Municipal Management Association of New Hampshire

Executive Board Minutes

May 19th, 2023

The MMANH Executive Board met on May 19th, 2023, via Zoom. In attendance were President Todd Selig, First Vice President Naomi Bolton, Treasurer Matt Scruton Member, at Large Rick Sawyer, Past President Scott Dunn, and Executive Director Walter Johnson.

Excused- Second Vice President Joe Devine and Secretary Ken Robichard

Others present included, Tim Fournier and Ashley Methot from NHMA,

President Todd Selig call the meeting to order at 11:33 am.

The minutes of the MMANH meeting from April 21st, 2023. Rick Sawyer requested his statement regarding the ICMA Regional Conference be removed from page 1 of the minutes. A motion was made by Rick S. moved and Naomi B. seconded to approve the minutes as amended. The motion passed 5-0.

**Treasures Report**-Treasurer’s Report was provided by Matt Scruton. The Association checking account and the Revenue Account total $100,254.57. Matt reported on his investigation into the opportunities to earn a higher interest rate on the Associations funds and he is recommending the bulk of the funds be moved to NHPDIP and closing the Revenue Account at Citizens Bank. Funds for operations will remain in the existing checking account. There are no fees to transfer funds to and from the PDIP account. Todd motioned and Rick seconded to accept the recommendation of the Treasurer and transfer the majority of the funds in the Citizens Bank Revenue Account to the NHPDIP, close the Revenue Account at Citizens Bank, maintain the existing checking account at Citizens for operations to be funded as needed from the PDIP account.

Scott Dunn motioned Naomi seconded to accept the Treasurers report as presented, motion passed 5-0.

Walter reported improvements to the website are still a work in progress, Naomi offered to assist if needed with the website.

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Todd invited Tim Fournier and Ashley Methot of NHMA to address the Board regarding a proposal to co-host a social event at the November NHMA annual conference on 11/15 and 11/16. Tim believes involving MMANH as a cosponsor will bring more attendees to the event. This will be a banquet event the evening of the 15th to include awards and entertainment like a comedian or band. They are hoping to attract 150 or more people to attend. The estimated cost is between $12 and $14k. NHMA would like MMANH to contribute $5000 plus raise another $5000 in outside sponsors. Todd asked about the former Volunteer of the Year Award and if that award can be brought back with MMANH Board assisting with reviewing the applications and selecting the winner. Also, the possibility of the Town Report Award as well. Tim will propose this idea to the NHMA Board. The event would include a social hour from 5-6pm and dinner at 6pm. Board members expressed concern about solicitating outside sponsors for this event as they already do this for the MMANH annual conference. Rick motioned and Naomi seconded to cosponsor the event and contribute $5000 towards the cost but not commit to any outside sponsors funds. Motion passed 5-0. The Board will also request the MMANH annual meeting be held just prior to the social hour on 11/15.

**MMANH Conference:** Walter and Naomi provided a brief update on the conference in June. Most details are finalized and looking for a good turnout.

**Upcoming Executive Meetings**- The August or October meeting will be held at the Eversource Emergency Storm Center. Primex has offered to host either the August or October meeting and provide a tour of their new training and meeting facility. Todd suggested the Primex “Elephant in the Program” be one program to have a future meeting. September Board meeting will likely be via zoom.

**Bylaws Review**- Rick Sawyer provided an update on his review of the Association bylaws noting the following: Page 1 states “organized to promote legislation of general benefit to municipal management” but we don’t. After discussion it was agreed, we may want to at some point and should leave this purpose in the by-laws. Discussed changing the rotation of officers no change at this time as officers can request to continue in a particular position for more than one year. A statement regarding the ICMA Ethics Code should be added to reflect the most updated and adopted version as our current by-laws do not include the latest version. It was suggested the Ethics Code be reviewed at the annual conference as a reminder to members they are part of membership in MMANH. Should the new executive director position be added to the by-laws? Rick will look at this question further.

**June Conference Scholarships:** Applications are now being accepted and the deadline is next week. The Board will hold a brief special meeting to award the scholarships after the deadline.

**ICMA 2024 Conference Representative:** ICMA is looking for the MMANH rep. for the 2024 conference in Pittsburg, PA. Generally, the 1st. VP is assigned this function if they are willing to accept. Naomi agreed to be the 2024 ICMA conference rep.

**Handbook for Managers/Administrators:** There was continued discussion on having a handbook for Managers/Administrators. It was suggested working with Primex and NHMA to prepare a handbook similar to Knowing the Territory specific to municipal administrators. A subcommittee should be considered for this. Perhaps a meet and greet with the Exec. Dir. And a mentorship program would be beneficial. Scott Dunn expressed a willingness to participate in an effort like this.

Motion to adjourn by Scott Dunn, seconded by Todd Selig, all in favor motion passed 5-0.

The meeting adjourned at approximately 12:47.