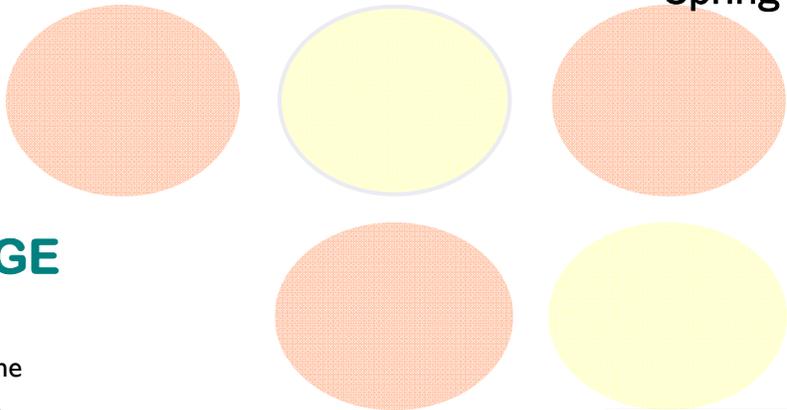


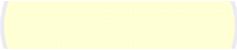


# KANSAS CCMFOA 'WINGS' NEWSLETTER

Spring 2015



## PRESIDENT'S MESSAGE



I've got to say it feels really strange writing the president's message! When I agreed to serve after being contacted by Marian Cook over three years ago, I wondered if I was up to the task of serving for five years. But this certainly came up fast! Now it's here, and I know this is the start of an amazing year.

Spring Conference was considered a success, and if you have never attended, or haven't for many years, please consider it next year. Our jobs are ever-changing, and our training should never end. The board and Gayle Martin work hard to bring you the kind of sessions we feel will benefit you.

To start off, we had a great vendor fair. I really appreciated how the clerks interacted with the vendors. Thank you for making them feel welcome. We had 145 members in attendance, with 19 first timers. Overwhelmingly, your favorite session was the active shooter keynote, according to the feedback we received. Hopefully, we are able to provide that kind of session again very soon.

One of the best parts about sitting in front with the other officers is watching the face of the soon-to-be-announced Mildred Vance City Clerk and Municipal Finance Officer of the Year, which is done every Spring Conference. This year was no exception as Kerry Rozman of Clay Center was announced. Kerry was CCMFOA past president when I started serving as treasurer and has been a big support for me. Congratulations Kerry – well deserved!

Also congratulations to the newest board members, David Bryant of Lenexa, and Amy Zortz of Weir, and our new executive officers, Debbie Price of Marysville as Secretary and Amy Burton as Treasurer. I'd like to give a personal "thank you" to Tabitha Sharp of El Dorado as the outgoing Secretary. Thanks for your support and your service on the board. It was encouraging to take the oath from Brenda Young, IIMC president. We also all need to flood Lana McPherson of De Soto with calls and emails, thanking her for representing us (Region VII) on the IIMC board the past three years. Lana's term ends in May of this year. You served us well, "Mom"!

A special thanks to Bobby Busch for his leadership. I have been very fortunate to be following him up this chain of command on the board. Sometimes I felt like the annoying, little tag-along sister, always asking "why?" And he was the patient older brother who answered every question and helped me grow up.

This marks the first year I will get to attend the IIMC annual conference, being held in May in Hartford, Connecticut. It will be an honor to carry the Kansas flag in the opening ceremony and represent our great state.

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## President's Message—Continued:

I find it interesting that IIMC is hosting its 69th annual conference, and CCMFOA just completed its 65th Spring Conference. I think it says a lot for our organization, that we have held our conference that many years.

As I reflect on a City Clerk's job, and all the many hats we wear, I am impressed by something I came across in a box of old files I was scanning a few years ago. In 1984, the Kansas Legislature declared the week of May 13, 1984, as "Municipal Clerks Week." Wouldn't you agree that, even though this is 30 years old, it's still as relevant today?

