

BOARD OF DIRECTORS

City Management Association of Oklahoma

Minutes of August 6, 1975 Meeting

A quarterly board meeting of the City Management Association of Oklahoma was called to order by President Dale Baker at 1:05 p.m., August 6, 1975. Those in attendance were:

President Baker
Vice-President Ron Bourbeau
Secretary-Treasurer Gene Walker
Member Harold Emrick
Member Howard McMahan

Also in attendance was Bill Moyer of the Oklahoma Municipal League.

The first item on the agenda was consideration of an Agreement of Service between the City Management Association of Oklahoma and the Oklahoma Municipal League. A proposed agreement was presented by Bill Moyer, and upon motion of Howard McMahan, seconded by Ron Bourbeau, the agreement was unanimously approved.

The second consideration was the Oklahoma Municipal League staff person, who was identified by the Oklahoma Municipal League to be Mr. Bill Moyer, to serve as executive secretary as provided for in the Agreement of Service. A motion was made by Ron Bourbeau and seconded by Harold Emrick that the Board give its concurrence in Mr. Moyer's selection. Motion was passed unanimously.

Howard McMahan, Chairman of the Goals and Objectives Committee, requested input of the Board members present as to the exact function of the Goals and Objectives Committee. Gene Walker identified that one of the initial responsibilities of the committee was the preparation of a recommended dues structure in line with the new budget. Ron Bourbeau indicated that he felt there should be different membership classifications and that CMAO should tie closer to ICMA. Harold Emrick indicated that he also felt that the CMAO should tie closer to IMCA, and further that there should be a different rate and membership structure. Gene Walker brought up concerns that he had overheard at the Spring Conference concerning membership of COG Directors in CMAO. Howard McMahan then distributed copies of the goals of the Texas City Management Association which the Board reviewed. Chairman McMahan stated that he would have a meeting of the Goals and Objectives Committee during the OML Conference in September. It was noted at this time that Ron Owens, a member of the Goals and Objectives Committee, had moved, and President Baker appointed Harold Emrick to fill said vacancy.

Bill Moyer stated that on September 18 there would be a Planning Session at 10:00 at Stillwater for the City Manager's Short Course to be held at OSU. Ron Bourbeau suggested that the Planning Committee be expanded to include other City Managers in addition to the Board. The following members were added to the Planning Committee: Charles Hill, Greg Harrison, Larry Gish, Morgan Hayfs, Royce Hunter and Jack Weaver. *Doc*

Minutes - August 6, 1975
Page Two.

Treasurer Gene Walker identified that all bills had been paid relating to the Spring Conference and that at present \$500.97 was the bank balance. He further stated that the new dues structure was imperative based on the approved budget for the year. Walker also stated in the future he would make quarterly financial reports to the Board instead of the traditional semi-annual reports.

Bill Moyer identified that two vacancies presently existed on the State Council of Academy Advisors. President Baker appointed Mike Blake and Julius E. Harlson to fill same.

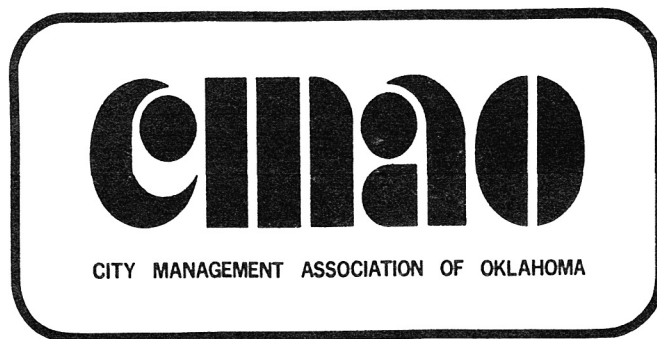
The meeting adjourned at 2:20 p.m.

CITY MANAGEMENT ASSOCIATION OF OKLAHOMA
Board of Director's Meeting

AGENDA
August 6, 1975

1. Adoption of "Agreement of Service" between CMAO and the Oklahoma Municipal League.
2. Appointment of an Executive Secretary from the OML staff (Moyer).
3. Progress report from Goals and Objectives Committee (McMahan).
(Committee: Howard McMahan, Chairman; Greg Harrison; Ron Owens; R. M. Dodson; and R. G. Annis).
4. Discussion of January conference. *(Meet Sept. 18th 10:00 - location to be announced.)*
5. Financial report (Walker).
6. Other items.

a. see about charter flight deal - 8 cattle
b. see about CMAO's articles
c. see when a meeting



MINUTES OF CITY MANAGEMENT ASSOCIATION BREAKFAST
September 12, 1975

President Dale Baker called the meeting to order at 8:25 a.m.

Mr. Paul Rice gave the invocation.

Mr. Howard McMahan reported on the tentative draft of the Goals Statements. He asked members to relate their feelings to the Committee so that it can be finalized in January. After considerable discussion concerning the initial rough draft, members related numerous thoughts concerning the Goals.

