

City Clerks and Municipal Finance Officers Association
Board of Directors Meeting
October 27, 2010
Wichita Airport Hilton

The meeting was called to order at 5:00 p.m.

In attendance: Marian Cook, Overland Park; Debra Mootz, Roeland Park; Gary Fees, Manhattan; Bobby Busch, Neodesha; Cheri Peine, Oswego; Deb Budig, Hill City; Sher Neufeld, North Newton, Kerry Benson, Beloit and Brenda Davis, Scott City. Donita Crutcher, Hoisington, was absent.

Minutes of June 24, 2010 – Minutes from the Board of Directors meeting June 24, 2010 were moved for approval by Gary Fees, seconded by Debra Mootz and unanimously approved.

Treasurer's Report dated October 27, 2010 – The Treasurer's Report of October 27, 2010 was moved for approval by Kerry Benson, seconded by Bobby Busch and unanimously approved.

Committee Reports:

There were no committee reports as there were no committee chairs in attendance. These reports will be presented at the business meeting on Thursday, October 28, 2010.

Old Business:

Strategic Plan

One goal of the Strategic Plan is to increase membership. There was discussion of some of the ways suggested to do so including: Sending out postcards outlining the benefits of CCMFOA, attending council meetings of other cities to help "sell" CCMFOA membership and incorporating more educational articles in the newsletter.

LKM Board of Directors

Brenda Chance was recently re-elected to the League of Kansas Municipalities Board of Directors for another 3 year term. Brenda was required to apply for the position, interview and then was chosen for the position.

New Business:

Report from Officers

None

Report from Board Members

None

Report from IIMC Region Director

This will be given at the business meeting on Thursday.

2011 CCMFOA Education Program Budgets

These are not currently available. Marian will follow-up.

Proposed Amendment to By-Laws

A motion was made by Sher Neufeld and seconded by Cheri Peine proposing the amendment to Article IV – Officers addressing vacancies in the Executive Committee be approved. The change is proposed as follows: Should a vacancy occur in the office of the President, the Vice President would assume the duties of the President, and the Secretary would assume the duties of the Vice President. If the vacancy occurs leaving more than 120 days left in the unexpired term, the Executive Committee shall appoint by

a majority vote someone to fill the vacant position. The person must be a full time member of CCMFOA in good standing. Should the vacancy occur leaving less than 120 days in the unexpired term, the Secretary will assume both the position of Vice President and Secretary for the remainder of the term. The motion unanimously carried. The amendment change will be brought to a vote at the Spring Conference in March.

IIMC Region VII

A proposal has been received from the Missouri and Illinois Clerk's Associations to have each Association contribute "start-up" money for Region VII meetings. It was determined that for no more that attend from Kansas, it would be hard to justify the expense. A motion made by Sher Neufeld, seconded by Bobby Busch to not contribute to the "start-up" money passed unanimously.

IIMC Region VII Meeting in Kansas

Jerry Lovett-Sperling has volunteered Lindsborg as the location of the Region VII meeting that Kansas will be hosting in 2011.

Website

Debra Mootz has been approached about posting job openings on the CCMFOA website from various cities. She would like to know if it is something that we want to do and if so, do we charge for members or non-members only. She will check on prices that other websites charge and report back in the spring.

MCEF Endowment Option

MCEF can set up Restricted Endowment funds for Associations. President Cook said that in the past, the Board had discussed setting up some kind of fund for donations (tax deductible) . MCEF is recommending \$5,000 to set up the fund but the amount could be less and build up to \$5,000. Gary Fees volunteered to get more information on the fund and will report back in the spring.

Spring Conference

The Spring Conference will be held on March 16-18, 2011. The fee structure for the conference will allow for full conference, 2 day or 1 day attendance. This will allow those who cannot attend the full conference to not have to pay full price and to attend part of the conference versus not at all. There will be no pre-conference held this year. The theme for the conference will be "There's No Place Like Home City Hall". Marian is working on the design of the conference bags.

2011 CCMFOA Pins

Jerry Lovett-Sperling is ordering "Glenda the Good Witch" pins for 2011.

Board Meeting

The next board meeting will be on Tuesday, March 15, 2011, with the time to be determined.

Announcements:

IPMA

IPMA has requested to set up a booth at the Institute/Academy. We do not have vendors at our fall education intensives—only at Spring Conference. If they wanted a booth at the Spring Conference, they will be required to pay the vendor fee.

Nebraska Graduate Student

A graduate student from Nebraska is conducting a research project on the city clerk education/budget dollars spent. When the project is complete, we will receive the results.

Year 3 Institute Participant

There is a Year 3 participant that will be graduating with the Year 4 class as she began the Institute prior to 2007, with the 100 hour program.

Kansas University

The University of Kansas records department was recently contact to see if they had any records for the CCMFOA Certification program that they used to coordinate. They have no records available from when they administered the program.

LKM City Clerk's Manual

The League of Kansas Municipalities is still working on the City Clerk's manual. They are hoping to complete it by the end of the year.

Brochures

Debra Mootz has updated the CCMFOA brochure. These will be used to promote the organization.

Quill Award

Lana McPherson, recipient of the Mildred Vance Clerk of the Year Award inquired as to what the criteria is for nomination for the Quill Award. This award is a great deal more extensive and it was determined that she would not qualify for the award at this time.

Banquet

The officers will be sitting at the head table and a special table will be available for board members.

Institute Director's Report

Gayle reported that the budget for the spring conference would be handed out on Thursday. She indicated that there would be a 5% increase on all food for 2011. She reviewed the academy and institute budgets and numbers of attendance. The attendance is as follows:

Year 1 – 30
Year 2 – 19
Year 3 – 16
Year 4 – 26
Academy – 64

A motion was made by Kerry Benson seconded by Cheri Peine to adjourn the meeting. Motion passed unanimously.

Respectfully submitted,

Kerry Benson
CCMFOA Vice President/Secretary