

**2013-2014 Board Agenda
Trump Taj Mahal Hotel
Atlantic City, New Jersey
Thursday, May 23, 2013**

Call to Order

President Marc Lemoine called the meeting to order at 2:33 p.m.

Roll Call

Vice President Simmons conducted Roll Call. All members of the Board were present with the exception of Director Kimberley A. Rau (Region II).

President Lemoine Remarks

President Lemoine welcomed the new Board, and invited each member of the Executive Committee to offer introductory remarks.

Additional Agenda Item Request

Executive Director Shalby presented a copy of **Policy** Chapter 2.30 of the *Region Directors' Responsibilities* to the Board and President. President Lemoine reviewed the responsibilities set forth in the Chapter focusing on communications specifically outlined in sections 2.30.030 (A)(4) and (B) through (M).

Accord of Trust and Confidentiality Agreement

Region I Director Shawn Cullinane reminded the Board of their responsibility to review and sign their respective Accord of Trust and Confidentiality Agreement.

Budget & Planning Committee Chair Appointment - Action Required

Vice President Monica Martinez Simmons made a motion to reappoint Phillip Campbell as **In-coming** Chair of the Budget & Planning Committee.

Past President Brenda Cirtin seconded the motion.

Vote: Unanimous

President, EC and ED Travels - Region X/XI - Action Required

President Lemoine reviewed the Executive Committee and Executive Director's outlined travel plans adding the September 2013 VVG Conference to the list:

2013 Executive Committee Travels

- June 9-12 - AMCTO Conference – Blue Mountain, Canada - Lemoine
- June 18-20 -- IAM Conference – Israel – Lemoine
- July 24-27 -- 2014 Site Visit – Milwaukee – Lemoine/Shalby
- August 15-17 – Budget and Planning Meeting/EC Meeting, IIMC Headquarters, CA
- September 27 -- VvG Annual Congress - Lelystad, the Netherlands - Lemoine
- October 16-19 -- SLCC Conference – United Kingdom – Lemoine/Shalby
- October -- LGMA Conference – British Columbia, Canada – TBD
- November 14-16 - National League of Cities – Seattle, WA - Shalby
- November 21-24 – IIMC Mid-year Board Meeting, Savannah, Georgia

President Elect Brenda Young moved to approve the stated travel plans. Region XI Director Samantha Shippen seconded the motion.

Vote: Unanimous

2014 Site Visit - Milwaukee - July 2013 Tentative - Lemoine/Shalby

Executive Director Shalby stated there are plans in place to visit the 2014 conference site in late July in order to secure all details.

Budget & Planning Meeting - IIMC HQ - August 2013 - BP, EC and IIMC Staff

Executive Director Shalby reported the Budget and Planning Meeting is confirmed for August 16, 2013 at IIMC Headquarters in Rancho Cucamonga. August 15, will serve as a travel day. If needed, the Budget & Planning Committee will continue their meeting on August 17. The Executive Committee will also meet on August 17. The focus of this meeting will be the planning and development of the 2014 IIMC Budget that will be presented for consideration and approval at the mid-year meeting in Savannah, GA.

Mid-Year Meeting Update - Savannah, GA - November 2013 - Shalby

Executive Director Shalby reported the mid-year meeting dates have been set for November 21, 22 and 23. November 21 will serve as a travel day. Friday, November 22 will be Board development followed by the first part of the Board of Directors meeting. Saturday, November 23, the Board will reconvene and continue their meeting. That evening, a joint dinner will be held with the IIMC and MCEF Boards. IIMC will pick up the full cost of the mid-year meeting event for the Board. Past President and City Clerk of Savannah Dyanne Reese is planning to host an event at City Hall. Board members were asked to book their own flights to Savannah and advise IIMC Office Administrator, Denice Cox, of travel plans. Region III Director, Kelly Lovette, extended an invitation to the Board to visit Charleston, which is only two hours north of Savannah.

Executive Director Remarks*2018 Conference Visits (June, July, August, September)*

Executive Director Shalby provided an update regarding the 2018 conference. Plans are underway to visit potential conference sites which tentatively include Alaska, Seattle, North Carolina, and Orlando. The Board will vote anonymously on the selection of the 2018 Conference site at the mid-year meeting.

Friday Letter

Executive Director Shalby will produce a weekly Friday letter recapping IIMC news. Each month, the Board will receive the monthly financials and notes immediately after they are vetted and approved by the Budget and Planning Committee.

News Release

Executive Director mentioned that any incoming Board member who would like a news release distributed to their local media to complete the form inside their folder and send it to him.

Contacting IIMC Staff

Executive Director encourages all Board members to contact staff directly if they need answers to questions regarding education, membership, or other.

Tentative Vacation Plans

Executive Director Shalby informed the Board of his vacation plans. He is scheduled for vacation in December and plans to take two weeks this summer.

Reception and Banquet Update

Executive Director Shalby reminded the Board of the official Board photo scheduled for 6:30 p.m. at the Board reception, and announced Host Clerk Allan Susen would serve as MC for the annual banquet. Past President Mary Lynne Stratta will serve as auctioneer for the live auction at the banquet.

Other Business

Host Hotel Criteria

Region XI Director Jaap Paans inquired as to whether a policy exists for the selection criteria of conference sites, specifically hotels with casinos. Executive Shalby informed the Board there is no specific policy at this time, and this would be something the Board could explore further. Director Paans indicated his municipality is not pleased the host hotel included a casino. President Lemoine will refer to the Policy Committee for consideration.

VP Elections

Region V Director Terri Kowal requested the Board and/or staff reconsider the process we follow for the Vice President Elections and inquired as to why the results are not communicated to the candidates in advance of the business meeting, suggesting this would provide the opportunity to invite family members and also to be sensitive to the feelings of the candidates.

Executive Director Chris Shalby reported he felt the election turnout was high for the organization and reported he was aware of the results since May 2. Executive Director Shalby agreed with Region V Director Kowal's suggestion that candidates should be notified as soon as possible. Region V Director Kowal made a motion to submit these suggestions to the Elections Committee for further review and consideration.

Region X Director Pomroy seconded the motion.

Vote: Unanimous

Incoming Board Meeting

Region IV Director Mary Kayser brought up the idea of holding this particular scheduled Board meeting immediately after the morning sessions to give the Board one afternoon of free time before the banquet.

Outgoing Board Members

Region XI Director Shippen inquired about a certificate for outgoing director Frederickx. Executive Director Shalby stated a certificate was not presented since a full term was not served. Director Shippen stated she believes if service is provided to the Organization, it seems appropriate to recognize those director-level contributions.

Region XI Director Shippen moved to have the Policy Committee consider the acknowledgement policy for outgoing directors.

Region XI Director Jaap Paans seconded the motion.

Vote: Unanimous

Region II Director Vincent Buttiglieri

New Jersey Clerk Vincent Buttiglieri acknowledged the positive feedback received on this year's conference. He was acknowledged with a spirited round of applause.

Brussels/Frederickx

Region VII Director Lana McPherson requested a special acknowledgement for Ronnie Frederickx considering he stepped up for the organization. Region XI Director Jaap Paans asked Region XI members to consider acknowledging him during the Brussels program. President Lemoine directed Executive Director Shalby to investigate the policy for issuing a certificate of recognition.

Adjournment

Region VI Director Roxanne Schneider moved to adjourn the meeting at 3:20p.m.

President Elect Brenda Young seconded the motion.

Vote: Unanimous