

**TCMA**  
**Executive Board Meeting**  
**April 23, 2008**  
**10:00 a.m.**  
**Embassy Suites Airport**  
**Nashville**

~~AGENDA~~ MINUTES

**In attendance:** President Mitchell Moore, First Vice President Kevin Helms, Second Vice President Jody Baltz, Third Vice President Robert Wherry, Vice President At-Large James Lewellen, Vice President At-Large Angie Carrier and Vice President At-Large Bill Hammon and Past President Mark Johnson (late arrival).

**Also present:** Executive Director Margaret Norris; MTAS Interim Executive Director Michael Tallent; ICMA Liaison Amanda Relyea; Michael Walker, City Manager of Brentwood and ICMA Southeast Region VP; IPS Development Director Tom Looney; and incoming TCMA Executive Director David Angerer.

President Moore called the meeting to order at 10:10 a.m.

The first item of business on the agenda was approval of minutes from October 24, 2007. No changes were suggested, and there was a motion to approve the minutes made by Second Vice President Baltz, seconded by Vice President At-Large Hammon. The minutes were approved unanimously.

President Moore then yielded the floor to a variety of guests, the first being Mr. Tom Looney of the Institute for Public Service. Mr. Looney gave an overview of his efforts over the last two years in creating endowments for helping to build tomorrow's city managers and administrators. The concept is that the principal stays at the University of Tennessee, and the interest on the funds pays for a summer intern and summer tuition scholarship. For the honorary Gary Hensley endowment in Maryville, \$196,000 has been pledged. Mr. Wade Tosh was the first Hensley intern and he is now the assistant city administrator in Dover, soon to be the city administrator in June upon Mr. Jimmy Scurlock's retirement. Fayetteville is also part of the program in honor of Mr. Lynn Wampler; and that endowment earns approximately \$1,250 per year in interest. The Tennessee Municipal League Risk Management Pool is a large contributor to the program and has agreed to contribute toward an endowment when there is a retiring manager who has served the same city for 20 years and is retiring in good standing. Two upcoming are eligible honorees are Mr. Jimmy Scurlock in Dover and Mr. Don Thornton in Union City. Mr. Looney has met with these gentlemen who are supportive of the program. Mr. Looney would like to honor these two men in the same fashion as the previous two retired managers and appreciates past and future assistance in this effort of building the city managers of tomorrow.

The next speaker that President Moore acknowledged was Mr. Bill Hammon, Assistant City Manager of Alcoa to talk about the ICMA International Committee. He has been the TCMA appointee to this committee for the last two years. Mr. Hammon overviewed the ICMA membership numbers in comparison to other European memberships and stressed that our international counterparts have much more experience than we in the U.S. have from which we can learn. He also pointed out that a large portion of the ICMA general fund comes from international initiatives and grants. ICMA will be making an effort to more strongly promote the "I" in ICMA.

The final speaker to make a presentation was Mr. Michael Tallent, Interim Executive Director for the Municipal Technical Advisory Service. He spoke to the board about using retired city managers in cities as interim city managers when managers retire, take on another position, or are asked to leave. He reviewed some of the potential conflicts in doing internal temporary promotions and suggested this program as an alternative. He highlighted the success of this program in Signal Mountain using Mr. Lynn Wampler. Discussion ensued about placing retirees' resumes on the MTAS website and promoting/advertising the program. Elected officials could review the resumes and then make a selection for an interim manager. Discussion also followed about this program versus the ICMA Range Rider program. Consensus was reached that MTAS will promote the program on its website, but not post names or resumes for fear that an existing manager might be fired in hopes that a city might be able to hire an interim instead. Vice President At-Large Lewellen made a motion that the TCMA Executive Board would endorse the program. The motion was seconded by Second Vice President Baltz and the motion was approved unanimously.

The next item of business on the agenda was discussion of the upcoming Annual Business Meeting to be held at noon on June 22 at TML Annual Conference at the downtown Marriott in Memphis. There will be an executive board meeting immediately prior at 10:00 a.m. There will be a by-law update to present to the membership; and Vice President At-Large Hammon made a request to have a copy of the existing by-laws in advance. The by-law committee is made up of Mr. Jim Thomas, Ms. Angie Carrier, and Ms. Gina Holt.