*WHEREAS, the municipal clerk, oldest of public servants, is the hub around which revolves efficient and responsive local government; and*

*WHEREAS, as local government has grown in responsibility and importance through the centuries, so has the commission of the municipal clerk; and*

*WHEREAS, the municipal clerk provides a direct link between past, present and future by preserving records and implementing decisions of the legislative body while constantly seeking better and more efficient ways to do these jobs; and*

*WHEREAS, the accurate recording, careful safeguarding and prompt retrieval of public records are vital functions, without which efficient and responsive local government could not exist; and*

*WHEREAS, municipal clerks follow a mandate to seek better and more effective ways to perform these critical responsibilities in light of the rapid technological advances of today's world; and*

*WHEREAS, in keeping with this mandate, municipal clerks are dedicated to continuous professional education and training in order to keep abreast of such technological advances.*

We have an amazing profession, and I hope you all feel the same sense of pride in the job as I do. Though I have a few more gray hairs than I used to, and I've utilized the punching bag in our basement at work more than once, I still thank God and my City for giving me this opportunity. I don't take my duties lightly. We've seen a lot of clerk turnover the last few years, leaving me to recognize we need to encourage our clerk family and build each other up. We should all realize we're in this together.

On that note, don't hesitate to contact me if there's anything I can do. Thanks for placing your confidence in me as your president!

Stacey Crum, City of Concordia  
CCMFOA President



**Oath of Office:  
Officers sworn in  
by Brenda Young,  
IIMC President.**

Stacey Crum,  
CCMFOA  
President (left).



**Executive Board:**  
Martha Sumrall,  
Mission; Debbie  
Price, Marysville;  
Amy Burton, Ellis;  
Bobby Busch,  
Neodesha. (L-R)

**Board of Directors:**  
(R-L)  
David Bryant,  
Lenexa; Johnna  
Stanford, St. John;  
Tammy Seely,  
McPherson; Wanda  
Gabel, Ness City;  
Danielle Young,  
Cheney; Amy Zortz,  
Weir.





I would like to take a moment to say thank you for the beautiful glass award presented to me at Spring Conference. It's a beautiful reminder of my year as President of CCMFOA.

Along those lines I would also like to thank Stacey Crum, Tabitha Sharp, Martha Sumrall and Deb Mootz for all of the support they gave me during my tenure. It is because of dedicated people such as these women that CCMFOA continues to go strong.

Also, thanks to everyone who took the time to serve on various Committees. It takes a lot of hands to keep an organization such as ours moving forward. We are blessed to have some very dedicated men and women willing to donate their time and energy where we need them.

And last, but not least by any means, thanks to you the members of CCMFOA for allowing me to serve as your president during the 2014-2015 year. It was a great experience and honor for me and I hope that I represented you well everywhere CCMFOA was in attendance, whether it was in Kansas or at Region meetings, or at the IIMC Conference.

I strongly encourage anyone who would like to know more about CCMFOA and would like to contribute in a very important way to volunteer to be a Board Member. The experience is something you will cherish the rest of your life.

In closing, blessings to all of my "fans". (Thanks Stacey. You definitely surprised me with that one. ☺)

Bobby Busch, MMC

CCMFOA Past President



*Congratulations*

Stacey Crum, City of Concordia; Bobby Busch, City of Neodesha.

*Founding members of the Bobby Busch 'fan club' present their t-shirts at spring conference.*



**IIMC**  
**REGION VII DIRECTOR**  
**REPORT**

Hello, CCMFOA! I am excited to report Kansas will have another great group attending the IIMC conference in Hartford this year. As of today, we have 19 clerks planning to attend. Last year, a Kansas clerk's name was listed on almost every page of the conference program. Kansas clerks are well-known for volunteering to help at IIMC conferences in many ways.

I want to take this opportunity to say a huge "THANK YOU" to you, my fellow clerks, who have made it possible for me to serve as your IIMC Region VII Director the past three years. My term on the IIMC Board will officially end with the Hartford Conference in May.

It has been an amazing journey and an experience I will long

remember. IIMC works diligently for each clerk in the U.S. and in each country represented by an IIMC clerk. Serving on the Board has brought much insight into how very hard the Executive Board and the IIMC Committees work for us. There is so much taking place every day at IIMC Headquarters as well as during the power-packed Board meetings.

