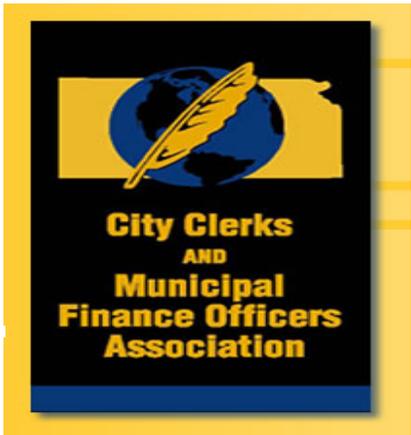


KANSAS CCMFOA WINGS NEWSLETTER FALL 2009



PRESIDENTS MESSAGE

Hello! I just returned from vacation, and as usual I'm playing catch up – and in a big way. We spent a week in Arizona at the Grand Canyon and Sedona. The scenery was beautiful and I'm sure thankful for digital cameras. I would be broke if I had to develop all of the pictures I took! Our trip home took us through southern Colorado – where the trees were already in full fall color! Even with my desk full of things to do, I'm thankful for the opportunity to stop and smell the roses with my husband, and friends we visited during our trip.

Please take note of these very important educational opportunities coming up:

- Kansas IIMC Certification Institute – November 9-13.
- Master Municipal Clerks Academy – November 12-13.

Both will be held at the Wichita Marriott. An email with registration information was sent to all members via the list-serv and a printed brochure will be mailed to all cities around October 1. Please contact Gayle Martin, Education Director at gayle.martin@wichita.edu or at 316-978-6541 if you have any questions about either of these conferences.

With many cities looking at budget cuts, including training costs, CCMFOA has strived to provide quality educational opportunities at minimal expense. However, we have faced rising costs, especially with hotel expenses (food, breaks, room rental fees, equipment fees, etc). It is important to maintain or increase our attendance levels to keep registration fees from rising. I encourage you to attend the conferences and submit your registrations early. Maintaining affordable training costs may be one of the biggest challenges we face in the coming months and years as an organization. While we will do our best to hold expenses to a minimum, increasing attendance is the best way to assure that happens. As with any operation, there are fixed costs no matter how much product you provide, and we are faced with that same situation.

CCMFOA encourages you to submit your ideas for training sessions at anytime. You can contact any board member, any member of the Education Planning Committee or Gayle Martin, Education Director. It is important to think about training in two ways: one-what you will gain; and two-what you can give. If you don't feel there is a session you can attend that is applicable to your city, attend a session with the idea that you may be able to offer information to others who attend, based on your own

(Continued on page 2)

INSIDE THIS ISSUE:

Presidents Message	1 –2
Institute & Education Directors Report	3
2010 Mildred Vance Clerk of the Year Award Nomination Application	4
2010 CCMFOA Dues Statement	5
CCMFOA Regions by County & Spring Conference Scholarships	6
Volunteer Committee Positions	7
Volunteer Application for Committee	8
Clerk & Region News	9
Mission Statement	10



PRESIDENT'S MESSAGE

(Continued from Page 1)

experiences. Sometimes just networking with the person sitting beside you will provide a training experience.

Region Meetings are a great way to provide training, stay in touch with local issues and just visit with good friends! There are many resources available and CCMFOA is glad to share information on possible topics and speakers. Fall is a great time to hold region meetings. Budget is done and the holidays are still a few months away.

Have you checked out CCMFOA's updated website? I encourage you to take a look. Please let me know if you have ideas or suggestions for including other helpful information to our members. Rick Burcky and Angela Lange, Marion, have been super to work with during the update.

Remember to put the dates of March 10-12, 2010 for the Spring Conference on your calendar. This conference will commemorate CCMFOA's 60th anniversary. We would like to invite former city clerks and finance directors to attend. If you have the addresses or emails of former clerks or finance directors from your city, please send those to me at cpeine@oswegoks.com so we can be sure to include them. More on special activities planned in conjunction with the conference will be provided at a later date.