In keeping with reviews of upcoming meetings, incoming TCMA Executive Director David Angerer gave an overview of the state association dinner that TCMA will be sponsoring at the ICMA Annual Conference from September 21 – 24 in Richmond, VA. Reservations have been made at Europa, one of the best rated restaurants in Richmond, for Monday, September 22, 2008. Mr. Michael Walker added that due to a lack of many downtown hotels he suggested that everyone who plans to attend make their hotel reservations on June 2, 2008 when the housing bureau opens. Tennessee, along with other southern states, will receive \$100 off the registration costs.

Another upcoming meeting is the annual fall conference. This year the dates are October 22 – 24, 2008, and the location is the Wilderness Lodge in Sevierville. Session suggestions were discussed and Vice President At-Large Lewellen mentioned that there is a new company in Collierville that is interested in municipal consulting business that would be a good presenter for technology related topics. The head of the company is Dennis Jones, retired FedEx executive. Consensus was to remove NIMS from the suggested topics list although Mr. Tallent suggested as an alternative a presentation on the International Association of Fire Chiefs program of their statewide inventory of materials and equipment that cities can refer to in an emergency to know

who can supply what equipment and manpower for emergency use. Another suggestion came from Mr. Angerer to have PARTAS speak on risk management for parks and recreation departments. Another suggestion came from Vice President At-Large Carrier for ICMA to talk about its National Citizen Survey program. Second Vice President Baltz offered that he would be interested in an HR session, with a specific topic chosen after the conference evaluations came in with suggestions. Finally President Moore brought up the topic of the evening outings and recommended that the association no longer have these as a regularly scheduled part of the conference. Second Vice President Baltz made a motion to that effect and the motion was seconded by Vice President At-Large Carrier. Upon a vote, it was unanimous to curtail the planned evening activities at conferences except under special circumstances.

The next agenda item was an update on what the association will do to honor retiring TCMA members. Second Vice President Baltz said that the website can be updated to allow nominations for the awards and that he has researched gifts to present to retirees. President Moore mentioned that he would like to see the current TCMA President present the award at the last or next to last council meeting for the retiring manager to not only give accolades to the member but for good press for the association as well. If the President is unavailable for the meeting, then a board member from the area should attend the meeting and make the presentation. While no vote was taken, this was generally agreed upon. Discussion then strayed to the other TCMA awards and the positive impact it has had on the awardees.

President Moore then moved on to the next agenda item and introduced David Angerer, MTAS Management Consultant in the Jackson office as the incoming TCMA Executive Director. Mr. Angerer said a few words; and Mr. Walker inquired about the logistics involved in invoice payments. President Moore welcomed Mr. Angerer on board.

Discussion of ICMA issues then followed. Mr. Walker gave an overview of the Southeast Regional Meeting that was held in March at Point Clear, Alabama. Next year's Regional meeting will be in Savannah in early March. He emphasized that it was important for the TCMA President to attend these meetings and hoped that the incoming President's budget could allow for the extra travel. Mr. Walker continued by mentioning that at the ICMA annual conference the regional meeting that has traditionally been held on early Tuesday morning has been moved to Sunday from 11:45 – 12:30 to increase attendance and interaction. Additionally, Mr. Walker said that there is a new dues arrangement for affiliate members to join ICMA. Discussion then covered the TCMA executive director's access to the ICMA website via her affiliate membership and funding sources of ICMA. Additionally, it was mentioned the Mr. Bob Wilson is on the ICMA planning committee and Mr. Rob Lyons is on the nominating committee. Mr. Jim Thomas volunteered for the planning committee too but ICMA would only accept one nominee. Finally, Mr. Mike Walker said that in the future, the rotation schedule for ICMA vice presidents will change and it is important that TCMA groom those interested by ensuring they are involved in TCMA and ICMA committees.

