

**Wisconsin Association of Municipal and County Assistant Managers**  
**WAMCAM**  
**Board Meeting Minutes**  
**April 19, 2002**  
**Brown Deer Village Hall**

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

- I. Report of Board Officers
  - a. President
    - i. By-laws update
    - ii. Is it too early to think about 2003 Officers? **Yes, membership voted for amendment to by-laws to change term of officers from Jan-Dec. Discuss nominees in September. President will appoint nomination committee in Sept. to solicit nominees.**
  - b. President-Elect
  - c. Treasurer
    - i. Appointment options. **Ray Ellingen moved on to City Admin of East Troy. President would like to appoint Scott Simpson, Janesville if he is willing to accept. According to by-laws, president fills vacancies. Unanimous approval of Simpson. \$735 collected in dues to date. 31 members + 14 who have indicated interest.**
  - d. Secretary
  - e. Director at Large
  - f. Student/Intern Rep. **Finn has almost completed school. Will begin job hunt. Perhaps will take her out of state.**
- II. Committees and Committee Appointments
  - a. Programming and Professional Development: **Schmidt will have luncheon meeting with Justin Marlowe re: programming thoughts and ideas. President would like to appoint Andy Peterson, Whitewater (had experience with Twin Cities Assistants Group)**
    - i. May Association meeting: **Milwaukee area (central location for majority of members); Don Kettl (better fit with meeting held in Sun Prairie); Dan Finley re: merging/consolidation, New MKE County Executive; Airport Admin—increased security and administration of it; Miller Park—5 county collaboration to accomplish, SE Wisconsin Baseball District Board. President will discuss options with Justin. Location? UWM (might attract students)? Finn will check room availability at UWM. President will follow up with Finn, coordinate lunch.**
    - ii. June Conference: breakout sessions, format, etc: **June conf 19-21 at Chula vista (sp?). Keep the ball rolling with momentum being built. Invite came from Henscl. Piggyback may make it easier to attract audience. Perhaps breakout when WCMA has session focused on managers. Pursue joint WCMA/WAMCAM board meeting. Breakout session ideas: Village Attorney of Menomonee Falls and/or CVMIC (may attract new WCMA managers) re: drafting ordinance/resolution; RFP's/bids; formulate budgets; legal documents; How do you know when you're ready to move up to Manager?; Marketing yourself to a municipality.**
    - iii. Other programming ideas (Rebecca/Justin): **Program Committee, summer social event i.e. Brewer Game, white water raft (Peshtigo River?)**
    - iv. Mentorship Luncheons: **brown bag mentor lunches. WCMA members signed up to participate. President and Justin will discuss. Finn happy**

- to organize after May 6.**
- b. Public Relations (Larry Bierke, Jeff Landin)
    - i. Newsletter—advertise successful conference, articles from members, new stuff, upcoming WCMA conference, member profile: **suggestion: success of March conference; President’s message with summary of March conference; April Little—recap “creating newsletter”; upcoming events (May meeting, June conference); Member profile: interview, bio (Tina); Intern update (Finn); job openings. Landin will send out email to solicit members interested in generating article. Landin will coordinate with Bierke re: printed and electronic versions of newsletter.**
    - ii. Appointment: **President would like to appoint Linda Kutcheriter, Ripon to this committee. Unanimous approval.**
  - III. Cooperative Efforts
    - a. WCMA / ICMA Involvement
      - i. Website: **interested intern?**
      - ii. Professional Development / Conference Involvement
      - iii. Membership Options (IAMMA / ILCMA Example) **WCMA / WAMCAM joint membership. WAMCAM—if dues paid to WCMA, automatically WAMCAM member. Would WAMCAM receive stipend for each paid member? Would those who only want to join WAMCAM be allowed to at reduced cost (i.e. \$25). WAMCAM still needs portion of dues for operation. Would significantly reduce duties of Treasurer and issue of where to locate funds due to rollover of assistants.**
      - iv. WCMA Secretariat Involvement
      - v. Financial Assistance
    - b. UWM
      - i. MASPA
      - ii. MPA Program / Student Organizations
    - c. Cooperation with our Midwest peers (IAMMA, Minnesota, etc): **IAMMA called Schmidt, want to cooperate with WAMCAM. Would allow us to attend their events at member cost. Reciprocal agreement. Would benefit far-flung members who could attend closest meeting location. Website with listserve, exchange ideas. Invite IAMMA president to next Board meeting to share how IAMAA grew. Midwest Regional Assistant’s Conference? I.e. Twin Cities, Illinois, Wisconsin.**
  - IV. Future Meetings
    - a. Next Board Meeting: **Joint at WCMA June conference**
    - b. Joint Meeting with WCMA Board? **At June conference**
  - V. Adjournment

**Next membership meeting: May 17 or May 20, location TBA, \$5 includes lunch.**

Respectfully submitted  
 Tina Salzman, Secretary  
 4/30/02