

**CCMFOA Board Meeting
March 12, 2019**

I. Call to Order

The Tuesday, March 12, 2019 Board Meeting was called to order at 5:04 p.m. by President Amy Burton. Those present were: Amy Burton, President (Ellis); Christy Pyatt, Secretary (Greensburg); Karen Sublett, Treasurer (Wichita); Celyn Hurtado (Garden City); Elizabeth Kelley (Overland Park); Amy Zortz (Weir); Keri Reiner (Atwood); Tammy Seely (McPherson); and Heather Hillegeist (Lincoln). Also present from Wichita State University was Morgan Barnes, Institute Director.

II. Approval of Minutes

Karen made a motion to approve the Board Meeting minutes of November 14, 2018 and the Special Meeting minutes of December 5, 2018. Celyn seconded the motion, which passed unanimously.

III. Review of Treasurers Report (September – February) – Karen Sublett

Karen provided a financial report for September 2018 – February 2019. The beginning balance of the checking account was \$54,597.79. Income has been \$44,584.06. Expenses were \$7,963.41. The ending balance was \$91,218.44. CCMFOA also has a CD that will mature 11/19/19 that currently totals \$41,007.39 and a second CD that matures 12/30/19 that currently totals \$31,457.20. Total Association funds are \$163,683.03. Karen explained that there was confusion regarding when membership rates will increase (2020). Some members paid the increase this year, and their fees will be adjusted next year. Donations for Lana McPherson's IIMC Presidential Reception currently total \$2,647. This includes \$320 from last year's Trivia Night winnings that were returned and \$652 from the November basket raffle.

IV. Old Business

A) Discuss Liability Insurance for Association

Last fall the board approved the purchase of liability insurance coverage for the association. It has come to the attention of Amy B. that the insurance and Treasurer's bond that were approved were never purchased. She was also notified that having 2 events per year raises the original insurance quote that was presented. The current premium quote is \$1,861. The original quote for a Treasurer's Bond that was approved last fall is still valid. Coverage is set to begin after the new Officers are sworn in Thursday. Amy Z. made a motion to approve the purchase of general liability/cyber protection insurance through EMC at a rate of \$1,861. Tammy seconded, and the motion passed unanimously.

B) Update on IIMC President's Reception - Committee

Amy B. reported that Stephen Powell (Shawnee), who recently resigned as Vice President, continues to work with the Sheraton Hotel in Birmingham to obtain a quote for the banquet hall, cash bar options, a dessert bar menu, and a mixture of seating options. Kerry Rozman (Clay Center), will be taking over reception planning moving forward. A guest list is being finalized and will include all Region 7 Clerks. The event will be held from 8-10 p.m. on the same night as Region dinners. CCMFOA previously approved up to \$15,000 for the event.

V. New Business

A) Discuss Hotel Options for Institute/Academy 2020

Since the June board meeting Morgan has continued to negotiate with the Marriott and Double Hotels regarding offers to host Institute 2020. The Marriott offered rooms at \$109/night, no room rental for class space, and a food and beverage minimum of \$25,000 (originally quoted at \$18,000). Double Tree offered \$122/night, a \$20,000 room rental, and \$18,000 minimum on food and

beverages. It was noted that road construction on the east side of Wichita is significantly less than it has been.

Amy Z made a motion, seconded by Celyn, to commit to the Wichita Marriott for Institute and Academy 2020. Following the motion, new information was received regarding a required gratuity. It was suggested that the board may want to wait and see until after this week's conference to make a decision. The motion on the table stood. Motion passed unanimously.

B) Central National Bank Resolution for Authorized Signatures

Each year the board must approve a resolution for authorized signatures with Central National Bank. Christy made a motion approving the resolution, seconded by Kerri. The motion passed unanimously, with Elizabeth requesting a correction to the spelling of her last name on the document.

Also offered by Central National Bank was a "Positive Pay Services Waiver Agreement". If the service was approved, the bank would monitor the CCMFOA account for a large number of checks written and distributed through the mail or courier. The bank did not recommend the service, but does make it available. There is a service charge associated. With having just approved the purchase of liability insurance, Christy made a motion to waive the agreement. Celyn seconded, and the motion passed unanimously.

C) Discuss Possible By-law Change to Facebook Policy

Amy B. clarified for everyone that by-law changes must be voted on by the membership. Policies do not have to go before the membership and may be approved by the Board alone. The Board briefly discussed possible changes to the CCMFOA Facebook Policy. Christy asked if the Board would like to clarify whether or not members who leave the profession, retired clerks who continue memberships, or retired clerks who do not retain membership will be allowed to continue to engage the Association via its closed group Facebook page. It was the consensus of the board to allow previous members and retired members to remain on the page, with no changes to be made to the policy.

D) Discuss Possible By-law Additions for Disallowing Partial Conference Attendance Rate.