I strongly encourage you to become involved with IIMC by joining a committee and helping be the difference one clerk can make. Further, I suggest you consider becoming a Region VII Director when Kansas' turn comes around again. If you say to yourself, "*I wouldn't be able to serve on an international board*", you would be very wrong. We are CLERKS! You know I come from a small town; and our

current IIMC President, Brenda Young, serves her town of Nashville, Indiana, with a population of 803 people. "Small" is only relative in food portions.

This Kansas clerk has learned you can't be afraid to step out of your home comfort zone. You don't have to be a 'wizard' or have Glenda the Good Witch waving her magic wand over you; just be yourself. You can do whatever you set your goals on if you only use your "**brain**", have love in your "**heart**" for clerks, and draw on your "**courage**" to make your dream come true. Plus, with the right pair of "**shoes**", a clerk can do anything! There is **no place like home** where Kansas clerks ROCK!

Again, my sincere thanks and appreciation to each of you for giving me this wonderful opportunity to represent you at IIMC!

Lana McPherson



## INSTITUTE DIRECTOR REPORT — CCMFOA TRAINING and SKILL DEVELOPMENT IN ACTION....



CCMFOA's 2015 Spring Conference attracted 145 municipal clerks, deputy clerks and government finance officers to Wichita, March 11 through 13 at the Marriott Hotel, a higher turnout than last year.

The conference is sponsored annually by CCMFOA and the Hugo Wall School of Public Affairs, Wichita State University. Twenty-four conference sessions provided 16.5 contact hours of instruction in administrative, financial, human resources and life management topics impacting local government employees in Kansas.

Keynote speakers were Sarah Gibson, Accent Learning and Consulting, Stoughton, Wis.; Cpt. Robert Keener, Kansas Highway Patrol; Nicole Proulx Aiken, Kansas League of Municipalities; Lee Parker, Wichita attorney, and Gayle Martin, CCMFOA education director.

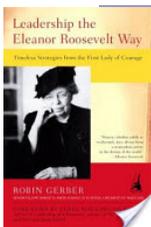
Gibson is an expert trainer in communication topics. Cpt. Keener presented training on workplace active shooter situations. Parker discussed employee confidentiality issues and ethical decision making and Martin closed the conference with a session on "Managing Sideways."

Attendee evaluations ranked the active shooter, city council orientation, records management and human resource sessions as the most effective and helpful.

A record number of city clerks and finance directors from Kansas were presenters. Brenda Chance, Phillipsburg, Brenda Davis, Scott City; and Erica Jones, Augusta; presented Utility Billing: Dealing Effectively with Delinquents and More. Jim Mesecher, Plainville, led a session on blighted properties and Amy Burton, Ellis, on municipal swimming pools. Stephanie Richardson, Coffeyville, was among panelists for a city auditor session. The records management panel involved Marian Cook, Overland Park; Danielle Young, Cheney; Christy Pyatt, Greensburg; and Brenda Younger, Topeka. Three additional clerks – Celyn Hurtado, Garden City; Debbie Wendt, Herington; and Vicki Zentner, Westmoreland – shared their experience with city council orientation programs.

Thirty-six (36) vendors participated in the March 11 vendor fair. Fifteen (15) additional sponsors supported the conference and its activities and Brenda Young, IIMC President, attended the conference.

\*For more conference photos, go to the Hugo Wall School Facebook page and friend the school.



### ATHENIAN LEADERSHIP DIALOGUE

Mary Lynne Stratta, MMC, former IIMC president, led an Athenian Leadership Dialogue for 15 city clerks from Kansas on Friday afternoon, March 13 at the Wichita Marriott Hotel.

The six-hour discussion focused on the book, "Leadership the Eleanor Roosevelt Way: Timeless Strategies from the First Lady of Courage." Stratta is City Secretary, City of Bryan, Texas, and has taught Athenian Dialogues in Kansas and across the nation in recent years.



**65th ANNUAL  
CCMFOA SPRING CONFERENCE  
HANDLING THE TWIST AND TURNS OF CITY GOVERNMENT**



Paula Downs, project director, Hugo Wall School, WSU. Session Presentation: Built Game, A Citizen Engagement Tool for Community Visioning.



Marian Cook, city clerk, Overland Park. Session Presentation: Records Management: Moving Beyond Procrastination.



