

Municipal Management Association of New Hampshire
(MMANH)
Executive Board
Meeting Minutes
February 15, 2019

A meeting of the MMANH Executive Board was convened at 11:30am at the New Hampshire Municipal Association Building in Concord, NH.

Present:

Julie Glover, President
Laura Buono, 1st Vice-President
Tom Aspell, 2nd Vice-President
Walter Johnson, Treasurer (arriving at 11:55am)
Scott Dunn, At-Large (Acting Secretary)
Elizabeth Fox, Past President

1. It was noted that the ICMA Coaching Agreement had been approved at the January meeting and subsequently signed/submitted by the President. Carlos Baia and Laura Buono will act as MMANH representatives to ICMA.
2. Following a discussion about long-term financial sustainability, T. Aspell made a motion to change the Fellowship cost sharing formula from a 1/3-1/3-1/3 split to 50-50 with half to come from MMANH and the other half to come from the recipient community; seconded by L. Buono and passed with all in favor; (5-0).
3. It was agreed to have all E-Board members prepare a written summary of the responsibilities undertaken in their prior position as an E-Board member for submittal to the President prior to the next meeting for compilation and future discussion.
4. L. Buono agreed to look into the feasibility of having the MMANH June Conference in the Town of Exeter.
5. It was noted that a representative from the U.S. Department of Health & Human Services would like to present information to MMANH members on opioid abuse, workforce housing and job opportunities. It was agreed this presentation may be appropriate for the June Conference.
6. Following a discussion about E-Board members making payments on behalf of MMANH, it was noted that issues have arisen over membership changes, use of personal credit cards and the need to comply with internal controls. J. Glover will speak with NHMA folks about our options and report back to the E-Board at the next meeting.
7. Following a brief discussion, T. Aspell made a motion to accept the Treasurer's Reports for December and January; seconded by L. Buono and passed with all in favor; (6-0).

8. T. Aspell made a motion to approve the E-Board minutes of January 4, 2019 as presented; seconded by J. Glover and passed with all in favor; (6-0).

9. There was a lengthy discussion about the processes used for approval of new members. It was agreed that all applications shall be reviewed by the President to determine if they are complete and accurate. Once the President has made a satisfactory determination, she shall submit the application to the E-Board members via email for an electronic poll in order to expedite the membership status. (If an application is incomplete or inaccurate, the President will contact the applicant directly to resolve that.) Upon a majority concurrence of the E-Board members, the member will be notified of acceptance by the President and added to the ListServe by the Secretary, (if applicable). A formal vote to ratify the electronic poll will be taken by the E-Board at the next regularly scheduled meeting.

It was also agreed that E. Fox will review the current application form and report back to the E-Board with her recommendations at the next meeting. No decisions were made on the process to be used for expunging membership when someone leaves their position after the 6 month grace period expires or what to do with members who are delinquent on their dues.

E. Fox made a motion to confirm the membership status of new applicants as follows:

Full Members:

Conner MacIver – Barrington Deputy Town Administrator
Derek Horne – Goffstown Town Administrator
Matt Henry – Henniker Town Administrator
Mark Shea – Gorham Town Manager
Charlotte Comeau – Alstead Office Administrator
Jeannie Forrester – Tilton Town Administrator
David Moore – Stratham Town Administrator

Associate Member:

Trish Stafford – Meredith Human Resources Director/Executive Assistant

Seconded by T. Aspell and passed with all in favor; (6-0).

10. Other Business

E. Fox reported that 1 application had been received for the ICMA Scholarship from Naomi Bolton of Weare and that she met all of the criteria. E. Fox then made a motion to award the ICMA Scholarship to Ms. Bolton; seconded by L. Buono and passed with all in favor; (6-0).

There was a brief discussion about the future of joint conferences between MMANH and the Maine Municipal Managers Association following the abandoned joint conference in

December of 2018. It was noted the Maine group is meeting in March and we should expect some feedback from them after that.

J. Glover noted she would be absent from the March meeting of the E-Board due to a planned vacation in South America where she will not have access to phone or email.

S. Dunn asked about his status as Acting Secretary. It was noted that Secretary Karen Anderson's absence was considered temporary for up to 6 months until she accepts another eligible position in New Hampshire, but the At-Large member shall serve as Acting Secretary until then.

At 12:15pm T. Aspell made a motion to adjourn the meeting, seconded by J. Glover and passed with all in favor; (6-0).

Respectfully submitted,



Scott J. Dunn, Acting Secretary

Approved by majority vote of the E-Board at a meeting held on the 15th day of MARCH, 2019.