



MEMO

1675 Green Road
Michigan Municipal League
Ann Arbor, MI 48105

TEL 734-662-3246
FAX 734-662-8083
WEB mme.org

To: MME Board of Directors From: Julius Suchy, Professional Development Chair

Cc: Click here and type a name Date: March 29, 2019

Pages: 3 Subject: 2021 Winter Institute Location Recommendation

The Professional Development Committee held a meeting on March 12, 2019 to review proposals for the 2021 Winter Institute (WI). Typically the 2021 WI would be located in Southwest Michigan based on the MME Board of Directors rotating schedule – however due to issues with holding the 2019 WI in Grand Rapids the 2019 WI was instead held in Battle Creek. The Professional Development Committee at the time discussed swapping these two locations to have all areas represented appropriately. The date for the 2021 WI is Tuesday January 26, 2021 – Friday January 29, 2019.

The committee received two proposals, one for Grand Rapids and one for Kalamazoo (as a backup). The proposal for Grand Rapids is to hold the conference at the Grand Valley State University (GVSU) Eberhard Center and the hotel accommodations will be at the Holiday Inn located approximately 200 steps from the Eberhard Center. The second proposal was from Delta Hotels by Marriot in Kalamazoo but the hotel location is not located downtown and instead out by the highway. Allison from the MML toured the site and indicated that it would not be a good fit.

Allison, Aaron Desentz and I toured the Grand Rapids location and felt that it would meet the needs of the membership and hold up to the standard of previous successful WI locations. There was some concern about not having one conference/hotel site but the small distance individuals will be required to walk should not be an issue for our membership as all the sessions will be held on site at the Eberhard Center. The Holiday Inn does have some small rooms for early morning items that may be a better fit onsite.

The Professional Development Committee recommends Grand Rapids as the location for the 2021 WI to the Board of Directors. I have attached the draft minutes of our March 12, 2019 meeting detailing this action.

**Michigan Municipal Executives (MME)
Professional Development Committee
March 12, 2019 Conference Call**

The Conference call of the Professional Development Committee of the MME was held on Tuesday, March 12, 2019 at 2:00 p.m.

PRESENT: Vice Chair Aaron Desentz, Robert Belleman, Gordon Gallagher, Michael Hart, Melissa Marsh, Dan Swallow, Ben Swayze, Thomas Wieczorek, Tim Wolf, Christian Wuerth, Eric Zuzga

Approval of Minutes of December 21, 2018

Motion by Wieczorek and seconded by Wolf to approve the minutes from December 21, 2018 with correction to the attendance.

MOTION CARRIED.

Approval of the March 12, 2019 Meeting Agenda

Motion by Wieczorek and seconded by Wolf to approve March 12, 2019 meeting agenda

MOTION CARRIED.

Scholarship Application Review

Brief discussion of the scholarship application review process including the budget of \$15,000 for the year. Scholarships are reviewed quarterly by the Professional development Committee. Application guidelines as posted to members are attached for reference.

- a. David Haag – Saginaw Valley State University Certified Public Manager Program

Motion the Zuzga seconded by Belleman to approve up to 50% of program cost for a maximum of \$1,500 contingent upon verification of Haag's five years of service.

MOTION CARRIED.

- b. David Trent – MME Summer Institute

This item was removed from the agenda.

- c. Patricia Rayl – 2020 MME Winter Institute

Motion by Wolf and seconded by Hart to approve a scholarship not to exceed \$500, for attendance of the 2020 MME Winter Institute in Gaylord.

MOTION CARRIED.

- d. Elizabeth Vogel – Harvard Institute

There was discussion regarding whether or not to approve training at Harvard for an early member of the MME. It appears the member does not meet the five-year mark. This scholarship and training is directed more toward senior members that have been active in the MME and ICMA.

Motion by Wolf and seconded by Gallagher to deny the application for the Harvard Institute.

MOTION CARRIED.

2019 Winter Institute Wrap Up

The committee reviewed the comment forms, highlighted a couple of issues, and discussed the challenges of the Winter Institute. Overall comments about Battle Creek were great. Speakers need to be more prepared to fill their entire time. It would be great in the future to have a tour of the city of special places located close by.

Upcoming Conferences

Discussion took place regarding conference locations. According to the current MME approved Winter Institute and Summer Workshop policy the conferences shall rotate through the different regions, and associated conference venues, which can effectively host the attendees. Winter Institute is typically 225 attendees, summer is around 125 attendees. The following regions are established to be used on a rotating basis for the Winter Institute:

- Southwest Michigan (2017 and every fourth year thereafter)
 - Southeast Michigan (2018 and every fourth year thereafter)
 - West Michigan (2019 and every fourth year thereafter)
 - Mid-Michigan (2020 and every fourth year thereafter)
- a. 2019 Summer Conference (Alpena, MI) – Planning committee was verified as Suchy, Fleury, Hart, Montenegro, Wuerth, Swallow

A meeting will be planned with the subcommittee after the capital conference March 19-20.

- b. 2021 Winter Conference – Southwest Michigan

Motion by Swayze and supported by Wiczorek to recommend Grand Rapids as the location for the 2021 Winter Conference to the MME Board.

MOTION CARRIED.

- c. 2021 Summer Conference – Location Possibilities

There was discussion of several different locations including Holland, Port Huron and Fenton.

Other Business

There was not other business discussed with the Committee.

Adjournment

Motion by Swayze seconded by Hart to adjourn the meeting at 2:56 p.m.

MOTION CARRIED