Left: Gayle Martin, institute director, CCMFOA; General Session on Managing Sideways, Influencing People Who Don't Report to You.



Session Presentation: City Council Orientation: Proactive Approaches



**CCMFOA ANNUAL LUNCHEON AND BUSINESS MEETING and  
 INSTALLATION OF NEW EXECUTIVE COMMITTEE & BOARD OF DIRECTORS**



Above: Brenda Young, IIMC President, administering oath of office to Stacey Crum, CCMFOA President.



Above: Brenda Young, IIMC President, administering oath of office to CCMFOA Executive Committee: Martha Sumrall, Vice President; Debbie Price, Secretary; Amy Burton, Treasurer; Bobby Busch, Past President.



Left: Brenda Young, IIMC President, administering oath of office to CCMFOA Board of Directors (Left to Right): Amy Zortz, Region 8; Wanda Gabel, Region 2; Tammy Seely, Region 4; Johnna Stanford, Region 3; David Bryant, Region 7.

**CCMFOA  
 THANKS ALL OF  
 THE DEDICATED  
 MEMBERS WHO  
 SERVE THE  
 ORGANIZATION  
 AND GIVE OF  
 THEIR TIME TO  
 CCMFOA AND  
 THEIR  
 COMMUNITIES.....**



## 2015-2016 CCMFOA COMMITTEES

### EXECUTIVE COMMITTEE

Region				
4	President	Stacey Crum	Concordia	785-243-2670
7	Vice President	Martha Sumrall	Mission	913-676-8355
6	Secretary	Debbie Price	Marysville	785-562-5331
1	Treasurer	Amy Burton	Ellis	785-726-4812
8	Immediate Past President	Bobby Busch	Neodesha	620-325-2828

### BOARD OF DIRECTORS

2	Board Member	Wanda Gabel	Ness City (2016 un exp)	785-798-2229
4	Board Member	Tammy Seely	McPherson (2016 un exp)	620-245-2535
3	Board Member	Johanna Stanford	St. John (2017)	620-549-3208
5	Board Member	Danielle Young	Cheney (2017)	316-542-3622
8	Board Member	Amy Zortz	Weir (2018)	620-396-8214
7	Board Member	David Bryant	Lenexa (2018)	913-477-7500

### EDUCATION/CERTIFICATION COMMITTEE

The Vice President will chair the committee. The committee will be comprised of no more than three (3) members of the Board of Directors and five (5) at large members who must be a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC), with preference of one (1) in each region when possible.

7	Chair	Martha Sumrall	Mission	913-676-8355
2	Board Member	Wanda Gabel	Ness City	785-798-2229
3	Board Member	Johanna Stanford	St. John	620-549-3208
7	Board Member	David Bryant	Lenexa	913-477-7500
7	Committee Member	Renee Shackelford	Eudora	785-542-2153
5	Committee Member	Robin Schmitt	Nickerson	620-422-5981
3	Committee Member	Donita Crutcher	Hoisington	620-653-4125
6	Committee Member	Brenda Wolf	Manhattan	785-587-2489

### EDUCATION/PROGRAM PLANNING COMMITTEE

The Vice President will chair the Committee. The committee will be comprised of the Board of Directors and three (3) at large members. The Institute Director will be an ex-officio member.

7	Chair	Martha Sumrall	Mission	913-676-8355
2	Board Member	Wanda Gabel	Ness City	785-798-2229
1	Board Member	Tammy Seely	McPherson	620-245-2535
6	Board Member	Johanna Stanford	St. John	620-549-3208
2	Board Member	Danielle Young	Cheney	316-542-3622
8	Board Member	Amy Zortz	Weir	620-396-8214
5	Board Member	David Bryant	Lenexa	913-477-7500
7	Committee Member	Lana McPherson	De Soto	913-583-1182
5	Committee Member	Denise Duersken	Newton	316-284-6001
7	Committee Member	Brenda Younger	Topeka	785-368-3943