At our summer Board Meeting the Board voted to make an initial donation of \$250 within our annual budget to a Memorial Fund, in memory of Dorothy Soderblom, former City Clerk from Hays, Kansas and a former President of the International Institute of Municipal Clerks. Dorothy was very instrumental in helping shape the Kansas City Clerks and Municipal Finance Officers Association. Funds acquired through memorials, donations, etc. will be used to provide scholarship opportunities for CCMFOA members.

I hope to see you in November at Institute or Academy. Remember, Thursday – November 12 at noon we will hold our business meeting and we encourage all members to attend.

Cheri Peine

CCMFOA President

Happy 
Halloween



DIRECTOR'S REPORT

Gayle Martin

Institute and Education Director

City Clerks & Municipal Finance Officers Association of Kansas



Registrations are rolling in for the 2009 Kansas/IIMC Municipal Clerks Certification Institute and Master Municipal Clerks Academy in November in Wichita. The CCMFOA Education Committee has done an outstanding job working with me to develop a strong and relevant session lineup.

Institute speakers this year include some new faces and highly-ranked returnees. The Secretary of State's office will join an experienced county clerk to share the latest on elections and CCMFOA past President Marietta Lucas has agreed to come out of retirement long enough to teach her Agenda and Minutes session! The financial sessions will have special meaning this year and I've worked in Joe Palacios, former Hutchinson City Manager, to teach two sessions on Building Community Partnerships. Since the institute is now a four-year program, there will be no graduation banquet this year but we look forward to graduating a highly trained class in 2010!

Records management takes the spotlight in the Academy programming. Selected clerks will bring real world examples for an interactive "Sifting through the Mystery Records Box" session. Various speakers will discuss harnessing the records management problem, selling the concept to a city council, maintaining or pitching records and records preservation. Other topics include a debate on the federal stimulus package, electronic discovery as it relates to the Kansas Open Records Act and managing a city's unemployment program in a down economy.

The Institute is Nov. 9 to 13 and the Academy is Nov. 12 and 13. All sessions are at the Marriott Hotel, 9100 Corporate Hills Dr., Wichita.

Possible IIMC Education Guideline Changes

In late September, I also submitted Kansas' response to IIMC's Program Review and Certification Committee's possible changes to the organization's education guidelines. State institute directors were asked for their input on 14 guideline issues ranging from eliminating the pre-approval process to increasing points awarded for state association training. Institute directors appreciate the opportunity to provide input to IIMC on these important and critical issues. Our responses will be summarized and forwarded to the IIMC Board of Director for discussion at their mid-year meeting. Feel free to contact me for more information on the proposed changes.

I look forward to seeing you in Wichita!



2010 CITY CLERK/FINANCE OFFICER OF THE YEAR NOMINATIONS SOUGHT

CCMFOA – 2010 City Clerk/Finance Officer of the Year Nominations Sought



The City Clerk and Municipal Finance Officers Association of Kansas (CCMFOA) is currently seeking nominations for the 2010 Mildred Vance City Clerk/Finance Officer of the Year award. This prestigious award is presented each year to a nominated city clerk or finance officer who has made significant contributions to the state association, the profession, and to their city.

To be eligible for the award, nominees must: (1) be a current Kansas city clerk or finance officer who has held the position for at least three years; (2) be a member of CCMFOA for at least three years; and (3) have attained the status of Certified Municipal Clerk (CMC) or have received the GFOA Certificate of Achievement in Financial Reporting. Nominations may be submitted by fellow city clerks, mayors, councilmember's, city managers/administrators, or fellow employees.

This award was named in honor of Mildred Vance, former auditor and City Clerk/Municipal Finance Officer of Parsons, Kansas, who served her community from 1948 to 1988. Mildred was instrumental in developing and promoting professional education programs for city clerks and finance officers at the state and national levels, and was one of the first 100 clerks to receive a CMC award in 1972. Mildred was later accepted into the Academy for Advanced Education and served as a director to the International Institute of Municipal Clerks (IIMC). She strongly believed that city clerks and finance officers should contribute to their communities, and she unselfishly gave her time and talents in church, community and civic activities.

