



# Municipal Management Association of New Hampshire

*"Public Betterment through Professional Management"*

## **President**

Elizabeth Fox  
ACM Human Resources Director,  
Keene  
(603) 357-9858  
efox@ci.keene.nh.us

## **First Vice President**

Julie Glover  
Town Administrator, Lee  
(603) 659-5414  
townadministrator@leenh.org

## **Second Vice President**

Laura Buono  
Town Administrator, Hillsborough  
(603) 464-3877 x222  
laura@hillsboroughnh.net

## **Treasurer**

Thomas Aspell  
City Manager, Concord  
(603) 225-8570  
taspell@concordnh.gov

## **Secretary**

Karen Anderson, Greenland  
Town Administrator  
(603) 431-7111  
kanderson@greenland-nh.com

## **Member at Large**

Christine Trovato, Henniker  
Town Administrator  
(603) 428-3221  
Chris.trovato@tds.net

## **Past President**

Walter Johnson  
Town Administrator,  
Moultonborough  
(603) 476-2347  
wjohnson@moultonboroughnh.gov

MMANH Executive Board Meeting – January 4, 2018 (Via Telephone Conference Call)

Attendees: Elizabeth Fox, Walter Johnson, Christine Trovato, Julie Glover, Laura Buono, Thomas Aspell Jr.

Excused: Karen Anderson

Meeting called to order by Elizabeth Fox at 9:00 AM.

### 1. MINUTES

October 2017 meeting minutes were approved unanimously.

### 2. MONTHLY FINANCIAL REPORT

Walter Johnson made a motion to approve the October 2017 financial report, seconded by Chris Trovato and unanimously approved.

### 3. PROPOSED 2018 BUDGET

A discussion of the proposed 2018 Budget, as recommended at the annual meeting was undertaken. Chris Trovato made the motion to approve, seconded by Walter Johnson, and unanimously approved.

### 4. MONTHLY MEETING JANUARY/FEBRUARY MARCH TOPICS/LOCATION

Laura Buono led a discussion on topics and the appropriate format regarding upcoming monthly meetings and associated logistics. It was decided that the Executive Director of the NH State Lottery would be invited to discuss the State's KENO initiative at the next meeting. Thomas Aspell agreed to work on a program for May in Concord related to the construction of a new community center and the behind the scenes work associated with the project.

### 5. ICMA REGIONAL CALL

Walter Johnson explained that a meeting took place on the west coast and the organization was represented by Carlos Baía. Items of discussion included: voting membership; the Northeast Regional Meeting which will be held in Hershey PA in March 2018; and State financial aid to communities in others states and associated trends and impacts.



# Municipal Management Association of New Hampshire

*"Public Betterment through Professional Management"*

## 6. IMPLEMENTATION OF BY-LAW CHANGES RE: MEMBERSHIP

Elizabeth Fox briefly discussed the accepted by-law changes and benefits which were explained and approved at the annual meeting, as recommended by the Executive Board.

## 7. LIST SERVE UPDATES/MAINTENANCE FOR CY 2018

Elizabeth Fox discussed the Associate Membership benefit change and that this category is no longer eligible for the list serve for the new calendar year and its specific impacts.

## 8. MMANH/NHMA AMS AGREEMENT

There was a general discussion of this previously reviewed item and a thorough discussion regarding the 2017 finances. Elizabeth Fox suggested putting the Agreement on the agenda for the next meeting for action.

## 9. MEMBERSHIP REQUEST REVIEW

Discussion ensued regarding the application of Cab Vinton (Library Director – Plaistow) for new membership. There was agreement that this position does not fit under the by-laws.