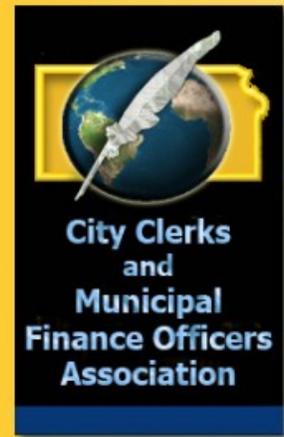
### COMMUNICATIONS COMMITTEE

	Chair	Elizabeth Kelley	Overland Park	913-895-6155
	Co-Chair	David Bryant	Lenexa	913-477-7516
	Region 1 -	Helen Krehbiel	Luray	785-698-2302
	Region 2 -	Ruth Becker	Scott City	620-872-5322
	Region 3 -	Christy Pyatt	Greensburg	620-723-2751
	Region 5 -	Janis Edwards	Wichita	316-268-4529
	Region 6 -	Vicki Zentner	Westmoreland	785-457-3351
	Region 7 -	Kelley Bohon	Roeland Park	913-722-2600
	Region 8 -	Betty Simpson	Ottawa	785-229-3644

### HISTORIAN/ARCHIVE COMMITTEE

Review and maintain all documents of the Association for records retention and historical preservation for future years.

		Penny Soukup	Abilene	785-263-2550
		Jim Koger	Overbrook	620-665-7328
		Celyn Hurtado	Garden City	620-276-1161
		Susan Renner	Andover	316-733-1303



**HOSPITALITY COMMITTEE**

Co-Chair	Sherri Wedel	Potwin	620-752-3422
Co-Chair	Melanie Hollabaugh	Highland	785-442-3765
	Amy Zortz	Weir	620-396-8214
	Jacee Corby	Seneca	785-386-2747
	Kathy Renn	Basehor	913-724-1370
	David Ward	Ogden	785-539-0311
	Julia Loving	Burden	620-438-2360

**IIMC SCHOLARSHIP COMMITTEE**

Chair	Wanda Gabel	Ness City	785-798-2229
	Robin Schmitt	Nickerson	620-422-5981

**LEGISLATIVE COMMITTEE**

Chair	Stephen Powell	Shawnee	913-742-6243
	Elizabeth Kelley	Overland Park	913-895-6155
	Karen Logan	Leavenworth	913-682-9201

**MANUAL AND BY-LAWS COMMITTEE**

Chair	Stephanie Ax	Peabody	620-983-2174
	Bobby Busch	Neodesha	620-325-2828
	Cindy Lero	Erie	620-244-3461
	Erica Jones	Augusta	316-775-4510
	Jane Dickson	Stafford	620-234-5011

**MEMBERSHIP/MENTORING/REGIONAL COMMITTEE**

Chair	Debbie Price	Marysville	785-562-5331
Region 1	Sandy Rush	Oberlin	785-475-2217
Region 2	Celyn Hurtado	Garden City	620-276-1161
Region 3	Christy Pyatt	Greensburg	620-723-2751
Region 3	Cecelia Conrad	Hoisington	620-653-4125
Region 4	Tom Roane	Mankato	785-378-3141
Region 4	Tammy Seely	McPherson	620-245-2535
Region 5	Janis Edwards	Wichita	316-268-4529
Region 6	Vicki Zentner	Westmoreland	785-457-3361
Region 6	Penny Soukup	Abilene	785-263-2552
Region 7	David Bryant	Lenexa	913-477-7516
Region 7	Doreen Wisdom	Olathe	913-971-8704
Region 8	Amy Zortz	Weir	620-396-8214

**MILDRED VANCE CITY CLERK/FINANCE OFFICER OF THE YEAR AWARD COMMITTEE**

(The two previous recipients - prior year and year before)

Region 7	David Bryant	Lenexa	913-477-7516
Region 6	Kerry Rozman	Clay Center	785-632-5454

**NOMINATING COMMITTEE (Two Past Presidents and Member at Large)**

	Lana McPherson	De Soto	913-583-1182
	Bobby Busch	Neodesha	620-325-2828
	Gary Fees	Manhattan	785-587-2489

