

WCMA EXECUTIVE BOARD MEETING
January 31, 2008
Madison, Wisconsin

Meeting Minutes

Present:

<u>Attendee</u>	<u>Organization</u>
Mike Davis, President	City of Middleton
Lisa Kuss, Vice President	City of Clintonville
Chuck Whiting	St. Croix County
Mark Rohloff, Sec/Treasurer	Town of Grand Chute
Andy Pederson, Board Member	Village of Bayside
Becca Smith, WAMCAM President	City of Janesville
Pat Cannon	City of Sun Prairie
Todd Schmidt	City of Milton
Scott Gosse, Past President	Village of Pewaukee
Lee Szymborski	City of Mequon
Ed Henschel	WCMA Executive Director

Call to Order: President Mike Davis called the meeting to order at 11:30 AM.

Approval of Minutes: A motion was made by A. Pederson and seconded by P. Cannon to approve the minutes of the November meeting as presented. The motion carried unanimously.

WAMCAM Report: Becca Smith, President of WAMCAM, reported that WAMCAM will host three programs at the WCMA Winter Conference, which will include an update on legislative changes impacting police and fire commissions, green development and creating a performance management consortium. WAMCAM will also continue its professional development seminars throughout the State, with programs to be held in the Milwaukee area, Walworth County and Central Wisconsin. She asked members to provide her any topics of interest that they should consider including in their programs.

Wisconsin Range Rider Program: Richard Farrenkopf the Wisconsin Range Rider submitted an outline of the services he planned to offer to the Association (see copy attached). He will also attend the Winter Conference and make a brief presentation to the membership on the services he will offer. The Board suggested the Regional Coordinators include Dick in their meeting announcements and invite him to attend the regional meetings.

Appointments: President Davis recommended Susan Robertson, Fox Point to Chair the Ethics Committee. A motion was made by M. Rohloff and seconded by S. Gosse to approve the appointment. The motion passed unanimously.

Selection Process of ICMA Vice Presidents: Lee Szymborski asked the Board to consider a procedure for recommending Wisconsin members for endorsement to run for ICMA-VP positions from the Mid-west. After a lengthy discussion of the matter, it was agreed that President Davis would send out a PARC announcement asking for statements of interest by members. The responses are to be sent to Mike by not later than February 21st. The Board will have a telephone conference call on February 26th to discuss those interested and submit endorsements to the Mid-west State Association presidents by the March 1st deadline.

Performance Measurement Consortium: While ICMA is attempting to develop a performance consortium for smaller communities in Wisconsin, Craig Maher of UW-Oshkosh is also working on a performance measurement program. Mr. Maher has asked for WCMA's endorsement of his efforts. The Board members will attend the ICMA presentation at the Winter Conference and then consider Mr. Maher's request.

WCMA Strategic Plan: President Davis reported that he will be making a presentation to the Department of Public Instruction on civic education in February. He would like to develop a list of

administrators who currently make presentation to their area schools that could be used as a resource for DPI. DPI will then make a presentation at the March Conference on the same topic.

Next Generation Task Force: Todd Schmidt reported that many of the other States have developed strategies to educate, develop and train future municipal leaders. Several are following the lead of the programs being developed by ICMA. The committee is also planning to schedule a workshop of university professors from throughout the State to conduct a brainstorming session on the development of future public administrators. He and Mark Rohloff will give a brief presentation on the topic at the Winter Conference.

Executive Director's Report: The 2007 yearend financial report was presented which showed 2007 revenues of \$80,556, expenses of \$68,529 and assets of \$63,405, including \$5,619 held for WAMCAMP. A copy of the 2007 annual financial report will be posted on the WCMA Website. The report was accepted as presented.

Wisconsin Chapter of the American Planning Association: A letter from the Wisconsin Chapter from the American Planning Association was discussed which asked for a \$5,000 contribution to support the training of plan commissioners. The letter also asked for nominations for their awards program. The Board discussed these requests and felt that the League would be the more appropriate organization to support this effort.

2009 Winter Conference: Mr. Henschel reported that the 2009 Winter Conference is scheduled to be held at the Middleton Marriott, however the traditional dates of the first week of March is not available. He asked if the conference could be held the last week of February. The Board agreed that the last week of the month might actually be better for those who have meetings early in the month to accommodate.

Mr. Henschel also reported that he received a letter from Lambeau Field offering to host a future conference. He asked the Board if there was interest in this site. The Board asked that space and cost information be obtained and presented at a future meeting for consideration.

With no other business to come before the Board, the meeting was adjourned at 1:40 pm.

Future Meeting Dates:

- March 5, 2008 in Kimberly (at the Winter Conference).
- May 15, 2008 in Madison (at the Virchow, Krause office).
- June 14, 2008 at the Summer Conference

Respectfully Submitted,

Ed Henschel
Executive Director

WCMA RANGE RIDER PROGRAM 2008

Outline of Range Rider Activities and Responsibilities

Within two weeks of receipt of notice of appointment, make contact with a new manager, assistant, chief administrator in person or via telephone.

Contact members who are in transition within five days of learning of this development and as frequently thereafter as the situation indicates to assure the awareness of continued WCMA & WAMCAM support.

Provide confidential counseling to members on personal and professional issues when requested by the member.

Respond to a request for help from a member with a phone call or visit, preferably within 48 hours of receiving a request.

Offer support in a private manner directly to members who may be experiencing problems with their elected officials, staff or community groups.

Attend meetings of the WCMA Board of Directors, WCMA business meetings and other WCMA sponsored events as time permits.

Refrain from direct or indirect public criticism of any member.

Provide quarterly statements of expenses to the WCMA Executive Director chronological report of activities to the WCMA President and Board of Directors. As appropriate or requested contribute information for use in the WCMA Newsletter.

Encourage participation by members in WCMA, ICMA & WAMCAM.

Provide support for the Council-Manager Plan when requested.

Keep informed about current affairs.

02/04/2008
Richard Farrenkopf