

**COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING**  
**Friday, October 17, 2014**  
**9 am Conference Call**

**MINUTES**

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**CALL TO ORDER AND INTRODUCTIONS**

In attendance: Jane Brautigam, Torie Brazitis, Michael Penny, Shane Hale, Matthew Birnie, Bill Bell, Mark Achen

Not in attendance: Aden Hogan, Jim White, Clint Kinney, JR Clanton

**ITEMS FOR APPROVAL**

- 1) Approve meeting minutes from June 20, 2014. Jane made a motion to approve the minutes, Bill seconded- APPROVED
- 2) Accept the Financial Statements as presented through September 30, 2014. Michael made a motion to accept the financial statements, Jane seconded - APPROVED

**DISCUSSION/ACTION ITEMS**

- 1) 2015 Budget  
Shane indicated that the Ex Com reviewed the budget. The biggest change is in relation to the Management Contract. Michael/Matthew – approved  
  
There was discussion about stronger coordination with the University of Colorado Denver School of Public Affairs. Ideas were luncheons/happy hours with speakers that present on City Management and internships.
- 2) 2015 CCCMA Board Nominating Committee Chair  
Discussion about the open positions. Looking to expand diverse representation and have strong metro representation.
- 3) 2015 CCCMA Winter Conference Update  
*Better Communication, Better Results, Better Life* February 26-28, 2015, Hotel Colorado, Glenwood Springs. Shane reported that the program is strong.
- 4) Emerging Managers  
Shane spoke highly of Torie and the work plan she has drafted. Jane made a motion to appoint Torie the Emerging Manager Representative through Feb 2016, Matthew seconded - APPROVED
- 5) Public education regarding the value of good governance and civil discourse (Bill Bell)  
Can CCCMA and CML partner on education of civil discourse (maybe modeled on Good Cities week) Push out some positive PR. Gunnison County, Civility Initiative are examples. Bill will write up an initiative.

## **OTHER REPORTS**

### 1) County Manager's Update (Matthew Birnie)

ACCA had a meeting on West Slope. They have separated from CCI.

### Other Business

John Schneider is an out of town MIT and would like to request a waiver of the conference registration fee. The Board's consensus was to approve as he had been a Colorado manager in the past and is returning.

## **EXECUTIVE SESSION**

### 1) Association Manager Contract

## COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING

Friday, June 20, 2014, 7:30 – 8:45a.m.

Beaver Run, Breckenridge

### MINUTES

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#### CALL TO ORDER AND INTRODUCTIONS (Shane Hale)

In Attendance: Mark Achen, Bill Bell, Jane Brautigam, Drew Gorgey, Shane Hale, Clint Kinney, Michael Penny, Denise Taylor, Jim White

Drew Gorgey introduced himself and indicated that ACCA is reaching out to all the affiliated groups.

#### CONSENT AGENDA (Shane Hale)

- 1) Approve meeting minutes from Feb 20, 2014
- 2) Accept the Financial Statements as presented through May 31, 2014
- 3) Appoint Brent McFall to serve on the ICMA Conference Planning Committee
- 4) Hire Anderson Whitney to perform CCCMA audit.

ALL voted in favor of the consent agenda.

#### DISCUSSION/ACTION ITEMS

- 1) Report on ICMA (Jane Brautigam/Shane Hale)  
Jane has traveled constantly to other states and board meetings. ICMA is focused on Tenet 12 this year. A sub committee was appointed for financial recommendations, this moved into a focus on membership structure. (ICMA is moving away from salary based dues to size of community) ICMA is also preparing to work on their long range/strategic plan as the funding picture changes.  
  
Shane said CIRSA will host a reception on Monday night of the ICMA conference. CCCMA will have a hospitality suite coordinated by scholarship winners. Shane made a push again for the 100 for \$100 campaign and asked each Board member to call 5 people. Denise will send membership list and flyer to the Board.
- 2) 2015 CCCMA Winter Conference Update (Shane Hale)  
*Theme: Ancient Wisdom to Modern Technology, February 26-28, 2015, Hotel Colorado, Glenwood Springs*
- 3) Emerging Manager Program in Durango (JR Clanton/Shane Hale)  
Durango and Ft Collins are planning an EM Summit in Durango, October 10-11. Good to have a major event on the West Slope. They are requesting \$1,000.  
Michael made a motion to add \$1,000 from reserves to the 2014 budget for this expense, Clint seconded. - APPROVED

4) Organizational Goals (Shane Hale/Clint Kinney)

There was a review of previous goals/focus areas from the 2010 planning meeting. Clint had notes from a meeting in 2007 as well. Both had similar objectives. There was discussion of the progress that had been made in the areas of ethics and training.