**SILENT AUCTION/PROMOTIONAL SALES COMMITTEE**

Co-Chair	Jane Dickson	Stafford	620-234-5011
Co-Chair	Tabitha Sharp	El Dorado	316-321-9100
	Martha Sumrall	Mission	913-676-8355
	Debbie Price	Marysville	785-562-5331
	Erica Jones	Augusta	316-775-4510
	Amber McCullough	Bonner Springs	913-422-1020
	Julie Stutzman	Lyn don	785-828-3146
	Patti Booher	Ellsworth	785-472-5566

## **MILDRED VANCE CITY CLERK / MUNICIPAL FINANCE OFFICER OF THE YEAR AWARD**

### **CITY OF CLAY CENTER**

#### **KERRY ROZMAN, MMC, named 2015 Kansas Clerk of the Year**

Kerry Rozman, MMC, City Clerk, Clay Center, Kansas, has been selected as the recipient of the 2015 Mildred Vance City Clerk/ Finance Officer of the Year for the State of Kansas. The award was announced at the 64<sup>th</sup> annual Kansas City Clerks and Municipal Finance Officers Association (CCMFOA) Conference in Wichita, Kansas on March 12th. Rozman will be formally presented this award, in recognition of her accomplishments, at the League of Kansas Municipalities (LKM) Annual Conference in Topeka in October.

After working sixteen years in the banking industry, Rozman began her career in municipal government on September 27, 1993, as the Deputy City Clerk for the City of Beloit, Kansas. She served in that capacity through July 15, 2008, doing utility billing, payroll and accounts payable. During that time she took the lead on the implementation of a software conversion for the City of Beloit. In addition, she was instrumental in the development and implementation of ACH procedures for both payroll and accounts payable. As so many of us have experienced in the municipal area, Rozman found herself involved in many aspects of the running her city. In addition to her municipal clerk and finance duties, she also served as Beloit's human resources officer and as the secretary for the Planning Commission.

On July 16, 2008, she was promoted to the position of Director of Finance/City Clerk for City of Beloit. Her duties shifted to focus more on such duties as the preparation of the city council agenda, records custodianship and serving as the city's Freedom of Information Officer. In addition, she became responsible for the development and presentation of the city's annual budget, idle funds investment, employee benefits, coordination with the city attorney on a variety of issues, overseeing the office staff, and financial report development and analysis.

Late in 2010, a new opportunity in municipal service presented itself when Rozman was offered and accepted an offer to become the City Clerk for the City of Clay Center. She assumed her new duties on December 28, 2010, and continues to serve in that capacity today. During her time there she has updated office procedures and implemented the use of various types of technology to make the office run more effective and efficiently. The attached information will show that she has raised the level of professionalism for her city and for our profession.

In addition, Rozman assists the public with information for various events and is often the first face visitors see when they arrive to present their events. It should be noted that the City of Clay Center does not have a city administrator. As a result, Rozman fills the role of chief executive officer for the City of Clay Center, making the type of administrative decisions and recommendations that would otherwise fall to a city manager/administrator type.

Rozman has served the City Clerk and Municipal Finance Officers Association (CCMFOA) in the following capacities: Board of Directors, Treasurer, Secretary/Vice-President and President.

Rozman has made the following contributions to her profession:

- Served on the International Institute of Municipal Clerks (IIMC) Conference Committee; 2014-2015
- Roundtable discussion leader on the duties of a City Clerk- League of Kansas Municipalities (LKM ) annual meeting
- Participated in panel discussion on how to become a CMC or a MMC through IIMC
- Participated in panel discussions and classes to new clerks at City Clerks Institute
- Volunteered to assist Program Director to set up and carry out CCMFOA conferences
- Served as convener at IIMC conferences
- Attended IIMC conferences in Kansas City, Chicago, Reno, Nashville, Portland, Atlantic City and Milwaukee.