The recipient of the award will be announced at the annual CCMFOA Spring Conference in Wichita in March 2010. The award will be presented at the annual League of Kansas Municipalities Conference in October 2010.

If you know or work with a city clerk or finance officer who is deserving of recognition and meets the above criteria, please contact Cheri R. Peine, City Clerk, Oswego, KS for a nomination form. Fax: (620) 795-4873; Phone: (620) 795-4433; Email: cpeine@oswegoks.com. **Applications are due January 1, 2010.**

Past City Clerk of the year recipients

2006



Mary Sue Fry
Lenexa

2007



Kathy Raney
Rose Hill

2008



Brenda Chance
Phillipsburg

2009



Cheri Peine
Oswego

2010



???



CCMFOA ANNUAL DUES

CITY CLERKS AND MUNICIPAL FINANCE

OFFICERS' ASSOCIATION OF KANSAS

2010 ANNUAL DUES STATEMENT

Membership Period is 1/1/10 through 12/31/10

<u>Class of City</u>	<u>Amount</u>
1 st Class City	\$75.00
2 nd Class City	\$50.00
3 rd Class City	\$25.00
Associate Member*	\$25.00

(*Associate member is any member no longer serving in a position with a city)

Last Name: _____ First Name _____

Title: _____

Mailing Address: _____

City & Zip _____ Phone # (____) _____

County: _____ **Email:** _____

Please check if applicable: New Clerk _____ CMC* _____

MMC** _____ New CMC _____ New MMC _____

Are you receiving your WINGS Newsletter via e-mail? Yes _____ No _____

If you are not receiving it by email, would you like to? Yes _____ No _____

Amount enclosed: _____ Date: _____

Make check payable to: CCMFOA of Kansas and return with completed statement

Mail to: Kerry Benson, CCMFOA Treasurer
 c/o City of Beloit
 PO Box 567
 Beloit, KS 67420
 (785) 738-3551
kbenson@beloitks.org

PLEASE MAKE SURE YOU HAVE THE CORRECT REMITTANCE ADDRESS.

* CMC – Certified Municipal Clerk **MMC – Master Municipal Clerk

Office Use Only: Amount Received: _____ Date Received: _____ Region: _____

CCMFOA REGIONS BY COUNTY

Region 1: Cheyenne, Rawlins, Decatur, Norton, Phillips, Smith, Sherman, Thomas, Sheridan, Graham, Rooks, Osborne, Wallace, Logan, Gove, Trego, Ellis and Russell

Region 2: Greeley, Wichita, Scott, Lane, Ness, Hodgeman, Hamilton, Kearny, Finney, Gray, Ford, Stanton, Grant, Haskell, Morton, Stevens, Seward, Meade and Clark

Region 3: Rush, Barton, Pawnee, Stafford, Edwards, Pratt, Kiowa, Comanche and Barber

Region 4: Jewell, Republic, Mitchell, Cloud, Lincoln, Ottawa, Ellsworth, Saline, Rice and McPherson

Region 5: Reno, Harvey, Butler, Greenwood, Kingman, Sedgwick, Elk, Harper, Sumner, Cowley and Chatauqua

Region 6: Washington, Marshall, Clay, Riley, Pottawatomie, Dickinson, Geary, Wabaunsee, Marion, Morris and Chase

Region 7: Nemaha, Brown, Doniphan, Jackson, Atchison, Shawnee, Jefferson, Leavenworth, Wyandotte, Douglas, and Johnson

Region 8: Lyon, Osage, Franklin, Miami, Coffey, Anderson, Linn, Woodsen, Allen, Bourbon, Wilson, Neosha, Crawford, Montgomery, Labette, and Cherokee

CCMFOA SPRING CONFERENCE SCHOLARSHIPS



Spring Conference Scholarships Available from CCMFOA of Kansas.

Spring Conference Scholarships – There are three scholarships awarded for the registration fee for spring conference. They will be awarded on a first come, first serve basis with no restriction on the size of city. Only one scholarship will be awarded to any city in any year.

