

WCMA EXECUTIVE BOARD MEETING
August 24, 2008
, Wisconsin

Meeting Minutes

Present:

<u>Attendee</u>	<u>Organization</u>
Lisa Kuss, President	
Todd Schmidt (via telephone)	City of Milton
Linda Kutchenriter	Village of Omro
Chuck Whiting	St. Croix County
Mark Rohloff, Sec/Treasurer	City of Oshkosh
Andy Pederson, Board Member	Village of Bayside
Becca Smith, WAMCAM Pres. (via telephone)	City of Janesville
Pat Cannon	City of Sun Prairie
Russ Van Gompel (via telephone)	City of Brown Deer
Ed Henschel	WCMA Executive Director

Call to Order: President Lisa Kuss called the meeting to order at 12:00 PM

Approval of Minutes: The minutes of the June Executive Board meeting were reviewed. A motion was made by P. Cannon and seconded by C. Whiting to approve the minutes. The motion carried unanimously.

WAMCAM Report: Becca Smith, President of WAMCAM, reported that the Assistants Association conducted several successful seminars during the year.

Conference Sponsor Fees Ed Henschel reported that two sponsors of the Summer Conference expressed the feeling the new Conference Sponsor fee was quite high. Sponsorship fees were raised this year from \$300 to \$500 for member and from \$350 to \$550 for non-members for 2008. Sponsorships also include one registration which is a \$200 value. A 2007 summary of fees charged by other municipal associations was reviewed. After a discussion of the matter, it was decided to leave the fee at the 2008 level.

Recognition of Retirements L Kuss suggested that WCMA officially recognize retiring administrators. E Henschel noted that he seldom is made aware of a retirement until well after the event.

It was decided to include retirements in the Newsletter that the association is made aware of.

Executive Director Contract: L Kuss asked E Henschel for an update new arrangement for the WCMA Executive Director Contract. Ed stated that electronic files have been transferred from Virchow Krause to his personal computer. He has been trying to respond to emails and phone calls with 24 hours. The work requires approximately 1 hour each evening, 3-2 hours on weekends and 5-6 hours one day per week to keep up with the workload. So far, all indications are that services provided to members have been very transparent when compared to the V/K contract.

ICMA Conference Planning Committee Russ Van Gompel and Todd Schmidt are the WCMA representatives on the 2009 ICMA Conference Planning Committee. Their costs to attend planning meetings are paid for by WCMA.

Chris Swartz is an at-large representative on the Committee, appointed by ICMA. The Village of Shorewood has agreed to pay one-half of his cost to attend planning meetings. He requested a good-faith contribution for \$100 from WCMA toward this expense.

It was noted that Russ, Todd and Chris all have active roles in the 2011 ICMA Conference in Milwaukee

A motion was made by M. Rohloff and seconded by T. Schmidt to approve the request for a \$100 contribution for C. Swartz to attend the ICMA Conference Planning Committee meeting.

The motion passed unanimously.

Committee Appointments: President Kuss recommended Maureen Murphy (Slinger) to be appointed to the WCMA Conference Program Committee to replace Del Beaver who is retiring.

A motion was made by P. Cannon and seconded by C. Whiting to approve the recommendation. The motion passed unanimously.

Next Generation Task Force: T. Schmidt reported that Mike Davis is still working with the State Department of Instruction on creating a program to link administrators with teachers to strengthen civic education in public schools.

He also reported that he will be meeting with representatives from the UW Political Science Department in October to discuss the future of an MPA program there.

WCMA Financial Report: E Henschel presented the year-to-date financial report through August 19 2008. It showed total revenues of \$95,353.91 and total expense of \$70,976.21. In addition, \$77,142.49 is invested in Certificates of Deposit.

The financial report also showed Summer Conference Registration revenue of \$18,433 and sponsorships of \$3,900 for total revenues of \$22,330. Conference expenses totaled \$12,507.49 for a net profit of \$9825.51.

A motion was made by M. Rohloff and seconded by L Kutchenriter to accept the financial report.

The motion carried unanimously.

Internship Awards: A report was received from C. Swartz, Internship Grant Award Committee Chairman stating that grant applications had been received from Bayside, Rib Mountain, Sun Prairie, Howard and Whitewater. The Committee selected Bayside, Rib Mountain, and Sun Prairie to receive 2009 Internship grants.

These grants are funded by WCMA, Ehlers & Associates, Springsted, CVMIC and Ed and Sherry Henschel.

2011 ICMA Conference: R. Van Gompel reported that he met with Heidi Green who is a professional fund raiser to negotiate a fund raising contract to raise approximately \$175,000 - \$200,000 for the 2011 ICMA Conference. The contract proposal was to pay MS Green \$1,000/mo, plus an additional \$3,000 when \$100,000 is raised and \$3,000 when \$200,000 is raised. The contract is for two years, with the fund raising to be completed in 2010.

In discussing this matter, the Board suggested creating target dates for reaching fund milestones and that a formal contract be drafted to be discussed at the next Board Meeting.

Concerns of the Profession: T. Schmidt reported that the Milwaukee Journal recently published an editorial criticizing elected officials for having themselves appointed to an Administrator position when their administrator is fired, retires, or takes another job. This situation has occurred on several occasions in the last 2-3 years.

He suggested placing this matter on the next meeting agenda to discuss whether or not WCMA should pursue legislation which would prohibit elected officials from being appointed to administrative positions in their community until 1-2 years after they have left public office.

Todd stated that he will also discuss this matter with ICMA to see if other states have addressed this issue.

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

Future Meeting Dates:

October 16, 2008

January 15, 2009

February 25, 1009 (at the Winter Conference)

April 18, 2009

June 11, 2009 (at the Summer Conference)

Respectfully Submitted

Ed Henschel Executive Director

With no other business to come before the Board, the meeting was adjourned at 8:35 am.

Respectfully Submitted,

Ed Henschel
Executive Director