



**Minnesota Association of County Administrators
Ruttger's Bay Lake Lodge
8:00 AM to 11:00 am Friday, October 7, 2011
Annual Business Meeting Agenda**

1. **Call to Order** – Molly O'Rourke 8:10 a.m.
2. **Introductions; Executive Committee Report**
3. **Strategic Plan review and approval** – O'Rourke and Callier provided background on the MACA strategic planning process, activity to date and plans to move the group forward.
4. **Discuss proposed committee structure** – The group broke into segments to discuss Membership Support, intergovernmental relations and professional development. Each group provided specific recommendations.
 - a. **Membership Support:** Web/Electronic communications, legal consulting, range riders (practical not legal advice), create a library of information (include on the survey to see what people need), welcoming new members and pointing them to a central information repository.
 - b. **Professional Development:** More information posting on the site, new member orientation packet and program (jerry, bob and laura), develop leadership skill development and training sessions, bring back training days (web or ITV sessions), consider a greater role for MCIT in our training sessions, inventory member skills and interest, develop a curriculum for new and advanced administrators, expand training to all counties regardless of whether or not they have an administrator/coordinator and maintain a majority of members attending the fall conference and business meeting in December
 - c. **Intergovernmental Relations:** The group had a broader discussion to enhance communication around the legislative issues and what affiliates are working on and how to stay engaged during the session. Regular conference committee with AMC IGS staff, Step up after the session to figure out what the impacts of the session are on counties and preparing for implementation and the coming session, look at all affiliate platforms and focus on larger affiliates and establish a more comprehensive relationship.

All groups affirmed the performance measurement benchmarks. Berg suggested that topics such as the shutdown or MVC are good opportunities for training and information sharing amongst members and MACA needs to be nimble on topics like that. Redistricting is something we should get a handle on and share information on (there will be a technical day). Explore the use of ITV for technical days.

5. Update strategic plan and prepare to change bylaws in December to reflect the new committees:

- a. Review work plan
- b. Identify counties that meet regionally and meeting convener
- c. Request for identification of subject matter expertise

6. Treasurer's Report- Sharon Hanson

- a. 2011 Budget Report; Proposed 2012 budget, Audit Schedule

Molly discussed a new proposal to share the costs/revenues and responsibilities of the fall conference with MCHRMA every year. The group agreed that the proposal should move forward.

7. Secretary's Report – Riaz Aziz

- a. AMC Newspaper Column; AMC Annual Conference Planning

8. Nominating Committee – Trish Klein

Bob Meyer, Sara Folstad and Nate Burkett are being nominated as at-large members
Mary Callier is nominated for President
Sharon Hanson is nominated for Vice President
Duane Hebert is nominated as Secretary
Luci Botzek is nominated as Treasurer
Molly O'Rourke is nominated as Past President

Trish Klein Moved to adopt the proposed slate of candidates, Brian Berg Seconded, unanimously approved

9. Report from MACA Volunteers at AMC policy committees and solicitation for volunteers for remaining committees - Extension and Ag and Rural Development still need volunteers

10. Appointment of MACA representative to MCIT – Mel Ruppert nominated by karen brown seconded by Jim Schug, unanimously approved

11. Affiliated Association Reports

- a. MCIT: Largest dividend ever, favorable renewal rates. Coverage and exclusions for contracts being discussed and revisiting that exclusion to

begin coverage for contracted services. More visits from MCIT staff than in previous years.

- b. NACA: Duane Hebert was at the ICMA conference and provided an update on their strategic planning. Their board is split between those who want to just maintain and those that want NACA to grow. They struggle with many of the same questions as MACA and NACA is early in their process. NACA offers online resources and discussion areas (may be opportunity to link to MACA's)
- c. AMC: Jeff Spartz provided an update on the AMC board strategic planning session. Communications work internal and external a big topic. The AMC board also wants to explore non-dues revenues to keep dues down. 5 preliminary business plans are going to be presented to the AMC board on October 14th.

12. Range Riders - Riaz discussed the Range Riders program which was created with Duane Hebert.

13. Adjournment