The next agenda item was a review of the financial report. Executive Director Norris gave an overview. It was agreed to include in the FY 08 budget a \$1,500 payment to the ICMA professional development fund and to budget the same amount next year. A motion to that affect was made by Second Vice President Baltz, seconded by Vice President At Large Hammon. The motion passed unanimously. Other changes that were proposed for the upcoming budget were to include an additional \$250 for retiree awards for plaques to be presented at the retiree's final board/council meeting; an additional \$600 added to miscellaneous to cover costs associated with

the president travelling to make retiree presentations; and an additional \$325 to pay for the president's registration fees at the ICMA Southeast Regional Summit in the spring.

President Moore then reviewed the latest membership numbers and the results of the 2008 membership campaign. There are 148 total members, of which 102 are full, associate and affiliate members. There are two agency memberships that contribute 22 members. There are 24 complimentary memberships (four honorary retirees, six members in transition, five students, four TML staffers, one TMBF staffer, the ICMA liaison to Tennessee and the executive directors from city management associations in Kentucky, Alabama, and Florida. 76.61% of total full-time managers and assistants are members; 79.13% of members renewed from last year and of those not renewing, 54.17% no longer hold their same positions. There were 16 new members that weren't members last year. Executive Director Norris reviewed those who have not yet renewed from 2007.

It was reconfirmed that the board is agreeable with application for an agency credit card to cover conference expenses. Similarly, the board discussed accepting credit cards for payment of membership fees and conference registration fees. Upon a motion to not accept credit cards made by Vice President At Large Carrier and a second from Vice President At Large Hammon, the vote was passed unanimously.

The question was posed to the board about continuing the TCMA newsletter when TML is doing a daily news clip on their website that covers the same information. There was a very strong consensus to continue the TCMA newsletter.

Under the agenda item of "other business" there was significant talk about TCMA's relationship with TML and the lack of standing/recognition of the association within the state legislature. Opportunities that were mentioned included TCMA hiring its own lobbyist, asking TML for a lobbyist to take on the focus of city manager-led cities, raising dues to pay for a lobbyist, getting TCMA members placed on state committees/commissions such as TACIR to increase visibility, getting better prepared in advance of the TML legislative planning session in the fall, and hiring a retired city manager to do part time lobbying for TCMA. A motion was made by Second Vice President Baltz and seconded by First Vice President Helms to present "lesson learned" report from the TCMA legislative committee to membership at the annual business meeting in the form of a conceptual plan for future sessions.

President Moore then mentioned a change in the format of the hospitality suite. In future conferences, TCMA will "sell" the rights to have the hospitality suite and will not personally be involved in running or managing it. Second Vice President Baltz made a motion to that affect and it was seconded by Lewellen. The motion passed unanimously.

Going back to TML discussions, MTAS Interim Director Tallent mentioned that should legislation be discussed, MTAS needs to be at the table since two attorneys on staff review bills. He also suggested that to increase TCMA visibility it might consider hosting a reception at the TML conference for the elected officials of city manager-run cities. Vice President At Large Carrier suggested attaching stickers to name badges to highlight city manager cities. It was agreed that the executive director would provide cost estimates for both proposals at the June meeting.

President Moore then revisited an issue from the October meeting about offering the executive director a bonus of some sort. Due to an ethics conflict, this is not possible. As an alternative it was suggested that if a board member could take the executive director to dinner. Mr. Walker thanked Mr. Tallent and UT for providing the position.

Another item of other business was an update from Vice President At Large Carrier on ETSU and its graduate program. The university is moving the program into the Political Science program and trying to get accreditation. They hope to see forward movement in the program and graduates had a lot to do with progress being made.

Mr. Tony Massey (City Manager of Frankfort, KY) then arrived with Mr. Jim Zumwalt (KCCMA President and City Manager of Paducah, KY) and Mr. Dan Groth (City Administrator of Crestview Hills, KY). They thanked the board for hosting their association at the spring conference. They discussed dates for the next joint conference to be hosted by Kentucky and also talked about the possibility of a tri-state conference with Indiana who has approached them. A tentative year was set for 2010 and locations such as Covington and Lexington were also discussed. KCCMA's next winter conference should be the third or fourth week of January and Mr. Walker will try to attend.

There being no further business, the meeting was adjourned at 12:18 p.m.