

MTCMA 2005 Executive Board Retreat
Day 2
Lucerne Inn, Dedham, ME
June 10, 2005

Attendance: Ruth Marden, Nathan Poore, Nat Tupper, Richard Davis, Steve Dyer, John Anderson, Stu Marckoon, Dana Lee, Joan Kiszely.

Nathan Poore called the meeting to order at 9:00am.

Goals Development:

There was brief discussion on:

- ✓ Resource book
- ✓ Continue on development of Resource Directory
- ✓ Graphs on event participation
- ✓ MMA Convention-develop work product
- ✓ Membership/Evaluation
- ✓ Evaluation Door Prize-4 LL Bean \$100 gift certificates
- ✓ Revised evaluation form
- ✓ Have Fun

Major Goal:

1. Evaluation Form-assigned to Richard Davis & Joan Kiszely
 - a. Reconstruct form
 - b. Increase evaluation participation (Raffle-\$100.00 LL Bean Gift Certificate-Margaret and Joan to coordinate)
 - c. Data/analysis
 - i. Participation goals
 - ii. Review content/comments-Professional Development Committee
2. Evaluation of Member Satisfaction
 - a. Dana Lee to develop survey for 2005 Institute
 - i. Raffle \$100.00 LL Bean Certificate
 - ii. Mail out survey with Institute Brochure
 1. set up folder for survey returns
 - b. Report results to membership
 - i. Executive Board-October 2005 meeting
3. Better MTCMA Programming at MMA Convention
 - a. MMA-Technology Town
 - b. Dana Lee-Finance Program (Financial & Investing-fund balance policies)
 - c. Personnel Development-MMA
 - d. Safety-RMS
4. Resource Area-Website-assigned to Stu Marckoon
 - a. Purchasing/Items-Service-Policy-RFPs
 - b. Financial & Investing-fund balance policies
 - c. Personnel Policies

- d. Ordinances
 - i. Animal
 - ii. Traffic/parking control
- e. Town Manager Contracts

{Add membership brochure to website}

5. Yearbook-MMA
 - a. Get someone to take digital pictures for yearbook.
6. Interchange
 - a. Millinocket-Joan to market area-Prof. Development Committee to work on program. March 2006
7. Certification
 - a. New form-Professional Development Committee to revise form.
 - b. 75 by Institute 2006
8. Ethics-Winter Session 2005-Ethics and Professional Development Committee to work on.
 - a. Tenant 7 Training
 - b. No Complaints
9. Website Sponsors-Ruth Marden and Stu to work on.
10. Encourage members to engage in public outreach about local government-Dana Lee
11. Range Rider/Life Members-John Anderson
 - a. Expanded roles
 - b. Lunch with Executive Board Meeting in December (Winter Training AM, meeting at 2:30pm)

*Ethics Workshop-December, 9-2:30, Augusta Civic Center, Managers only, lunch at 12:30.

Proposed Committees:

- Professional Development-Dana Lee
 - Institute-Nat Tupper
- Communications/Website-Stu Marckoon
- Nominating-John Anderson
- Membership-Richard Davis
- Ethics-Steve Dyer
- Range Rider-Terry York & John Anderson-Rosemary Kulow?
- Treasurer-Larry Cote
- Awards-Linda Pagels

Website-Stu wants to maintain the MTCMA website. Motion was made by John Anderson, seconded by Richard Davis, for Stu Marckoon to take over the maintenance of the MTCMA website. All Approved.

Adjournment: Stu Marckoon made a motion to adjourn day two of the retreat at 11:15am, seconded by Richard Davis. All Approved.