President Baker reported that the Conference Planning Committee was scheduled to meet on September 18 at Stillwater to plan the January Conference. Anyone with ideas concerning subject matters to be covered should advise the members of the Committee.

President Baker advised the membership that John McDonnold, City Manager of Edmond had previously been appointed to chair the Committee on Professional Development, however, he has resigned and a new Committee chairman must be selected.

Mr. Paul Rice reported on the flight schedule to Seattle for those members wishing to avail themselves of this service.

President Baker announced that there would be a short Board of Directors meeting immediately after the breakfast meeting.

Mr. Bill Frueh announced that in his capacity as Director of the Office of Economic and Community Affairs, he hoped to be in a position to really help the cities.

Mr. Gerald Wilkins announced that he was trying to develop programs to be of more assistance to small and medium size cities and that anyone wishing to help, please let him know. He also stated that in his position as the ICMA Policy Advisory Network for Oklahoma, he would function as efficiently as he could. He stated that the network is made up of seven additional managers, strategically located around the state so that information could be quickly disseminated.

Mr. Donald Bown announced that the 76 Action Plan for the Crime Commission is on A-95 Review at this time. The local governments did not provide the kind of input that he would have liked and thus, it may not be too well received by local communities.

CITY MANAGEMENT ASSOCIATION OF OKLAHOMA
BOARD OF DIRECTORS MEETING
September 12, 1975

Present:

President - Dale Baker
Vice-President - Ron Bourbeau
Director - Chester Simons
Director - Howard McMahan
Director - Harold Emerick
CMAO Executive Secretary - Bill Moyer

President Baker called the meeting to order. He stated that as everyone realized, he had resigned his position as City Manager of Midwest City but that his resignation was not effective until January 2, 1976. He stated that he didn't really know how to interpret the by-laws and thus was asking the Board of Directors for guidance concerning his position as President of the State Association.

Mr. McMahan stated that as far as he was concerned, he didn't see any problem with Mr. Baker remaining as President of this Association as long as he was still on the payroll of Midwest City unless he gets a job other than city manager in Oklahoma. The members agreed unanimously with Mr. McMahan.

Meeting was adjourned.



City of

Lindsay

Oklahoma 73052

Postoffice Box 708
Dial 405/756-2019

RECEIVED
SEP 22 1975
OKLAHOMA
MUNICIPAL LEAGUE

CMAO
Charge time
Letterhead

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MEETING, September 12, 1975

Present

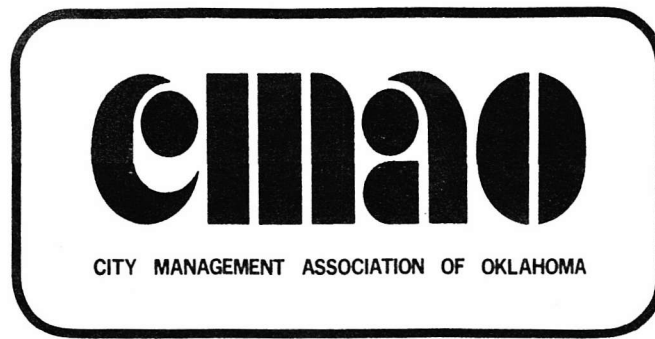
President-Dale Baker
Vice President-Ron Bourbeau
Director-Chester Simons
Director-Howard McMahan
Director-Harold Emerick.

CHIEF EXECUTIVE SECRETARY-BILL MOYER

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Meeting was adjourned.



TO: City Managers in Northeast Oklahoma
SUBJECT: Small Cities Interchange Workshop
FROM: Dale Baker, President, City Management Association
of Oklahoma
DATE: September 24, 1975

A Small Cities Interchange Workshop will be conducted in Cleveland on Friday, October 3, 1975, beginning at 10:00 a.m. The program will be as follows:

10:00 a.m. - Meet in Cleveland City Hall for
information interchange.

12:00 Noon - Attend Chamber of Commerce luncheon.
Scott Eubanks, Director of Oklahoma's
Industrial Development Department - speaker.

Afternoon - Tour Cleveland municipal incinerator facility.

Plan now to attend!

Additional information or details may be requested from Bob Hudspeth, City Manager, Cleveland, or Bill Moyer, Associate Director, OML.

CITY MANAGEMENT ASSOCIATION OF OKLAHOMA
Board of Directors Meeting
November 4, 1975

CMAO Board of Directors held a meeting in the OML offices at 1:30 p.m., Tuesday, November 4, 1975. Directors present were: President Dale Baker; Vice-President Ron Bourbeau; Directors Jim Whitlock, Harold Emrich, Howard McMahan, Mike Drea and CMAO Executive Secretary Bill Moyer. Absent were Secretary-Treasurer, Gene Walker and Director Chester Simons.

The meeting was called to order at 1:30 p.m. and minutes of the August 6 and September 12, 1975 meetings were approved. A financial report was also given.

