



**MME Board of Directors Meeting  
DRAFT Minutes  
June 16, 2021  
Zoom Virtual Meeting**

**Rebecca Fleury, President, called the meeting to order at 11:02a.m.**

**I. Roll Call**

Directors present:

Rebecca Fleury, President; City Manager; Battle Creek  
Christine Burns, Vice President; Village Manager, Spring Lake  
John Shay, Immediate Past Pres.; Dep. County Admin.; Ottawa Co.  
Victor Cardenas, Assistant City Manager; Novi  
Juan Ganum, City Manager; Bridgman  
Mark Heydlauff, City Manager; Charlevoix  
Sheryl Mitchell-Theriot, City Administrator; Lathrup Village  
Susan Montenegro, City Manager; Leslie  
Dana Muscott, City Manager; Bay City  
Deborah Stuart, City Manager; Mason  
Julius Suchy, Township Manager; Ada Township  
Cameron Van Wyngarden, Twp. Manager; Plainfield Charter Township  
James Wickman, Township Manager; Hartland Township  
Christian Wuerth, Village Manager; Milford

Also present:

Emily Kieliszewski, MML  
Betsy DeRose, MML

**II. Consent Agenda**

- a.** Approval of April 16, 2021 minutes  
Motion to approve consent agenda.  
Motion by: Heydlauff  
Seconded by: Suchy  
No discussion. Motion carried.

**III. Discussion Items**

**a. Membership Review**

Following a member inquiry about membership categories and other members' access to the listserv, Wuerth, along with Suchy, Montenegro, and Heydlauff, went through member list to analyze membership categories based on job title. They explored membership categories of those members with job titles including

manager, CAO, assistant manager, and assistants-to-managers and explored which individuals were members under professional and affiliate member categories. The group flagged five individuals who were department heads that they recommend moving to the affiliate member category, which would mean they no longer receive listserv access or voting privileges. The discussion yielded the following:

**Issues to be clarified:**

- i.** The appropriate membership category for assistant managers and assistant-to the managers. The Constitution is ambiguous whether the professional member category intends to include assistant managers or both assistant managers and assistants-to managers.
- ii.** Non-traditional titles. How can MME better clarify these to ensure individuals are members in the appropriate category?
- iii.** The membership form lists three options that allow an individual to qualify for membership under the professional member category: an individual must be either a full member of ICMA, a chief administrator, or an assistant manager or other senior level staff (department head). This conflicts with the Constitution and creates a gray area where the five individuals identified in this analysis were able to become professional members of the organization.
- iv.** The question was raised whether the basis of the concern with allowing these individuals to be professional members was access to the listserv. This is an important tool – it allows for succession planning and resources before an individual officially assumes a CAO position. Additionally, the emerging leader membership category includes access to the listserv for interns who have a municipal email address. This creates the question – we are comfortable with interns having access to the listserv, but are questioning the access of department heads?

**Suggestions made:**

- v.** Explore levels of listserv access for different membership types.
- vi.** Find ways to continue inclusivity, encourage pipeline. Be inclusive by intent, not be accident.
- vii.** Make the membership list more readily available so members know who/ho to reach out to one another more personally.
- viii.** Listserv task force should look at and recommend which membership categories have listserv access.

- ix. Listserv archive would be a helpful tool that would organize information, make it more easily searchable, and possibly cut down on duplicate questions/listserv posts.
- x. A board member from the region or committee member could reach out to a new MME member to welcome that individual. This would be a thoughtful communication and connection tool and could also help sort out nontraditional job titles.

The Board agreed to shift those identified by the analysis to affiliate membership status and explore further the question of who can vote, access the listserv, and participate in committees. The application will not be changed at this point, but the Board recognizes it likely conflicts with what is currently outlined in the Constitution.

Wuerth will summarize the discussion/plan of approach and send it to Fleury and the others who served on the review committee. From there, they will determine who will communicate this to the membership by posting it on the listserv.

**b. Summer Workshop**

Summer Workshop will be back in person this year. Based on current requirements, the Royal Park only had room for 56 attendees – but orders have since been loosened, which means more individuals may attend. The golf outing has been moved to Tuesday pre-conference, so it does not compete with any other sessions. The registration fee was increased a bit to help cover some additional costs related to COVID-19. The Board meeting is also scheduled for Tuesday – timing will be verified in conjunction with professional development committee to avoid overlap.

**c. MIOSHA Rules**

This agenda item was added when the issue first came up, but with recent changes, is now a nonissue.

**IV. Comments from the Board**

- a. Cain
- b. Burns
- c. Shay
- d. Cardenas
- e. Ganum: Along the lines of communicating with the entire membership, I agree with Deb, Sheryl, Mark. It would be beneficial to have a value statement that we as a board can communicate with entire membership. For example, Mark's statement, "We should be inclusive by intent, not by accident". This is a great value

statement that we should declare and perhaps there are others. Julius, you mentioned a listserv repository that was suggested years ago. We should get on this to make sure it happens.

- f.** Heydlauff
- g.** Marsh
- h.** Mitchell-Theriot
- i.** Montenegro
- j.** Muscott
- k.** Stuart
- l.** Suchy
- m.** Van Wyngarden
- n.** Wickman
- o.** Wuerth

**V. Comments from the President**

**VI. Adjournment**

Adjourned at 12:08pm.