manager/seek professional assistance from USM/UMO/MMA.

University Position - most likely will be a non-voting member.

Retired / Former Manager Position on board in order to get some assistance i.e. make phone calls. This person would be a voting member. Nominating Committee should review some names and decide who they may want to call and ask if interested. Some of the name mentioned: Oz Bonsey; Larry Cilley; John Bibber; Richard Robinson; Jack Webb; Duncan Beaton;

MMA Member Position – Not necessary to have a member on the Board.

Consensus is that it would be good to have two university positions (one from USM/one from UMO). Board will invite them to the Board meeting in October at the Convention and will pay their mileage. Cornell will contact someone from Orono and Mark will contact someone from USM.