The Executive Committee received a request this spring to allow a member who would be leaving early on Thursday to pay a partial conference rate. Partial rates have never been made available and there is not a policy or by-law regarding the issue. Morgan voiced concern over meal and room preparations. Other associations that she works with do offer partial rates and she has found those events be very difficult from a logistics standpoint. Noting that the association will still have costs associated with a partial attendance, and believing that conference rates are very reasonable, the consensus of the board was to develop a policy to not allow discounted rates. A draft will be made available for review at the June board meeting.

E) Discuss Possible By-law Addition for Vendor Cancellations and Refunds.

The Executive Committee was confronted with a vendor attempting to cancel her sponsorship and booth reservation shortly before the Vendor Fair due to an oversight and miscommunication within her organization. The Vendor asked for a full refund. The decision was made to refund the booth fee as no expense had been incurred by the Association. The sponsorship was for the purchase of conference bags, which were already in print with the company's logo; therefore, the sponsorship funds were retained. Christy would like to see a policy developed to address the issue. The consensus of the Board was to develop a policy that would set a firm deadline of February 1st to

receive a full refund. A late fee was also suggested. A policy will be brought to the Board for review in June.

F) Vendor Fair Update – Christy

Christy advised that this year’s Vendor Fair will be the largest so far with the maximum of 45 booths filled. Total funds raised through the fair (booths and sponsorships) are \$33,350.00. Next year has the potential of being even larger as one vendor was turned away at the last minute and a few of the longstanding vendors were unable to attend this year.

G) Update on Scholarships – IIMC and Spring

Amy B. advised that the 2019 IIMC Conference Scholarship was awarded in November to Katie Wetta (Colwich). Shortly after Institute/Academy, Amy was notified that Katie is no longer with the City and requested that the scholarship committee select someone else to award to. Of the remaining applicants, one was not eligible and one clearly applied for the wrong scholarship (confusing CCMFOA and IIMC conferences). The 2019 IIMC Conference Scholarship was not awarded. Amy suggested the Board consider reviewing its qualifications for the scholarship, specifically how long someone who is awarded a scholarship has to wait before they can apply again. A policy will be created for review in June that reduces the waiting period between award and reapplying from 5 years to 3 years. Preference would be given to 1st time attendees. All other restrictions would be removed.

H) Reports from Committees – Amy

a. Education/Program Planning Committee – Amy

Amy B. reported that there will not be an Education/Program Planning Committee meeting on Friday following Spring Conference, as is the norm. Spring Conference evaluations will be reviewed at the June Board Meeting and may prove helpful with planning the next conference.

b. Nominating Committee - Amy

Amy B. presented the slate of officers to be appointed during the Thursday Business Meeting: Immediate Past President – Amy Burton (Ellis); President – Christy Pyatt (Greensburg); Vice-President - Karen Sublett (Wichita); Secretary – Celyn Hurtado (Garden City); Treasurer - Elizabeth Kelley (Overland Park); Board Members – Heather Hillegeist (Lincoln), David Ward (Ogden), Denise Duerksen (Newton), Tammy Seely (McPherson), Keri Reiner (Atwood), Amy Zortz, (Weir).

I) Reports from Board Members

There were no reports offered by Board Members.

J) Report by Institute Director – Morgan

a. Financials Review (November actuals/Spring budget)

Morgan provided a report on November actual costs and revenues, along with a draft of Spring Conference financials. Academy 2018 is showing a loss of \$1,139. A majority of speakers were free this year, more food changes were made, and attendance was up by four. Institute 2018 is showing a profit of \$3,806.62. Again, speaker costs were down this year, but are anticipated to rise slightly next year. Morgan was able to offer better food options while still keeping costs down. Predictions for Spring Conference are showing a loss of \$3,280.45. Food costs were higher because of extra plates for our Past President Thursday lunch guests and a buffet on Thursday night rather than a plated meal. The keynote cost will increase because of her fee and the cost of a book for each attendee. Staff travel will be less this year, and Morgan has moved away from University Conferencing and is utilizing a new registration platform. There was an issue with the conference room block at the hotel. That issue is being worked out in case we return to Manhattan next year.

Morgan will go over Spring evaluations with the Board in June. The board thanked Morgan for being willing to try moving the Spring Conference to a new location.

b. Review of Institute/Academy Speaker Evaluations and Comments

Evaluations and Comments for Institute and Academy will be reviewed more thoroughly in June.

VI. Announcements

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| <i>A) IIMC Conference – May 19-22, 2019</i> | <i>Birmingham, Alabama</i> |
| <i>B) June Board Meeting – TBA</i> | <i>WSU, Wichita</i> |
| <i>C) Institute, Years 1-3 – Nov. 11-15, 2019</i> | <i>DoubleTree by Hilton, Wichita</i> |
| <i>D) Institute, Year 4 – Nov. 13-15, 2019</i> | <i>DoubleTree by Hilton, Wichita</i> |
| <i>E) Academy – Nov. 14-15, 2019</i> | <i>Double Tree by Hilton, Wichita</i> |

Tammy made a motion to adjourn at 6:50, seconded by Amy Z. The motion passed unanimously.

Respectfully submitted,
Christy Pyatt, CMC, CCMFOA Secretary