

Wisconsin Association of Municipal and County Assistant Managers
WAMCAM
Membership Meeting Minutes
December 14, 2001
Sheboygan, City Hall

Present: Jeff Landin, Ray Ellingen, Pete Coffaro, Todd Schmidt, Tina Salzman
Excused: Rebecca Finn

- I. Report of Board Officers
 - A. President– Todd reported that he met with WCMA Board and they expressed interest in working hand in hand with WAMCAM. WAMCAM President will attend WCMA Board meetings.
 - B. President Elect–nothing to report.
 - C. Treasurer–Congratulations to Ray who will be the new Village Administrator in East Troy, Walworth County, WI. (Patrick is his replacement in Whitefish Bay). President recommends that WCMA secretariat manage funds. Perhaps all checks issued could require double signature (Secretariat + WAMCAM treasurer) as a check and balance.
 - D. Secretary–Tina recommended sending a card to Rebecca Finn in support of her mother. Pete will take care of sending.
 - E. Director at Large–Updated membership list (21 paid members). Good response to mailing. Pete followed up mailing with phone calls. He is the designated closer. Several potential members expressed they are planning to send in dues.

- II Committees and Committee appointments
Jeff will draft amendment to change by-laws to have a calendar year fiscal year (Jan-Dec) and thereby postpone elections. Hold early elections for transition of office. Benefit=more for money in first year, otherwise dues are due. Offers stability for fledgling year. Will draft amendment for Jan. 11 meeting to vote on in Jan or March. Members will be notified of motion for discussion and possible action.

- III WAMCAM Events and future programs:
 - A. Programming and Professional Development–This committee needs to shift to high gear. Next Association meeting planned for Jan. 11, noon. Location TBA (Jeff Landin, investigating and will report to President). Recommended that this gathering be focused on networking with no official agenda other than a brief presentation by Dawn Vick, Coordinator of State/Federal Grants (i.e. 15-20mins including questions). Social. One year anniversary of WAMCAM. Todd will email members/non-members of 2-tier fee structure. Reduced rate for members. Non-members have the option to join on that date.

- B. WCMA spring seminar, Pioneer Inn, Oshkosh, March 6-8, 2002.
President proposed WAMCAM breakout sessions on the afternoon of March 6, followed by joint dinner with WCMA. March 7th, WAMCAM could participate in WCMA sessions followed by dinner at EAA museum. Members would have 3 options: attend only WAMCAM sessions, attend only WCMA sessions, or attend both. Ed is looking into hotel reservations. Hope to have joint registration. Ideas include
- < panel presentation of new administrators (Ray!) Including: interview process; first 3 months tricks and pitfalls; how to prepare for interview.
 - < Invite Steve Hintz, Exec. Searches for municipalities regarding applying for admin jobs.
 - < newsletters; media; PR; press conferences; educational sessions (Zeppos, major MKE PR firm)
- The hope is that the Program chair would work closely with WCMA Program Chair. Todd and Justin Marlowe will coordinate with Ed.
- ***Nametags of WAMCAM members could be set apart by color or sticker to alert managers and others of status.
- ***Pete will have WAMCAM brochures and applications available for this event.

VI **Next Membership meeting: Friday, January 11, 2002. Noon. TBA**

VII adjourned

Respectfully submitted
Tina Salzman, Secretary
12/27/01