## 2015 CITY CLERK / MUNICIPAL FINANCE OFFICER OF THE YEAR AWARD: KERRY ROZMAN, CITY OF CLAY CENTER

Rozman's professional development includes:

- Hutchinson Junior College- One Year Program
- Member- International Institute of Municipal Clerks
- President- Human Resources Management Association of Kansas
- Mitchell County Leadership Graduate
- Certified Municipal Clerk- November 7, 1996
- Master Municipal Clerk- July 20, 2009

Rozman' honors and achievements include:

- USD #273 School Board Past President
- Project Graduation Treasurer
- Booster Club Treasurer
- Member Nebraska Municipal Power Pool Computer Services Review Committee
- Vice President of USD 273 School Board
- President of USD 273 School Board 2007-2009
- Leadership Mitchell County Graduate
- 2003 Beloit Police Citizens' Academy Participant
- Treasurer/Board Member of Trojan Booster Club
- CALL Committee Member- Beloit Juvenile Correctional Facility
- Committee Member of Teen Center
- Beloit Jr. Sr. High School Business/FACS Advisory Board Member
- 3rd Grade Sunday School Teacher
- Kansas Jr. Miss Judge 2010



Mayor James Thatcher, Jr. stated, "I'm aware that Kerry has attended countless city clerk functions and activities and has attained your highest professional achievements. During her service to our community, Kerry has clearly demonstrated that she is willing to go the extra mile for the City of Clay Center. She has not merely done the job we asked of her, but has performed her duty to the best of her abilities time and time again!" Kerry has been supported in all these endeavors by her husband, Greg Rozman and her son Joe Studer.

This award is presented each year to a City Clerk or Finance Officer who has made significant contributions to the State association, the profession, and their city. The 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 the Certified Municipal Clerk (CMC) designation in 1972. Mildred was later accepted into the Academy for Advanced Education (AAE) and served as a director of IIMC. She strongly believed that city clerks and finance officers should contribute to their communities and she unselfishly gave of her time and talents in church, community, and civic activities. 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 3 years; 2) be a member of CCMFOA for at least 3 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, council members, city managers/ administrators, or fellow employees. A 5-member panel of judges reviews all nominations and rates candidates on a point system. The Selection Committee consists of two prior year recipients of the award, the Missouri Clerk/Finance Officers Association President, the Illinois Clerk Association President, and a League of Kansas Municipalities representative as assigned by the Executive Director of the League.



## Education & Training Opportunities:

The Municipal Services Team with the Kansas Department of Administration is pleased to announce the "Basics of Budgeting" workshop schedule for 2015.

The workshop's schedule and locations are as follows:

- \* May 21 in Iola
- \* May 27 in Garden City
- \* May 28 in Colby
- \* May 29 in Hays
- \* June 4 in Salina
- \* June 5 in Topeka
- \* June 9 in Wichita
- \* June 11 in Overland Park

The format of the workshop will continue to include budget form changes and a legislative update.

Please note that seating is limited, so early registration is needed to ensure your place at the workshop you wish to attend.

Registration cost remains at \$50 per registrant, and CPE credit for the full day is worth six hours.

One of two forms may be used to register; each is attached to this listserv note:

- (1) The 2015 Tri-Fold Form (.doc)
- (2) The 2015 E-mail Registration Form (.xls)

Additional registration information, including the workshop registration credit card form, may be obtained by visiting our new website:

<http://admin.ks.gov/offices/chief-financial-officer/municipal-services>



## ANNOUNCEMENTS

- Carol Porter, city clerk, City of Madison, retires on May 1, 2015. She has enjoyed being the City Clerk but is also looking forward to retirement. Carol worked at Lyon County District Court for 16 years prior to working for the City of Madison as City Clerk. She has 30 years of governmental experience and has found the work to be very rewarding and challenging.
- Janet Stice, city clerk, City of Atwood, announced her retirement with the City.
- Carolyn Swank, City of Kismet, retired March 2015. Carolyn worked part time as Clerk from 1974 when Carolyn Jennings was City Clerk and began full-time in 1996. Carolyn enjoyed her job very much and the help from other City Clerks on the CCMFOA ListServ.

## FUTURE EDUCATION EVENTS

Mark Your Calendar...

### 2015

**November 2-6, 2015:** KS/IIMC Municipal Clerk Institute.

Wichita Marriott Hotel.

