

**Wisconsin Association of Municipal and County Assistant Managers**  
**WAMCAM**  
**Board Meeting Minutes**  
**September 17, 2002**  
**City of Wauwatosa**

Present: Todd Schmidt, Pete Coffaro, Rebecca Finn, Jeff Landin, Scot Simpson, Tina Salzman, and Dennis Jordan and Ed Henschl of WCMA

- I. Report of Board Officers
  - a. President
    - i. attended WCMA Board meeting.
    - ii. Website is up and running
  - b. President-Elect
  - c. Treasurer
    - i. Approximately \$500 in coffers. Henschl will send out up to date financial.
  - d. Secretary
    - i. All meeting minutes are now on the web.
  - e. Director at Large
    - i. 38 members to date. Ed Henschl commented that in 1977 WCMA had 38 members. Currently WCMA has approximately 80 members.
  - f. Student/Intern Rep.
    - i. Finn is no longer student/intern. Landin made a motion, seconded by Salzman, unanimously approved to all Finn to finish out her term on the Board.
    - ii. There are currently 7 student members.
- II. Committees and Committee Appointments
  - a. Programming and Professional Development (Finn & Justin Marlowe)
    - i. October Association Meeting: October 15, 10:30-noon, State Capitol, BRING YOUR BOSS event. Meet with Rep. John LaFaye + tour.
    - ii. Spring conference planning:
      1. hold breakout sessions in conjunction with WCMA conference at Marriott West--Middleton. WAMCAM could begin at 10am~ish on Wednesday. Schedule portion with Managers in afternoon. Create programs of interest for students...but not only focused on students.
        - a. Transition from student life to workworld (basic skills)
        - b. Improve immediate work performance, i.e. web skills, documents, statutory officers, etc.
        - c. Transition from current role into Manager
        - d. Consultants: What is elected body looking for?
          - i. Panel with those who have just gone through hiring process
          - ii. statutory officers (clerk, city attorney)
          - iii. sessions on definition of profession.
          - iv. Simpson made the point that ads are written requiring 6 years experience, etc, which discourages fresher applicants from applying. Implies far more experience needed.
      2. What should WAMCAM/WCMA relationship be re: hotel conference room, meals, social events, etc? WCMA is self-supporting—members' conference fees cover costs. 2001, Oshkosh Pioneer did not charge WCMA for WAMCAM to use conference room. Perhaps

WCMA can again secure free room for WAMCAM's use on Wednesday.

- a. Finn will take the lead and work with Henschl on planning.
  3. Should WAMCAM host Wednesday evening event and invite Managers?
  - b. Public Relations (Larry Bierke, Jeff Landin)
    - i. Newsletter—articles due Oct. 14<sup>th</sup>/publication by email Oct. 18<sup>th</sup>. WCMA expressed that WAMCAM's newsletter has raised the bar.
  - c. Finance
    - i. Should non-members be charged to attend events? Only if there is a charge. WAMCAM members would be subsidized while non-members pay full price. Non-members who attend more than 2 events will be contacted by the membership committee.
  - d. Membership Promotion
    - i. Next Recruitment Process—will begin near the end of 2002 (Nov/Dec). How to recruit?
    - ii. Late Memberships and 2003 Renewals-- How should late dues be applied? Apply to current year only or apply to subsequent year as well? Director-at-Large's discretion.
  - e. Appointment of Nominating Committee-- Coffaro, who does not wish to be re-elected, will chair the nominating committee and solicit two (2) other members (who do not wish to be elected).
- III. Cooperative Efforts
- a. WCMA
    - i. Website ([www.wcma-wi/wamcam](http://www.wcma-wi/wamcam)): active and operating. Site is currently on "front page" Perhaps talent within WAMCAM can upkeep. Program is simple enough to learn. Northwoods content management is no longer an option...contact who thought it possible has left his position.
    - ii. Professional Development / Conference Involvement –Involvement on the Program Committee:
      1. How to coordinate with WCMA on Wednesday for Spring conference, 1<sup>st</sup> Wednesday of March, March 5, 6, 7? Program Committee will begin planning WAMCAM breakouts for WCMA conference.
      2. Program content not yet determined. ICMA university programming...essential knowledge needed to be a good manager.
      3. Henschl noted that managers were impressed in 2001 that WAMCAM organized ½day event, and appreciate content.
        - a. Will WCMA include WAMCAM as affiliate in bylaws ala the Illinois model?
    - iii. Membership Options (IAMMA / ILCMA Example) – Coordinating Membership Efforts / Dues Structure Options:
      1. WCMA membership dues are \$60. In 2003 it will be \$60 + 1.5% of salary. WAMCAM dues are \$25. Membership committees will discuss dues structure. Coffaro, Chair of membership committee, will connect with chair of WCMA membership committee. (Different fiscal years: WAMCAM Jan-Dec. WCMA fiscal June 1. Collect dues in March.)
        - a. Send an email to assistants reminding them to include WAMCAM dues in budget for 2003.
        - b. WCMA will encourage managers to support WAMCAM. WCMA is willing to help foster WAMCAM. Perhaps 2/3 of the WCMA Assoc. don't have assistants, but WAMCAM's energy has helped spark WCMA interest to train and guide those who are new to profession. WAMCAM is next generation of

municipal managers and WCMA is all about good government, therefore, WCMA and WAMCAM partnership is a natural fit. WCMA's duty is to help god people into the profession.

- b. UWM
    - i. MASP
    - ii. MPA Program / Student Organizations: If WCMA managers want interns, WAMCAM is willing to assist. Finn will help coordinate. Summer internships are key.
  - c. Cooperation with our Midwest Peers (IAMMA, Minnesota, etc): President has not yet connected with new IAMMA president.
- IV. Future Meetings
- a. **Next Board Meeting: Tuesday, November 19, 2002**
  - b. Joint Meeting w/WCMA Board...December 13—leadership development
  - c. Explore teleconference options...especially for Board meetings.

*Respectfully submitted*  
*Tina Salzman, Secretary*  
10/1/02