

Wisconsin Association of Municipal and County Assistant Managers

Meeting Notes April 26, 2001 Village of Brown Deer Village Hall 12:00 PM – 2:00 PM

Present:

Larry Bierke, City of West Allis
Patrick Boyle, Village of Whitefish Bay
Leeann Butschlick, Village of Shorewood
Peter Coffaro, City of Wauwatosa
Rebecca Finn, Village of Elm Grove
Dennis Hatch, UWM Public Administration Department
Jeanne Kolter, City of Milwaukee
Jeff Landin, Waukesha County
Tamara (Tammy) Mayzik, City of South Milwaukee
Constance (Connie) McHugh, Village of Fox Point
Tina Salzman, City of Manitowoc
Todd Schmidt, Village of Brown Deer
Scot Simpson, City of Janesville

I. **Welcome & Introductions**

II. **Guest Speaker - Dennis Hatch, UWM Public Administration Department**

Todd Schmidt gave an excellent overview of some research that he conducted on how other Assistant Associations cooperate with Universities. The Management Assistant Associations in Illinois, Northern California, Southern California, and South Texas, all have cooperative arrangements with Universities to assist in organizational development, web sites and list serves, speakers and other resources. Please see the attached document with Todd's research. With that, Todd introduced Dennis Hatch of UWM.

Mr. Hatch was very pleased to be here and explained how UWM could assist WAMCAM with its development. The UWM MPA program is the only accredited MPA Program in the State of Wisconsin. They have excellent new students and demand for MPA interns is high. There are more openings for internships than there are students to fill the positions.

The administrators and leaders at UWM encourage collaboration and that is why Mr. Hatch feels that there are many ways that UWM can help WAMCAM. UWM would be happy to help host meetings at the Hefter

Center, which is an excellent location for meetings. Speakers could be arranged to discuss any number of issues from senior housing to transportation. Furthermore, Mr. Hatch understands our interest in having a web site and a list serve. The web site and list serve issue will need more research to find out what is involved and costs but it probably will not be too much of a problem.

Mr. Hatch also gave an update on activities of the Milwaukee Area Society of Public Administration (MASPA). Mr. Hatch has served as president of MASPA and is still very involved. MASPA is having a number of regular events that feature speakers on local issues and also social events for networking opportunities. The next event is on Saturday, June 16th, when members are going to a Brewer's Game that evening. Everyone is welcome to attend and should call the local MASPA phone number. Mr. Hatch encouraged everyone to join MASPA. For more information, call the MASPSA office at 229-6810.

We extended our gratitude to Mr. Hatch for coming to the meeting. Todd Schmidt summarized by saying that it would be difficult to grow without a connection to a university. It may be too soon to say exactly how we would work together, but for now we can collaborate on such things as co-advertising of events.

III. Old Business

A. WAMCAM Mission Statement & Goals

There were some minor changes to the mission statement and goals based on the discussion from the March 20th meeting. We reviewed the changes and approved the mission statement and goals. Please see the attached mission and goal statement.

B. WAMCAM By-Laws

A By-Laws Committee, composed of Todd Schmidt, Rebecca Finn, and Jeff Landin, proposed a set of by-laws for adoption. The committee borrowed heavily from the by-laws of the Illinois Association of Management Assistants. There was significant discussion about the different membership categories. Most of the discussion centered on voting rights for interns and whether they should have voting rights. The proposed by-laws state that interns would be eligible for a student membership. Such members are entitled to all rights and privileges of the Association except the right to vote or hold elective office. Concerns were expressed that interns might feel excluded from WAMCAM. Others felt that this type of membership for interns where they are not eligible for the board or to vote is appropriate and quite common among state and

national associations such as WCMA, and ICMA. There was also discussion about whether there should be a student intern representative on the Board. This too created lively discussion about how much an intern is vested in WAMCAM given that they are students and may or may not be involved in the Association for longer than nine months or for the duration of the internship.

There was also a comment about the fact that the proposed by-laws require the Board of Directors to meet monthly to conduct Association business. Perhaps that should be reworded to say quarterly.

C. Letter of Affiliation (WCMA, WCA, ICMA, others?)

There was some discussion about potential WAMCAM affiliations. At this point, WCMA and ICMA are good places to start. It was mentioned and discussed that WCA does a great deal of lobbying and that may mean that we should be careful before affiliating ourselves with them. No decisions were made at this point.

D. Membership Promotion Efforts

Because of time constraints, we did not discuss membership promotion efforts.

1. Statewide
2. Municipal and County
3. Professional Interns
4. Universities

E. Brown Bag Luncheon Program

Because of time constraints, we did not discuss the Brown Bag Luncheon Program.

G. WCMA & WAMCAM Joint Web site Considerations

Todd Schmidt explained that WCMA is currently requesting proposals for an organization to serve as the secretariat to assist with mailings, newsletters, coordinating conferences, and hosting, developing, and maintaining a web site. Todd is very much hoping that this secretariat would also be willing to provide the server for the WAMCAM web site. He will keep in touch with WCMA as this develops.

H. Technology Watch (Internet resources, etc.)

Scot Simpson from Janesville mentioned that setting up a chat room through Yahoo Club may not be that difficult to start. That could be an

arrangement until we have a full-fledged list serve. Todd Schmidt asked Scot Simpson to explore what costs and work is involved in setting up that chat room.

Good sites for Information:

Government Technology magazine covering IT in government plus other resources (mainly in the U.S.) (<http://www.govtech.net/>)

Also, check out the International Personnel Management Association for excellent information on human resource and personnel issues; (<http://www.ipma-hr.org>)

IV. New Business

A. WAMCAM Officers

If we adopt the by-laws at the next meeting, we will have to nominate officers for the July election of Officers for the Board. This will be discussed at the next meeting.

B. WAMCAM Committees

These are some of the suggestions for WAMCAM Committees. Public Relation Committee, Membership Services Committee, Career Professional Development Committee, Web site / Technology Committee. These will be discussed at the next meeting.

C. Project Updates and Info Requests (opportunity to share your recent and/or exciting projects, and request information or other resources from members)

Because of time constraints, we did not get to do any project updates.

V. Next Meeting

A. Possible Topics / Speakers

We will not have a guest speaker for the next meeting in order to complete WAMCAM organizational business.

B. Next Meeting Date & Location

Jeff Landin will host the next meeting which is scheduled for 12 noon, on Thursday, May 31st in Waukesha County. Directions will be forthcoming.