

DRAFT

**Maine Municipal Tax Collectors & Treasurers Association
Retreat
Tuesday, July 24, 2007
Wayne, Maine**

Present: Gayle Doyon, Audrey Goucher, Linda Cyr, Pam Griffith, Vera Parent, Gilberte Mayo, Stu Marckoon, Teresa Shaw, Tracey Hodgdon-Hyson, Marilyn Curtis, Margaret Langhill

Absent: Carlo Puiia, Paul Labrecque

1. **Call to Order:** President Gayle Doyon called the meeting to order at 10:20am.
2. **Review of Mission Statement:** The Executive Board reviewed the existing Mission Statement. Consensus that they would not add or change anything. Vera Parent moved that the Mission Statement stay the way it is, seconded by Linda Cyr, all approved.
3. **Goals with Objectives & Outcomes:**
 - a. Membership- Review of 2007 membership: Currently there are 762 members. There was a general discussion about how to increase the participation of the membership into the workshops and conferences. Audrey Goucher recommends making the courses mandatory. This was followed by general discussion. There was discussion about making the Annual Conference a more prominent feature of certification qualifications. There was a general discussion about marketing the MMTCTA, starting with the Municipal Manager level positions, the selectmen and the councils. There was discussion about asking the Training & Affiliate staff to market all of the affiliate groups at all workshops and conferences. Margaret Langhill noted that she would discuss this with Joan Kiszely. It was recommended that Gayle Doyon write a letter to Chris Lockwood to solicit MMA's assistance in marketing the Affiliate Groups. Margaret noted that the Training & Affiliate staff could probably address this easily enough without going to that level. Gilberte Mayo noted that the board should continue to address the issue of offering scholarships in order to get more attendance. Gilberte offered to draft some language to present to the board at the next meeting. Margaret Langhill will check to see if there is some sample language available and will email it to her.
 - b. Educational Programs- Review of 2007 Training Calendar: Key notes from the general discussion were to keep the training dates toward the middle of the month. General discussion about the workshop that is in development "I've got the Job-Now What?" Stu Marckoon is looking for a co-instructor. This workshop will be put on the next meeting agenda. Stu will email the board members with the course outline.
 - c. Certification Process: General discussion about sending reminders to those that need to be re-certified. After a general discussion, it was

decided that this message could be included annually with the membership renewals. Margaret Langhill to send Stu Marckoon a full certification list for the MMTCTA website.

- d. Legislative Advocacy: No report as Paul Labrecque was absent. There was a general discussion about the memo that was distributed by the BMV. It was also noted that David Little has expressed interest in assisting Paul on legislative issues. Gilberte Mayo noted that Bernice from the BMV contacted her to see if the MMTCTA would be getting involved in drafting the language for the LD. Gilberte contacted Kate Dufour at MMA and she in turn spoke with the Legal Services staff at MMA. Gilberte noted that MMA Legal Services staff is working on some sample language.
 - e. Website: It was general consensus that the website continues to be a great resource to the membership. Margaret Langhill to check with the MMA Resource Center to see if they can put a counter on the website to see how much traffic goes to it.
- 4. MMTCTA Successes of 2007:**
- Annual Conference-General consensus that the round tables were a success, and that the one-day format, dual locations was successful as well.
- 5. Where are we going?**
- a. **There was a general discussion about course offerings at the Annual Conference and the MMA Convention. Some topics included:**
 - i. General Auditing overview
 - ii. Excise Tax Reimbursement effect
 - iii. Collections-Small Claims, Collection Methods
 - iv. Cash Handling (Anthony Francisco)-would the MTCCA like to co-sponsor this workshop?
 - v. Disaster Planning for Finance-would the GFOA like to co-sponsor this at MMA Convention?
 - b. Teleconferencing: It was the general consensus that teleconferencing meetings is not ideal and that instead of having a conference call for the meeting, postpone the meeting if possible.
- 6. Goals for 2008:**
- Round table discussion for MMTCTA Website navigation-2008 Annual Conference topic.
- 7. Assign Responsibilities:**

Certification: Pam Griffith, Carlo Puiia

Website: Stu Marckoon

Newsletter: Vera Parent, Marilyn Curtis, Teresa Shaw

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Legislation: Paul Labrecque and Dave Little
Professional Development: Gayle Doyon, Vera Parent, Gilberte Mayo
Scholarship Sub-Committee: Gilberte Mayo
Nomination: Gayle Doyon, Linda Cyr
Membership Committee: Linda Cyr , Teresa Shaw
Interested in the Board: Scott Gesualdi (possible instructor), Wanda Ouellette, David Little

8. Update of MMA Convention: Margaret Langhill gave a brief overview of the agenda and program.
9. 2008 Meeting Schedule: The 2008 meeting schedule was set through August 2008.
10. **Adjournment:** Motion made by Vera Parent, seconded by Pam Griffith to adjourn at 12:10pm.