



**MME Board of Directors
Special Meeting Minutes
January 10, 2023 – 12:00 p.m.
Zoom Video Conference**

President Michael Cain called the meeting to order at 12:03 p.m.

I. Convene and Roll Call

Directors present:

Michael Cain, President; City Manager; Boyne City
Christine Burns, President-Elect; Village Manager; Spring Lake
Christian Wuerth, Vice President; Village Manager; Milford
Deborah Stuart, City Manager; Mason
Brad Kaye, City Manager; Midland
Matthew Butts, Assistant City Manager; Grandville
James Wickman, Manager in Transition
Mark Heydlauff, City Manager; Charlevoix
Laura Lam, Deputy City Manager; Kalamazoo
James Krizan, City Manager; Lincoln Park

Also present:

Kelly Warren, Secretary/Treasurer; MML
Margaret Mooney, MML
Heather Carmona, Nonprofit Spot

II. Approval of the Agenda

No changes were made to the agenda.

III. Consent Agenda

- a. Approval of December 8, 2022 minutes
Motion to approve the Consent Agenda.
Motion by: Christian Wuerth
Seconded by: Matthew Butts
No discussion. Motion carried.

IV. Review and Consideration of Operations and Staffing Support
Contract with Nonprofit Spot

The Board discussed the staffing support agreement as presented, along with a memo from Christian Wuerth outlining how the Executive Committee

came to this agreement. Discussion clarified that travel expenses would only be covered for Nonprofit Spot's Nicole Klepadlo (who is based in Texas) if MME specifically requests her in-person attendance for an event. Heather Carmona then joined the meeting to discuss the agreement and confirm next steps for the partnership, should the Board choose to move forward with Nonprofit Spot as presented. Heather will be in touch with Christine Burns and the Executive Committee regarding upcoming tasks leading up to the Winter Institute.

Motion to continue with Nonprofit Spot and approve the agreement as presented.

Motion by: Matthew Butts

Seconded by: James Wickman

No discussion. Motion carried.

V. **MML Agreement Update**

The Board discussed the status of the service agreement with the MML. President Michael Cain shared that the agreement is nearly ready to be presented to the Board, however the League is still researching financial considerations. Discussion clarified that MML leadership shall receive a copy of the Nonprofit Spot agreement for consideration as well.

VI. **Winter Institute Update**

Matthew Butts provided an update on preparation for the Winter Institute. There are several loose ends, including a need for additional event sponsors. To assist with this, Matthew will share the list of existing sponsors with the Board so that they can contact potential sponsors without duplicating anything. Kelly Warren shared that the program and signage will look different because content is not finalized. Session descriptions and speaker information will be posted on the MME website and not in the program. Kelly also asked about the Managers Activity since people have already paid the \$10 fee and will need to be refunded if there is no activity. Matthew will also work on assigning the ICMA credits so that those can be included in the program. Deborah Stuart commented that if she knew the PDC needed help she and other Board members could have stepped in sooner.

VII. **Other**

Christine Burns shared that she has scheduled an orientation for the incoming committee chairs and vice-chairs on Friday, January 13. This will provide the new committee leaders an opportunity to learn about their new roles and committee expectations. Matt Bach, Kelly Warren, and Nicole Klepadlo will also be in attendance if they are able.

VIII. Committee Updates

No further committee updates.

IX. Comments from the Board

Wickman – Thanked the other Board members since this may be his last Board meeting. He also brought up the event registration fee for Managers in Transition since registration is typically complimentary for this membership category.

Stuart – Mentioned that MME should perhaps define how long a member can be considered a Manager in Transition. This sparked Board discussion and the group decided that this can be determined between now and the Summer Workshop, so that event registrations can be handled accordingly.

Motion to waive the registration fees for conferences for Managers in Transition.

Motion by: Christian Wuerth

Seconded by: James Krizan

X. Comments from the President

President Michael Cain shared that he would post something on the Listserv in the next couple of days regarding the decision to hire Nonprofit Spot. He will also announce that Winter Institute registration is complimentary for Managers in Transition.

XI. Adjournment

Motion to adjourn the meeting at 12:54 p.m.

Motion by: Brad Kaye

Seconded by: Mark Heydlauff

Motion carried.