

WCMA EXECUTIVE BOARD MEETING

January 25, 2007
Waupun City Hall

Meeting Minutes

Present:

<u>Attendee</u>	<u>Organization</u>
Scott Gosse	Village of Pewaukee
Mike Davis, Vice President	City of Middleton
Mark Rohloff, Board Member	Town of Grand Chute
Lisa Kotter, Board Member	City of Clintonville
Gary Rogers, Past President	City of Waupun
Joe Murray, Board Member	Village of Greendale
Todd Schmidt, Board Member	City of Milton
Jeremy Smith, WAMCAM Rep.	Village of Sussex
Ed Henschel	WCMA Executive Director

Call to Order: President Scott Gosse called the meeting to order at 11:30 am.

Approval of Minutes: A motion was made by J. Murray and seconded by L. Kotter to approve the minutes of the December meeting as presented. The motion carried unanimously.

WAMCAM Report: Jeremy Smith, newly elected President of WAMCAM, represented WAMCAM on the Board. He reported that the development of the 2007 WAMCAM seminar series was being developed. It will include programs held in Madison in April, the Fox Cities in May, Eau Claire in September and Ozaukee/Washington Counties in October. He also reports a full afternoon of interesting programming at the March Conference in LaCrosse, which will include:

- Economic Impact Fiscal Analysis
- State Health Insurance Initiative
- Cable Franchising Updates

Salary Survey: The Executive Board has been discussing expanding the current salary survey to include a broader range of municipal positions as an added service to WCMA members. A survey of three questions was sent out to the membership through the PARC system. Only thirty (30) responses were received, with approximately half supporting a broader survey and half opposed. Some members of the Board doubted the membership would enter their salary date into the survey.

A motion was made by J. Murray to table the matter of expanding the salary survey at the present time. The motion was seconded by L. Kotter and passed unanimously.

Web Dues Payment and Conference Registration Proposal: Ed Henschel reported that he was currently collecting 2007 dues payments and March Conference registration payments. The process is going well. This with the cost of a web-based system, he recommended no change at the present time.

A motion was made M. Davis and seconded by M. Rohloff to table this matter at the present time. The motion passed unanimously.

In a related matter, Joe Murray suggested the Executive Director investigate the cost of providing a survey system for member municipalities to survey their residents on a periodic basis. It was suggest the survey contain some standard questions as well as the ability to ask several customized questions. A motion was made by L Kotter and seconded by J. Murray to investigate this matter with SVJ Designs to see if they can provide such a survey and if they are interested in submitting a cost proposal to develop a municipal survey system.

UW Green Bay Administrator Institute: Ed Henschel reported that UW Green Bay holds an annual Administrator Institute in July. This institute tends to be attended by those from smaller communities, many of whom were clerks or treasurers and have been also appointed as administrators. The Institute's director noted that last year several attendees expressed interest in WCMA to her. She suggested WCMA have a booth at the Institute as a means to further educate those attending about WCMA and encourage them to join.

The Board felt this would be an excellent out-reach opportunity. Lisa Kotter and Mark Rohloff volunteered to find volunteers to staff the booth. Ed Henschel stated that he would provide promotional materials to hand out.

Appointments: Scott Gosse recommended the appointment of Darrell Hofland, Grafton Administrator to serve as the Awards Committee Chairman to replace Todd Schmidt. A motion was made by M. Davis and seconded by J. Murray to approve Darrell Hofland as Awards Committee Chairman. The motion passed unanimously.

Strategic Planning: Mike Davis who agreed to chair this committee reported that he has not had a chance to have the committee meet and develop a strategic plan. However, the concepts of a plan were discussed. They included two overall goals:

- Civic Education in schools to make students more aware of how local government works and to increase awareness of city management as a profession
- Create a third seminar to expand educational opportunities for members, with the later being sponsored jointly by WCMA and private companies who work with municipalities.

It was decided that the Committee, which included M. Davis, L. Kotter and S. Gosse would meet on the Wednesday morning of the March Conference.

ICMA Report: Barb Blumenfield was not present at the meeting to give a report. In her absence, Joe Murray encouraged WCMA members to attend the ICMA Mid-West Regional meeting in Milwaukee in March. The Board discussed hosting a hospitality room at this meeting. The Executive Director was asked to investigate the cost of this.

Next Generation Task Force: Todd Schmidt volunteered to chair a Next Generation Task Force to help educate both youth and adults about local government and the management profession. It was recommended that the WACAM President also be on this task force. Mark Rohloff also volunteered to serve.

Financial Report: Ed Henschel presented an un-audited financial report for 2006 which showed total revenues of \$94,435.87 and total expenses of \$85,084.97. He noted that there were still a few encumbrances and adjustments that needed to be made to the 2006 financial report. An audited report will be presented to the Board as soon as it is available.

Other Business: Jeremy Smith suggested at the next meeting the Board review the definition of WCMA and WAMCAM dues to clarify confusion so that members are clear on eligibility and amount of dues.

With no other business to come before the Board, the meeting was adjourned at 1:25 pm.

Future Meeting Dates: Future meetings will be held in Waupun (unless otherwise noted) at 11:30 on:

- March 7, 2007 (in LaCrosse at the Winter Conf.)
- April 12, 2007 (note change in meeting date to accommodate members calendars)
- June 14, 2007 (in Wisconsin Dells at the Summer Conf.)

Respectfully Submitted,

Ed Henschel
Executive Director