

PAYMENT

Payment can be made by check or money order. Purchase orders also are accepted. No credit card payments are accepted. Registrations without accompanying payment will be invoiced.

Payments received after April 16, 2012, are subject to a 25% late fee. Payments received after May 16, 2012, are subject to an additional 25% late fee.

CANCELLATIONS

All cancellations must be in writing (mailed, faxed or e-mail). Cancellations received on or before March 7, 2012 will receive a full refund. Cancellations received on or after March 8, 2012 will be subject to a 25% administrative fee. No refunds or cancellations after March 12, 2012. Substitutions are welcome.

Hotel Accommodations

Wichita Marriott (316) 651-0333 (identify CCMFOA Spring Conference)
Conference Rate – \$97 plus taxes

Room availability cannot be guaranteed for reservations after Feb. 29, 2012.

Other Hotel Options (government rate)

Comfort Inn	316-686-2844	(\$77.00 single+tax)
Fairfield Inn by Marriott	316-685-3777	(\$77.00 single+tax)
Super 8	316-686-3888	(\$49.99 single+tax)
Hawthorne Suites East	316-686-7331	(\$76.00 single+tax)

• **Networking**

Network with other clerks, share successes and ideas, resolve issues and learn different approaches to common problems.
Make new friends and reconnect with acquaintances.

• **Outstanding Solution Tracks, Roundtables**

Design your own conference as you choose sessions for your specific needs. First-timers and regulars will find informative and refreshing sessions.

• **Continuing Education**

The International Institute of Municipal Clerks (IIMC) has approved the 2012 CCMFOA Spring Conference for a maximum of 6.9 CMC education points and a maximum of 5.1 MMC education points toward certification. Update your skills and take ideas back to city councils and staff.

ADDITIONAL INFORMATION

Gayle Martin, Education Director, Hugo Wall School of Urban and Public Affairs, Wichita State University, (316) 978-6541; gayle.martin@wichita.edu

Notice of nondiscrimination: Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, status as a veteran or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316) 978-6791.

Wichita State University Conference Center
1845 Fairmount Street
Wichita, KS 67260-0136



**City Clerks and
Municipal Finance Officers
Association of Kansas**

62nd Annual Spring Conference

March 13-16, 2012

The Wichita Marriott Hotel
9100 Corporate Hills Drive



WICHITA STATE UNIVERSITY
FAIRMOUNT COLLEGE OF LIBERAL ARTS AND SCIENCES
Hugo Wall School of Urban and Public Affairs





**62nd Annual CCMFOA Spring Conference
March 13-16, 2012**

Tentative Schedule

TUESDAY, MARCH 13

9:45 a.m. **REGISTRATION**
10:00 - 12 noon **Athenian Leadership Dialogue**
and 1 - 5 p.m. Instructor and book details to follow (lunch on your own)

WEDNESDAY, MARCH 14

OPENING CEREMONY

8:30 - 9:00 a.m. Presentation of Colors, National Anthem, Flag salute, Invocation Welcome and introductions - CCMFOA President Kerry Rozman
9:00 - 10:00 a.m. **GENERAL SESSION**
Lions, Tigers & Bears! Scream-Free Customer Service
Dr. Marche Fleming-Randle, assistant dean, Wichita State University
10:15 - 10:45 a.m. **CCMFOA Regional Meetings**
10:45 a.m. - **SOLUTION TRACKS** (choose one)
12:00 noon **Administrative Management:** New Municipal Clerk 101: Project Management and More; Kerry Rozman, City Clerk, City of Clay Center, Brenda Davis, City Clerk, City of Scott City; Deb Mootz, City Clerk/Finance Director, City of Roeland Park
Financial Management: Deciphering Financial Statements – Scot Loyd, CGFM, CPA, Swindoll, Janzen, Hawk & Loyd, LLC
Human Resources Management: Federal Health Care Reform Update – Linda Sheppard, Kansas Insurance Commissioner’s office

LUNCHEON

12:15 - 1:30 p.m. Vendor and sponsor recognition – Debra Mootz, CCMFOA Secretary

SOLUTION TRACKS

2:15 - 3:30 p.m. **Administrative:** NIMS Training & FEMA Funding: Solving the Puzzle - Randy Duncan, Sedgwick County Emergency Management
Financial: Tax Exempt Bonds: Complying with New IRS Standards – Kevin Cowan, Gilmore & Bell, LLC
Human Resources: Wage and Hour Law: What You Need to Know – U.S. Department of Labor representative

SOLUTION TRACKS

3:45 – 5:00 p.m. **Administrative:** Asset Management: How Well is your City Infrastructure Maintained? – Angela Buzard, Environmental Finance Center, Hugo Wall School
Financial: Affordable Safety Training That Works - Rick Aguilar, Kansas Municipal Utilities, and Lana McPherson, City of De Soto
Human Resources: Wage and Hour Law: What You Need to Know – U.S. Department of Labor representative (repeat)

