



MTCMA Board Retreat Meeting minutes

Friday, November 15, 2024, 9:00 AM

Hollywood Casino (Chairman Boardroom), Bangor, ME

Present: Scott Morelli, Jack Clukey, Sandra Fournier, Ryan Pelletier, Bill Post, Amy Bernard, Kendra Amaral, Tom Hall, Phil Crowell, Laurie Smith and Melissa White (MMA)

Absent: Suzie Paradis & Courtney O'Donnell

9-9:45am Ethics complaint process

Review of the definition of a complaint and the complaint process. Define complaint, formal written submission or verbal communication with a board member. Review of this process indicates the complaint form must be filled out to be considered.

Names of award, scholarship, internship nomination submissions shall be sent to the entire board and ethics committee for review to ensure nominated individuals are not in suspected violations that haven't been brought forth as a formal complaint. The official motion will be brought forth at the next board meeting.

In response to the motion approved on November 14, 2024:

Motion made by Laurie Smith for the ethics committee to formulate a notice to membership regarding the ethics, ethics complaints process, and provide a general reminder to members regarding the tenants, and for the MTCMA board to have a conversation about what constitutes a complaint and how to move forward with complaints, seconded by Sandra Fournier, all approved. Motion carried.

The ethics committee will:

- Formulate a notice to membership (see something, say something)
- Include information in MMA's Maine Town & City magazine
- Add clarifying process information into the administrative guide regarding corrective actions
- Further review the counseling vs complaint processes
- Further review the current process when a complaint is received
- Potentially implement guidance or enforcement sub-committee

945-1030 Membership cooling off clarification

The following items were reviewed:

- By-Laws
- Administrative Guide

It was identified that the By-laws will require an amendment to include:

- Grounds for denial of membership to add “include but not limited to”
- Review of eligibility; including no conflicts with code of ethics/dual roles, elected/manager
- Cooling off period information is only in the administrative guide and may warrant a case-by-case review, but there must be general perimeters and process standards
- Review by laws and administrative guide with membership and ethics committee to identify any discrepancies
- Include all board members in review of membership disputes or objections

Review of goals

- Amy: Bylaws – Art VI (Committees) for Scholarship Committee (E) only; Admin Guide – Section V (Scholarship Comm)
 - See PowerPoint presentation
- Bill: Bylaws – Art VI (Committees) for Communications Committee (H) only; Art XIV (Amendments); Admin Guide – Section X (Communications Comm)
 - See Handout
- Courtney: (Submitted via email) Bylaws – Art II (Membership); Art VI (Committees) for Membership Committee (G) only; Admin Guide – Section T (Membership Comm)
 - Potential conflict between the bylaws of membership requirements and who is allowed on the board and the senior advisor program.
 - Typo on pg. 5 under C1. It says objective, but I believe we mean objection.
 - Questions about the cooling off period as it is not clear when it would apply.
- Jack: Bylaws Review– Art III (C)(D) only (Officers and Board); Bylaws – Art VI (Committees) for Prof Dev Committee (B) only; Art X (Professional Certification); Admin Guide – Sections H through O (Officers through Workshops/Seminars)
- Kendra: Bylaws Review – Art VII (Recognition of Eligible Positions); Art VIII (Withdrawal of Recognition); Admin Guide – Section CC (Insurance)
- Laurie: Bylaws – Art VI (Committees) for Professional Management Advocacy Committee (J) only; Admin Guide – Sections DD (Past Retreat Info) and FF (Annual Reports)
 - Roles and responsibilities need to be included in the administrative guide

- Jay: Bylaws – Art VI (Committees) for Ambassadors Committee (D) only; Admin Guide – Sections Y (Sr Advisors) and Z (Ambassadors)
 - Review of committee's purpose
 - Appointment process review
 - Administrative guide clarification that senior advisor is the chair of the ambassador committee
- Phil: Bylaws – Art VI (Committees) for Ethics Committee (C) only; Art XII (Ethics); Admin Guide – Sections Q through S (Ethics Comm through ICMA Ethics)
 - See Presentation
- Ryan: Bylaws Review– Art IV (Meetings) and Art V (Exec Secretary/Contracted Coordinator); Admin Guide – Sections D through G (Board, etc.)
- Sandra: Bylaws Review– Art III (A)(B) only (Officers and Board); Bylaws – Art VI (Committees) for Nominating Committee (A) only; Admin Guide – Section U (Nominating Comm)
- Scott: Bylaws Review– Art I; Art VI (Committees) for Awards Committee (F) only; Admin Guide – Section A (Mission), B (Goals), C (Bylaws), W (Awards Comm)
 - See Presentation
- Suzie was absent: Bylaws – Art VI (Committees) for Sponsorship Committee (I) only; Admin Guide – Section P (Sponsorship Comm)
 - Sponsorship incentive program
- Tom: Review of Art IX (Dues); Art XI (Budget); Art XIII (Interpretation of bylaws/Emergency Powers); Admin Guide – Section AA (Budget) and BB (Financial Reports)