What's Next? The board agreed action needs to be the focus. Clint volunteered to synthesize to key goals and create some action steps, including an emphasis on professional development for managers and emerging managers and a formalized MIT program.

Michael and Gary Sears will meet with Brendan Hardy at CU Denver and brainstorm ideas for cooperation between the college and CCCMA.

To enhance outreach to Communities in Transition, Denise will make an initial phone call to the Mayor and offer resources, including the link to *How to Hire a Local Government Administrator* and contact info for local managers.

#### **OTHER REPORTS**

1) County Manager's Update (Drew Gorgey)

Drew reported on County management issues. The county association has similar goals for their members. They don't want to duplicate services. They want to complement CCCMA and add their own unique issues. Mark suggested a CCCMA Board member should attend their meeting? Drew suggested a mention in the by laws as an option to address cooperation.

2) Range Riders

Mark wasn't able to go to a CML session! As he had so many meetings with managers.

3) Other Business

Student memberships need to be advertised. ICMA is very much trying to promote a student chapter. Jane would like to add this for a later discussion.

**COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING**  
**Thursday, February 20, 2014, 6:30pm**  
**The Gallery, Hotel Colorado**  
**Glenwood Springs, CO**

**AGENDA**

Board Members Present: Aden Hogan, Jim White, Shane Hale, Michael Penny, Roy Otto, Clint Kinney, Matthew Birnie, JR Clanton (Denise Taylor, staff)  
Guests Present: Torie Bratzis, Mike Conduff, Bill Bell, Seth Hoffman, Sam Mamet, Mark Achen, Craig Kocian

**Call to Order & Introductions (President, Aden Hogan)**

Aden called the meeting to order and handed the meeting to Shane.

**CONSENT AGENDA** (Shane Hale):

- 1) Approval of October 28, 2013 meeting minutes
- 2) Review of Year End 2013 Financial Statement
- 3) Announcement of 2014 Board
- 4) Appointment of Emerging Manager Representative, James Clanton

Clint made a motion to approve the Consent Agenda. Roy seconded – APPROVED

**DISCUSSION/ACTION ITEMS:**

- 1) Election of 2014 Board Vice President/Secretary (Shane Hale)

Roy made a motion to appoint Clint as VP/Secretary. Michael seconded – APPROVED

- 2) Speaker reimbursements

Shane led a discussion about the idea of a policy for speaker reimbursements. Should groups just receive a budget and spend as appropriate? Consensus is groups will use good discretion.

**REPORT AND UPDATES:**

- 1) Emerging Managers (James Clanton)

The group did 3 major events and several informal get togethers. The Ft Collins panel was the most well attended yet. There is a lot of interest in a Northern Chapter. JR would like to have some more official rules and succession for the group. Next event should be with Lakewood, a city tour around transit. Roy talked about the Go Cup event, with the Blues Jam. Roy would like to host the group. There was a discussion about gaining and keeping interest high. Sam suggested a focus on the Best and Brightest program, they have internships in local governments. Maybe scholarships or memberships should be allocated for scholars or a certain age group. Mark mentioned that the Life, Well Run videos could be crafted to support emerging managers. 26 years or younger or still in school, \$5 membership Clint/Michael

Clint made a motion to offer \$5 memberships to emerging managers in school. Michael seconded – APPROVED

2) Colorado Women Leading Government

Written report submitted by Jacque Wedding-Scott

3) ICMA Reports

A) Affiliation Agreement (Mark Achen)

B) Conference Planning Committee (Jim White)

i. 100 for \$100

Jim reported on his attendance at the committee planning meeting and the direction the program is taking. He also gave examples of the potential topics for the 2014 conference.

Jim also talked about the new 100 for \$100 program. This would be a ground breaking effort for Colorado. The board, plus Seth, pledged to contribute \$100.

4) Range Rider Reports\* (Mark Achen and Craig Kocian, Tom Dority unable to attend)

The Range Riders name will be changed to Senior Advisors. Mark reported that he had 400+ contacts, 73 face to face (mostly at the conference), traveled about 1,400 miles. Mark believes the impact of travel to isolated areas is great. Michael agreed to help with outreach. Craig categorized two major areas of interest: retirement and should I interview for a job I have been recruited for?

5) County Managers' Update (Keith Montag/Matthew Birnie)

Drew Gorgey is the new president of ACCA.

6) CML Update (Sam Mamet)

Sam had no report.

**OTHER BUSINESS**

ICMA scholarships, JR and Clint will lead committee. Clint recommended hosting a suite for CCCMA members during ICMA.

Clint made a motion to increase the ICMA budget to \$5,000 to cover the cost of a suite. Roy seconded – APPROVED

Discussion about Glenwood as a conference location.

**ADJOURN**

At 8:15pm