4 p.m. **Vendor Fair Closes**

VENDOR RECEPTION

5 :00 - 6:00 p.m.
6:30 p.m. Dinner on your own

THURSDAY, MARCH 15

8 - 8:30 a.m. Overview of CMC and MMC Requirements, Applications
8:50 a.m. Announcements
9 - 10:00 a.m. **GENERAL SESSION**
Emergency Management Recovery Operations for Local Government -- John Sweet, city administrator, City of Lyons
10:15 a.m.- **CONFERENCE MEGA SESSIONS** (Choose one)
12 noon Intermediate and Advanced Budgeting: State of KS Requirements – Mark Handshy, Kansas Department of Administration
Cloud Computing: Keeping up with Technology for Streamlining, Productivity and Happy Customers - Josh Rauch, City of Mission, and Morey Sullivan, Alexander Open Systems
Swimming Pool Management: How to Stay Afloat – Cheri Peine, City of Oswego and Ted Nelson, City of Hutchinson
12:00 - 1:30 p.m. **LUNCHEON & CCMFOA BUSINESS MEETING**
2012 Clerk of the Year
1:30 - 2:30 p.m. **ROUNDTABLES** (Choose one)
Kansas Open Meetings Act/Kansas Open Records Act – Sandy Jacquot, Kansas League of Municipalities
Water Management: Drought Preparedness & Response – Dane Baxa, Hugo Wall School
Pre-employment Screening: Selecting the Best Applicants – Melissa Walker, Hugo Wall School
Managing Personal & Organizational Ethics- Sam Yeager, Hugo Wall School
2:30 - 3:30 p.m. **SOLUTION TRACKS**
Administrative: City Clerks Manual (Part 1) – Sandy Jacquot, LKM
Financial: Health, Wellness and Your Organization’s Bottom Line – Ron Whiting, Wichita Business Coalition on Health Care
Human Resources: What’s Going on With KPERS? – Mel Abbott, Kansas Public Employees Retirement System
3:45 - 5:00 p.m. **SOLUTION TRACKS**
Administrative: City Clerks Manual (Part 2) – Sandy Jacquot, LKM
Financial: Managing Banking Relationships - Christian Lehr, Commerce Bank
Human Resources: What’s Going on With KPERS? – (repeat)
6:00 p.m. Board bus to “An Evening of Kansas Improv” with the Say What?! comedy troupe, Murdock Theater

FRIDAY, MARCH 16

8:00 - 8:30 a.m. KS/IIMC Annual Conference Delegation meeting
8:30 - 10 a.m. **GENERAL SESSION**
LEGISLATIVE UPDATE – Kim Winn, League of Kansas Municipalities
10:15 - 12:15 p.m. **GENERAL SESSION – You Can Make a Difference** – Judge Tommy B. Webb
12:15 p.m. Evaluations and adjourn

Registration Form

Kansas Clerks . . . Guiding their Communities with Courage
62nd Annual CCMFOA Spring Conference • March 13-16, 2012
The Wichita Marriott Hotel • 9100 Corporate Hills Drive, Wichita, Kansas
Register online at: www.ccmfoa.org

PLEASE PRINT OR TYPE:

Name _____
First M.I. Last

Name (as printed on badge) _____

Title _____

Birth Date _____

Check if the following apply: ___ First CCMFOA conference attended ___ CMC ___ MMC
Completed Yr. 1 ___ Yr. 2 ___ Yr. 3 ___ Yr. 4 ___ of Institute

Mailing Address _____

Phone _____ Fax _____ E-mail _____

Special accommodations requested _____ (please provide by March 8, 2012)

2012 Spring Conference Scholarship Recipient _____

Referral? Yes No If yes, who referred you to attend the conference? _____

Yes, I will attend Thursday evening social event

No, I will not attend Thursday evening social event

Pre-Conference Session Registration

Athenian Dialogue

Early Registration\$100 x _____ person(s) = \$ _____

Registration\$125 x _____ person(s) = \$ _____

(On or after Feb. 29, 2012)

Conference Registration* (fee includes Thursday evening meal, show & transportation)

Early Registration\$270 x _____ person(s) = \$ _____

Registration\$340 x _____ person(s) = \$ _____

(On or after Feb. 29, 2012)

* Partially underwritten by CCMFOA

Guest registration (Thursday evening meal, show & transportation ONLY)

\$35 x _____ person(s) = \$ _____

(Must receive by Feb. 29, 2012)

Not a Member of CCMFOA\$50 x _____ person(s) = \$ _____

(Surcharge for conference.)

Total Amount = \$ _____

_____ Amount Enclosed _____ Please Invoice (Payment not required with registration)

Make checks payable to **Wichita State University Conference Center** and mail to:

CCMFOA Spring Conference
WSU Conference Center
1845 Fairmount St., Wichita, KS 67260-0136
e-mail: jennifer.harry@wichita.edu
(316) 978-6724 • fax (316) 978-3064