Moyer reported on progress of the January Conference planning. It appeared that the program was shaping up as planned. Discussion was held relative to establishing hospitality room fees for those attending CMAO conferences. Whitlock moved that \$5.00 be charged, in addition to registration, to offset hospitality room expenses. Seconded by Bourbeau, the motion carried.

Bourbeau reported on the Regional Officers breakfast meeting conducted during the ICMA conference in Seattle. Items discussed included the following:

- Report on Oklahoma's goals program;
- Report on Kansas Association activities (\$6,000 budget, Legislative Committee, HUD grant for training);
- Arizona's scholarship program;
- Committee on professional conduct;
- Code of Ethics;
- Placement of professionals; and
- Recognition of members.

The Regional meeting of state officers to be held in Denver, Colorado, on November 14, 1975, was discussed. Whitlock moved and McMahan seconded, that three Oklahoma Association officers be authorized to attend at CMAO expense. Motion passed. It was determined that priority for attendance be given in order to the President, Vice-President, Secretary-Treasurer and then the Directors based on years of service. Several items were approved for presentation during the Regional meeting and include:

- Oklahoma's goals program;
- Association's activities for next year (Small Cities Management Program; State Council of Academy Advisors; Information Column in OML newsletter); and
- List of CMAO membership concerns and problems with ICMA and its programs (shortage of membership promotion; registration for ICMA Conference getting too high - should seek alternate financing; inadequate tools and materials for state association's use in selling ICMA).

Bourbeau discussed the ICMA Small Cities Management Training program. ICMA officials would conduct a training program for the individual city's trainers,

if 15 or more managers wished to participate. The cost to cities would be \$40 per student when and if they each decided to conduct the program. Bourbeau moved and McMahan seconded, that CMAO sponsor the Small Cities Management Training program and that the middle of February, 1976, be tentatively set for the ICMA presentation provided adequate response is received. Motion passed. It was determined that a presentation should be made during the January conference to determine the response.

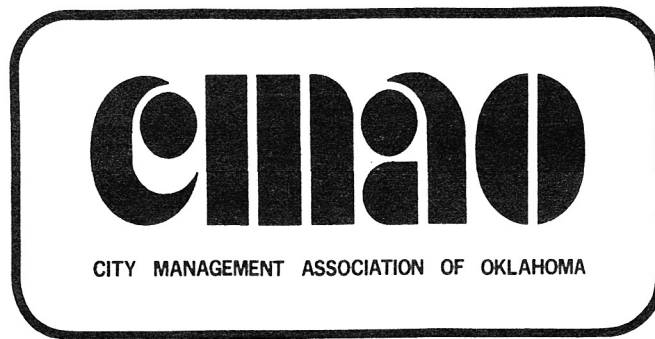
The 1976 CMAO Spring Conference dates and location were discussed. Whitlock moved and Drea seconded, that Western Hills Lodge be acquired as the site and that June 9, 10 and 11, 1976, be approved as the dates for the program. Motion passed. (Western Hills Lodge has been confirmed for those dates.)

Activation of the State Council of Academy Advisors was next for consideration. Since Mike Blake had recently resigned from the profession, Jim Whitlock was approved as his replacement. The Council now consists of the following:

Stephen Reel, The Village;
Pat Long, Mustang;
Jim Palone, Stroud;
Julius Haralson, Ardmore;
Jim Whitlock, Broken Arrow; and
Bill Moyer, OML.

President Baker set 1:30 p.m., Tuesday, November 18, 1975, as the time for the Council's meeting in the OML offices. Moyer was instructed to notify the members.

No further business appearing, the meeting was adjourned at 4:00 p.m.



TO: Members of the State Council of Academy Advisors
SUBJECT: Meeting of the Council
FROM: Dale Baker, President, City Management Association of Oklahoma
DATE: November 5, 1975

Due to resignation from the management profession of several members that have been previously appointed to the Council, I am attempting to call the present members together for a meeting to discuss the State Council's activities.

One of those to resign was John McDonnold, former City Manager of Edmond, who also was serving as chairman of the State Council. One item of discussion will be to determine from the present Council's membership a person to serve as chairman. The make-up of the present Council is as follows:

Steve Reel, The Village;
Pat Long, Coalgate;
Jim Palone, Stroud;
Julius Haralson, Ardmore;
Jim Whitlock, Broken Arrow; and
Bill Moyer, Oklahoma Municipal League.

Arrangements have been made for a meeting on Tuesday November 18, 1975, at 1:30 p.m., in the Oklahoma Municipal League offices, 201 N.E. 23rd Street, Oklahoma City.

Many other states have involved their managers in the Academy program. To my knowledge, Oklahoma has no managers who have availed themselves of this professional development program. We are anxious to begin formulating our state's plans for encouraging membership to participate. I, therefore, encourage your attendance to the meeting on November 18, 1975, and will appreciate receiving any comments or recommendations you have at that time.