



**MME Board of Directors Meeting  
DRAFT Minutes  
April 14, 2022 - 10:00 a.m.  
MML Lansing Office & Zoom Video Conference**

President Michael Cain called the meeting to order at 10:00 a.m.

**I. Roll Call**

Directors present:

Christian Wuerth, Vice President; Village Manager; Milford  
Aaron Desentz, City Manager; Mt. Pleasant  
Julius Suchy, Township Manager; Ada Township  
James Wickman, Village Administrator; Chesaning  
Brad Kaye, City Manager; Midland  
Deborah Stuart, City Manager; Mason  
Laura Lam, Deputy City Manager; Kalamazoo  
Victor Cardenas, City Manager; Novi

Also present:

Kelly Warren, Secretary/Treasurer; MML

On Zoom:

Michael Cain, President; City Manager; Boyne City  
Christine Burns, President Elect; Village Manager; Spring Lake  
Rebecca Fleury, Immediate Past President; Village Manager; Battle Creek  
Mark Heydlauff, City Manager; Charlevoix  
Melissa Marsh, City Manager; Madison Heights  
Matthew Butts, Assistant City Manager; Grandville  
Susan Montenegro, City Manager; Eaton Rapids  
James Krizan, City Manager; Lincoln Park  
Margaret Mooney, MML  
Cheryl Hilvert, ICMA

**II. Approval of the Agenda**

Motion to approve the agenda.

Motion by: James Wickman

Seconded by: Julius Suchy

Wickman suggested that if the meeting begins to run too long a second meeting to complete the agenda would be appropriate. Motion carried.

### III. Consent Agenda

- Approval of January 28, 2022 minutes
- Approval of the November 2021 and December 2021 Financial Reports

Motion to approve the consent agenda.

Motion by: Mark Heydlauff

Seconded by: Christine Burns

No discussion. Motion carried.

### IV. Discussion Items

- **Staff Support Task Force Report**

The Board adjusted the agenda to make this the first discussion item. This allowed for the budget discussion to take place upon Melissa Marsh's arrival, as it required her leadership as chair of the Budget Workgroup.

The Board discussed staffing support options, including the job description presented in the task force update. The possibility of MME hiring an individual as outlined in this job description was considered along with other ideas, including those previously presented by the task force. The specific responsibilities that would require this additional support were also discussed. These included administrative support for the MME committees, maintaining sponsor relationships, and additional work to achieve the long-term goals outlined in the MME strategic plan. There also remains the intention of maintaining a relationship with MML, which is in the process of being updated as well. Upcoming meetings with MML staff will clarify this and help inform the next steps to be taken by the MME Board. Michael Cain stated that this may also require a special Board meeting, and a Doodle poll to schedule this meeting will follow. Additional Board comments included considering current MPA students and MME members from smaller communities as potential candidates for the support role.

- **Budget Workgroup Update and Recommendations**

Melissa Marsh provided an overview of the Budget Workgroup update. The recommendation to start the budget review and approval process earlier in the year was well received by the Board, with the caveat that MML finance staff must be consulted. A special budget meeting could also be added after the Summer Workshop to support this process. The recommendation was also made to eliminate the \$4,000 contribution to the ICMA reception, as attendees can either pay a registration fee or the MME can seek sponsorship for this reception. The cost of the Cal-ICMA subscription was also corrected, as the annual rate is \$1,000 rather than \$3,000. This would collectively be a \$6,000 savings.

Motion to amend the budget as presented with the ICMA reception and subscription recommendations.

Motion by: James Wickman

Seconded by: Deborah Stuart

Board discussion noted that around 30 or 31 MME members attended the ICMA reception in 2021. Motion carried.

Motion to implement the recommendation of a \$250 minimum registration fee for MME conferences.

Motion by: Christian Wuerth

Seconded by: James Wickman

Board discussion clarified that the \$250 registration fee is for MME members, and the fee for other membership levels will be at the discretion of the PDC. Motion carried.

The Board determined that further discussion on the membership dues and sponsorship recommendations will take place following the additional staff support meeting.

- o **MME Agreement Update**

The Board determined that this item was covered during the Staff Support Task Force discussion.

- o **Listserv Activities**

Board discussion on Listserv behavior included comments about the recent “flareup” and the involvement of a member of the Ethics Committee.

- o **MME Practices**

- o **Termination of Membership: Constitution vs. Practice**

Michael Cain suggested that perhaps after the completion of the current constitutional amendment election, a more comprehensive review of the MME Constitution take place. This would address several concerns with the constitutional language, including the Ethics Committee rules and the process for termination of membership.

- o **Committee/Chair Appointments**

Board discussion included an explanation from Michael Cain that his role did not include the “reappointment” of the Ethics Committee members who are continuing an existing term. Cain also stated that the committee appointment process should begin a couple of months earlier to allow for committees to be finalized prior to the

Winter Institute. The Board concluded that formalizing this process further would also benefit the organization moving forward.

- **Ethics Committee Confirmation**

Motion to confirm the Ethics Committee appointments.

Motion by: Julius Suchy

Seconded by: Christian Wuerth

Board discussion raised additional concerns with the committee appointment process, particularly how committee chairs are determined and other feedback from the membership. No further discussion. Motion carried.

- **Board Meeting Transparency**

The Board raised various points regarding the attendance and participation of MME members during Board meetings.

- **Election Update**

Michael Cain stated that the deadline for the constitutional amendment election is Thursday, April 21. The results should be prepared to share with the membership on Friday, April 22.

- **Senior Advisor Program Update**

Without the requirement of formal action, the Board supported the participation of Ed Koryzno and Gregg Guetschow in the Senior Advisor Program.

- **MME/ICMA Membership Effort Update**

Michael Cain reported on the 155 ICMA members that could be contacted about MME membership. Julius Suchy suggested an “exit interview” process for individuals who do not renew their MME membership.

**V. Committee Updates**

Michael Cain reported that there are updates from all the committees except the Advocacy Committee. As Board Representative of the Advocacy Committee, Julius Suchy reported that they are working to get their first meeting scheduled. No further discussion on the committee updates.

**VI. Comments from the Board**

Burns: none

Butts: none

Cardenas: Clarifying that we are scheduling a meeting in May to take on the membership dues, staff support, and other remaining discussions. This is intended to be an in-person meeting, with a virtual option if necessary.

Desentz: none  
Fleury: none  
Heydlauff: none  
Kaye: none  
Krizan: none  
Lam: none  
Marsh: none  
Montenegro: none  
Stuart: none  
Suchy: none  
Wickman: none  
Wuerth: none

**VII. Comments from the President**

Michael Cain thanked the group and said that he appreciates all comments, questions, concerns, and criticisms. He said that he tries to take them in “good spirit” as he learns his way through the process of his role. He also reminded the group that newsletter articles are due on April 25 and that any ideas can be sent to him. He particularly noted the Ethics Committee appointments idea for an article and said that an email will be going out to the committee chairs as well.

**VIII. Adjournment**

Motion to adjourn the meeting at 12:09 p.m.

Motion by: Aaron Desentz

Seconded by: Julius Suchy

No discussion. Motion carried.

**Next Meeting Date:** Tuesday, July 19, 2022 – 4:00-6:00 p.m.  
Holland, MI – In Conjunction with Summer Workshop