The following criteria must be met:

The applicant must be a member in good standing with CCMFOA; they must hold the title of City Clerk, Assistant City Clerk or Deputy Clerk; they must be a first time attendee; and they must submit a written statement of why they want to receive the scholarship.

Applications will be accepted December 1, 2009, until February 1, 2010. Letters cannot be postmarked before December 1 and must be received via first class mail. Faxes and email will NOT be accepted.

Please be sure to include your phone number, mailing address and email. Send applications to: Kerry Benson, CCMFOA Treasurer, P O Box 567, Beloit, KS 67420.



CCMFOA COMMITTEE POSITIONS

VOLUNTEER FOR CCMFOA COMMITTEE POSITIONS

Following is the list of CCMFOA Committees and a description of what the Committee does. Please consider serving on a CCMFOA Committee for the 2010-2011 year.

Education/Program Planning Committee – chaired by the CCMFOA Vice-President, this committee's membership includes three members of the Board of Directors, and five members-at-large. This committee meets in March, June and November of each year in Wichita to plan the education programs for CCMFOA—Pre-Conference, Spring Conference, Institute, Academy and hosting of IIMC Region VII Meetings. The Institute Director is an ex-officio member.

Education/Certification Committee – chaired by the CCMFOA Vice-President, this committee's membership includes three members of the Board of Directors and five members-at-large who are CMC's or MMC's. This committee assists fellow clerks to answer questions regarding the Certification or MMC application/process during a scheduled session at the spring conference. The Chair also sends letters of congratulations to new MMC's and letters of congratulation to new CMC's, including recognition of the governing bodies and city administrators for supporting the education programs of CCMFOA and for their continued support of continuing education.

Hospitality Committee – this committee is responsible for providing entertainment, beverages, and/or food for social hours and/or receptions unless these items are to be provided as part of a program activity. The committee oversees the manning of the hospitality room when it is open during Spring Conference, and Certification Institute/Academy.

Legislative Committee – this committee is responsible for monitoring state and federal legislation that affects Municipal Clerks and Finance Officers and to propose legislation and/or coordinate efforts for or against such legislation consistent with the legislative goals and policies of the League of Kansas Municipalities, IIMC and CCMFOA.

Manual & By-laws Committee – this committee is responsible for reviewing the Association's by-laws and handbook, submitting recommendations to the Board of Directors, and publishing changes.

Membership/Mentoring/Regional Committee – chaired by the CCMFOA Treasurer, this committee's membership includes one or two representatives from each region. This committee encourages CCMFOA membership and involvement. The regional committee members also coordinate gatherings to bring City Clerks and Municipal Finance Officers together on a regional basis for local networking and sharing of information.

Newsletter/Publicity Committee – this committee is responsible for coordinating and publishing the Association's quarterly newsletter--WINGS.

Nominating Committee – this committee is comprised of two past presidents and a member-at-large. The committee is responsible for selecting a slate of officers and directors from the Association membership for election during the annual spring conference.

Silent Auction/Promotional Sales Committee – this committee is responsible for coordinating the annual Silent Auction in conjunction with CCMFOA's booth at the League of Kansas Municipalities annual conference and oversees the sale of CCMFOA promotional items.

Historian/Archive Committee - this committee is responsible for reviewing and maintaining all documents of the Association for records retention and historical preservation.

If you are interested in serving on any of the CCMFOA committees please fill out the following application form and return it to Marian Cook, City Clerk, 8500 Santa Fe Drive, Overland Park, KS 66212. You can also email to Marian.Cook@opkansas.org or fax to 913-890-1151.



APPLICATION TO SERVE ON A CCMFOA COMMITTEE 2010/2011

REMEMBER: You earn Professional/Social Contribution points toward your CMC or MMC by serving on CCMFOA committees.

Name: _____

Title: _____

Address: _____

Phone No. _____ Fax No. _____

Cell No. _____ E-mail _____

Please pick three in order of preference 1-3.

