Municipal Management Association of New Hampshire

Executive Board Minutes

December 15th, 2023

The MMANH Executive Board met on December 15, 2023, via a zoom call. In attendance were President Naomi Bolton, Second Vice President Rick Sawyer Treasurer Matt Scruton, Member at Large Charlie Smith, Past President Todd Selig, Secretary Ken Robichaud, and Executive Director Walter Johnson.

Absent- First Vice President Joe Devine

President Naomi Bolton called the meeting to order at 11:33 am.

The minutes of the MMANH meeting from November 15th was moved to accept by Ken Robichaud and Charlie Smith seconded to approve the minutes as presented. The motion passed 6-0.

**Treasures Report**-Treasurer’s Report was provided by Matt Scruton. The 2023 Budget as of 12/11/23 has been expended to $50,500.97 from the budgeted amount of $76,350.00. Ken asked where the $5,000.00 amount was for supporting the NHMA dinner event, Walter explained that it is at the bottom of the budget under uncategorized expense. After some discussion about future sponsorships and the possibility of lowering expenses or raising revenues we need to watch the funding of some events as we continue to use fund balance contributions too readily. Rick motioned to accept the Treasurers Report seconded by Charlie, motion passed 6-0.

**New Members:** Brenda Pearl the Loudon Town Administrator requested membership, Walter discussed the process of new memberships, Rick motioned to accept, seconded by Ken, motion passed 6-0.

**Managers’ Report:** Walter Johnson presented his monthly report. There were no questions on the budget last month at the annual meeting. Questions came up about the MMANH Conference as well as the Bimonthly lunch and learn sessions times and dates. Walter discussed that he met with Ty Gagne of Primex and Margaret of NHMA on helping us create a manager 101 training that would help reinforce new professionals that are coming into the Public Managers Profession, a lecture series or other trainings that may help new managers especially if they have not been in the position prior to this and has no municipal experience.

**Joint Meeting with Maine Managers Association:** this came upas we received an invoice for the joint meeting at a cost of $6,746.66. There was much discussion on the cost associated with this meeting and that there should be an MOU with Maine on how we consider the costs. Possibly consider a per person cost for attendees instead of a split cost for the venue. Walter and Naomi will reach out to Maine to start a dialogue. There was good programming on relevant materials that were covered, all agreed on the topics that were offered.

**2024 Budget:** The budget was brought up for discussion, as this year’s budget will be $79,500.00. There was a discussion on the $5,000 contribution that we make to NHMA and the value it brings or does not bring and is it worth it. Matt brought up his concern as we continue to tap into our fund balance each year for different things. Ken motioned to accept the budget at $79,500, Rick seconded it, motion passed 6-0.

**Committee List:** The following is a list of responsibilities and assignments for each officer.

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| --- | --- |
| President | Executive Director Coordination |
| First Vice President: | ICMA/MMANH Conference Planning & Programs |
| Second Vice President: | Ethics, Monthly Meetings & December multi-state meeting |
| Treasurer: | Financial Reports/IRS filings |
| Secretary | Membership/Salary Survey |
| Member-At-Large | Annual Conference Sponsorships |
| Past President | Mentorship Coordination |

There was some discussion on ethics as it should be placed on member at large position and not the Second Vice President. The Board agreed that Charlie Smith will take ethics, Todd believes that we should bring it to the membership for their input to go further than we have already done.

Possibly at the June Membership.

**Upcoming Meetings:** The next meeting will be January 19th @ 11:30 via Zoom. Rick is looking to send out an email to the membership for what they are looking for in the monthly training. But the June dates for a conference, but it is around graduation time which may not work for some. Walter will work with Joe on this.

**Other:** The Fellowship Program Host Towns applications are up on the MMANH website.

The bylaw review is all set at this point for discussion.

The NH Library has asked the MMANH to sponsor their conference in Concord in June.

Shaun Mullholland has asked NHMA as well as MMANH to meet on some interest in starting a NH Women’s Leadership Institute in NH.

It was discussed several months ago on updating our website as it is not very user friendly. We currently do not pay for our website hosting which is probably the reason it is very cumbersome. Walter will look at something in the future.

Motion to adjourn by Matt, seconded by Ken, all in favor motion passed 6-0 at 12:57pm.