## 10. OTHER

None

Meeting adjourned at 9:36 AM

Minutes taken by Thomas Aspell Jr



# Municipal Management Association of New Hampshire

*"Public Betterment through Professional Management"*

Proposed Budget MMANH January 1, 2018 to December 31, 2018					
	2017	Activity	2018		
	Adopted	Through	Proposed		
Revenues	Budget	09/30/17	Budget		
Membership Dues - Full Member	\$ 9,500.00	\$ 9,650.00	\$9,500.00		
Membership Dues - Associate Member	\$ 1,500.00	\$ 1,200.00	\$1,500.00		
Sponsorships/Donations (formerly Sponsorships - ICMA/AMS & Fellowship Contribution)	\$ -	\$ -	\$ -		
Primex	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
HealthTrust	\$ 17,500.00	\$ -	\$15,000.00		
Sponsorships - State Conference	\$ 9,500.00	\$ 3,750.00	\$4,000.00	Solicited by At large	
Sponsorships - ICMA Conference (consolidated above 2017)	\$ -		\$0.00	Part of donations	
Membership Meeting Fee	\$ 2,700.00	\$ 2,115.00	\$2,100.00		
Annual Conference Fee	\$ 5,500.00	\$ 5,360.00	\$5,500.00		
December Course Fee	\$ -	\$ 50.00 *	\$0.00		
Interest Income	\$ 5.00	\$ 6.83	\$10.00		
Fellowship Contributions (consolidated above 2017)	\$ -	\$ -	\$0.00	Part of donations	
Misc Revenue	\$ -	\$ -	\$0.00		
Sponsorship-AMS (consolidated above 2017)	\$ -	\$ -	\$0.00	Part of donations	
Fund Balance Contribution	\$ 5,120.00	\$ -	\$13,505.00		
<b>TOTAL RECEIPTS</b>	<b>\$ 56,325.00</b>	<b>\$27,131.83</b>	<b>\$56,115.00</b>		
<b>EXPENDITURES</b>					
Postage	\$ 275.00	\$ 138.51	\$ 200.00		
Office/Meeting Supplies	\$ 100.00	\$ 329.92	\$ 100.00		
Food/Food Services	\$ 3,500.00	\$ 1,859.93	\$ 2,500.00		
Technical Services	\$ 100.00	\$ 111.97	\$ 500.00	NHMA Added Services	
Membership Recognition	\$ 400.00	\$ 100.00	\$ 400.00		
Training/Consulting Services	\$ 1,000.00	\$ -	\$ 1,000.00		
Printing & Binding	\$ 135.00	\$ 126.80	\$ 200.00		
Travel Expense	\$ 800.00		\$ 800.00	ICMA Regional Meeting	
E&S Insurance	\$ 725.00	\$ 700.00	\$ 725.00		
December Seminar	\$ 3,000.00	\$ 2,979.55 *	\$ 3,000.00		
ICMA Conference Planning (2017 Dinner Tx/2018 Planning Session Baltimore)	\$ 6,000.00	\$ 1,229.00	\$ 6,000.00		
ICMA Conference Scholarships (2 @ \$1500 for hotel and airfare)	\$ 3,000.00	\$ 281.22	\$ 3,000.00		
ICMA Regional Summit Registration Fee (for President or designee )	\$ -	\$ 295.00	\$ 400.00		
ICMA Regional Summit Scholarships (2)	\$ 1,600.00		\$ 1,600.00	New program	
MMANH Annual Conference	\$ 15,000.00	\$12,249.34	\$15,000.00	ICMA Program Speaker	
MMANH Conference Scholarships (2)	\$ 500.00	\$ 160.00	\$ 500.00		
ICMA Coaching Program	\$ 1,000.00	\$ 2,850.00 **	\$ -	Pd for 2018	
Grants/Donations	\$ -	\$ -	\$ -		
Fellowship Wages	\$ 10,890.00	\$ -	\$10,890.00		
Employer Taxes	\$ 1,000.00	\$ -	\$ 1,000.00		
AMS Fee	\$ 7,800.00	\$ 5,850.00	\$ 7,800.00		
Bank Service Fee	\$ -	\$ -	\$ -		
Contingency	\$ 500.00	\$ -	\$ 500.00		
<b>TOTAL EXPENDITURES</b>	<b>\$ 57,325.00</b>	<b>\$29,261.24</b>	<b>\$56,115.00</b>		
*Note - from 2016 December Conference					
** Note - Multi years 2016, 17 and 18					
		Rev v Expense:	\$0.00		