- Education/Program Planning Committee
- Education/Certification Committee
- Hospitality Committee
- Legislative Committee
- Manual & By-laws Committee
- Membership/Mentoring/Regional Committee
- Newsletter/Publicity Committee
- Nominating Committee
- Silent Auction/Promotional Sales Committee
- Historian/Archive Committee

(Please check all that apply)

New Clerk Seeking CMC CMC Seeking MMC MMC
Certification Institute 2009: Year 1 Year 2 Year 3

How many years of service in city government? _____

City Classification: City of 1st class; City of 2nd class; City of 3rd class

Return to Marian Cook, City Clerk, 8500 Santa Fe Drive, Overland Park, KS 66212; fax it to me at 913-890-1151; or email it to Marian.Cook@opkansas.org.

Additional forms will be available at the spring conference and applications will be accepted through Friday, March 12, 2010.



CLERK NEWS

CLERK ACHIEVEMENTS

Three Clerks have earned the prestigious Certified Municipal Clerk (CMC) designation from IIMC.

Stacey L. Frizzell, CMC, City Clerk, City of Garden City was awarded the designation of Certified Municipal Clerk in July.

Teresa K. Anderson, CMC, City Clerk, City of Gardner was awarded the designation of Certified Municipal Clerk in August.

Sunshine Petrone, CMC, HR Director/City Clerk, City of Lansing was awarded the designation of Certified Municipal Clerk in September.

One Clerk has earned the prestigious Master Municipal Clerk (MMC) designation from IIMC.

Kerry L. Benson, MMC, Director of Finance/City Clerk, City of Beloit was awarded the designation of Master Municipal Clerk in July.

Congratulations to these clerks on their accomplishments!



RETIREMENTS

Sandi Rogers, City Clerk of Stockton, September

Debra S. Gragg, City Clerk of Olathe, September

CLERK PROMOTIONS

Anna Keena, City Clerk for Spring Hill, August

David Bryant, City Clerk for Lenexa, October

Tracy Howell, City Clerk for Olathe, October

REGION NEWS

Region 2 News

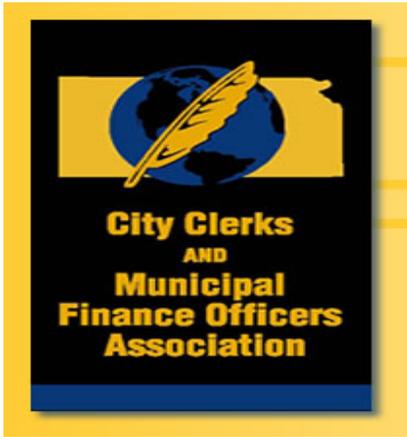
Region 2 clerks met on August 31, 2009 in Cimarron for dinner at the Cimarron Golf Course Club House.

After dinner and dessert, a drawing for a door prize was held. The giveaway was a sunflower and roses centerpiece. Stacey Frizzell from Garden City was the lucky winner.

The theme for the evening was organizational tips. A handout was given and everyone around the room had to share an organizational tip that they use. There was some discussion about the upcoming League Meeting in October. Melody Brooks was introduced as the new City Clerk for the city of Deerfield. The next meeting is tentatively set for December 1, 2009 in Montezuma. Staci Gibson will host and would like to give a tour of the Stauth Museum in Montezuma.

The evening was hosted by TruDee Little of Cimarron and others in attendance were: Barb Wilkinson and Brenda Davis of Scott City, Lisa Pickle and Judy Thomas of Cimarron, Staci Gibson of Montezuma, Risa DeVaney of Syracuse, Melody Brooks of Deerfield, Nannette Pogue and Connie Marques of Dodge City, Stacey Frizzell of Garden City, Charlotte Liebelt of Satanta, and Cindy Broeckelman of Lakin.





Our Mission Statement

"Promoting Responsive and Responsible Government"

In order to promote responsive and responsible government, the City Clerks and Municipal Finance Officers Association of Kansas provides a comprehensive support network of professional development resources and education opportunities for the benefit of its members and the communities they serve; encouraging competency, integrity, efficiency and accountability in the delivery of local government services.

We're on the Web!

www.ccmfoa.org



CCMFOA Wings Newsletter

David Bryant, Editor

C/O: City of Lenexa

P.O. Box 14888

Lenexa, KS 66285-4888