**November 5-6, 2015:** KS/IIMC Municipal Clerk Academy.  
Wichita Marriott Hotel.

### 2016

**March 16-18, 2016:** CCMFOA 66th Annual Spring Conference.

**November 14-18, 2016:** KS/IIMC Municipal Clerk Institute.  
DoubleTree by Hilton Wichita Airport

**November 17-18, 2016:** KS/IIMC Municipal Clerk Academy.  
DoubleTree by Hilton Wichita Airport



## IIMC DESIGNATIONS ACHIEVED!

- Congratulations to **Debbie M. Price**, city clerk, City of Marysville who has earned the Master Municipal Clerk designation.
- Congratulations to **Glenda Gerrity**, city clerk, City of Spring Hill who has earned the Certified Municipal Clerk designation.
- Congratulations to **Johnna Stanford**, city clerk, City of St. John who has earned the Certified Municipal Clerk designation.
- Congratulations to **LeAnn Meyers**, city treasurer/deputy clerk, City of Altamont who has earned the Certified Municipal Clerk designation.
- Congratulations to **Pat Redding** city clerk, City of North Newton who has earned the Certified Municipal Clerk designation.

The CMC designation program is designed to enhance the job performance of the Clerk in small and large municipalities. The program prepares the participants to meet the challenges of the complex role of the municipal clerks by providing them with quality education in partnership with 47 institutions of higher learning. The program has been in existence since 1970 and has helped thousands of clerks in various municipalities.

The Master Municipal Clerks Academy is an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and rigorous educational component, a professional and social contributions component, and a commitment to lifelong learning. The Academy members demonstrate that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

### REGION NEWS!

- Region VII held a meeting on Wednesday, March 11, 2015, in the Sedgwick Room, at the annual CCMFOA Spring Conference in Wichita, Kansas. The Region VII Chair welcomed new clerks and the group discussed having a region meeting in Olathe during the summer of 2015.
- Johnson County Board of County Commissioners presented a proclamation in recognition of Municipal Clerks Week (May 3-9, 2015) in appreciation to all Municipal Clerks for the vital services they perform and the exemplary dedication to the communities they represent. Chairman Ed Eilert presented the award to IIMC Region VII Director Lana McPherson on behalf of the clerks.





## CCMFOA OF KANSAS

### TREASURER'S REPORT

11/1/14 - 3/6/15

Summary of Income and Expenses by Category

<i>Beginning Balance Checking Account: November 1, 2014</i>		<b>\$ 47,662.76</b>
Income:	Membership Dues	\$13,775.00
	Vendors/Sponsors/Lunches	\$21,065.00
	Region Baskets (Institute) / Promotional Items	\$711.00
	Misc. (50/50 proceeds, Hosp. Room Bal., etc.)	\$87.00
<b>Total Income</b>		<b>\$ 35,638.00</b>
Expenses:	WSU Hugo Wall School	
	Institute/Academy Bal Due	\$17,850.89
	Spring Conference Scholarships	\$870.00
	Institute/Academy Scholarship Reimbursements	\$2,308.54
	Conference Expense - Misc.	\$370.90
	IIIMC Conference Registrations	\$2,725.00
	IIIMC Conference Airfare Reimbursements	\$1,259.10
	Clerkof Year/ President Exp / Gifts	\$120.00
	Supplies (CCMFOA Pins/Postage)	\$1,322.38
	Hospitality Room	\$216.00
	League of Kansas Municipalities Booth and Table	\$0.00
	Refunds-Overpayment of Dues/Vendor Booth Fees	\$300.00
	Promotional Items	\$232.01
	Banking Fees	\$19.65
Misc. (Mugs Sponsored by Vendor)	\$418.56	
<b>Total Expenses</b>		<b>\$ 28,013.03</b>
<i>Ending Balance Checking Account: March 6, 2015</i>		<b>\$ 55,287.73</b>

I wanted to take this time to say Thank You to CCMFOA Institute Scholarship Committee for the scholarship program. I was one of the lucky precipitants to receive the scholarship. This is such a great opportunity for city clerks to become a CMC and MMC as well as becoming familiar with other city clerks. As far as I've seen, all instructors, helpers and coordinators are friendly and have a smile on their face, even at the end of the week when I'm sure they would like to pull their hair out.

I recommend this scholarship for all cities. This is a fantastic scholarship and a enormous opportunity for city clerks.

Yet again, I want to share my appreciation for your generosity.

Sincerely,

Karen Buck  
Deputy City Clerk

