

## **CCMFOA Board Meeting Minutes June 28, 2019**

The CCMFOA Board met on Friday, June 28, 2019, at Wichita State University Experimental Engineering Building Room 164 with the following Executive Committee members present: Christy Pyatt, President (Greensburg); Karen Sublett, Vice President (Wichita); Celyn Hurtado, Secretary (Garden City); Elizabeth Kelley, Treasurer (Overland Park). Also Present: Board Members: Amy Zortz (Weir); Denise Duerksen (Newton); Heather Hillegeist (Lincoln). Also present from Wichita State University was Morgan Barnes, Institute Director.

### **Call to Order**

The meeting was called to order at 8:20 a.m. by President Christy Pyatt.

### **Approval of Minutes**

The minutes from the March 12, 2019 Board Meeting were reviewed. Denise Duerksen moved to approve the minutes of the March 12, 2019 Board Meeting. Karen Sublett seconded the motion. The motion passed unanimously.

### **Revenues & Expense Report for March 1 - May 31, 2019**

The Treasurer's Report as of May 31, 2019 was presented by Elizabeth Kelley and reviewed by the Board. The funds available in the checking account as of May 31, 2019 were \$79,912.19.

### **CCMFOA Institute Director's Report**

#### ***A) 2019 Projected Budget - Institute and Academy Budget***

Morgan reviewed the projected budget for 2019 Institute and Academy. Morgan continues to diligently try to reduce costs for all CCMFOA educational opportunities, while maintaining the excellent educational opportunities for members. Denise made a motion to approve. Heather seconded the motion, which passed unanimously.

#### ***B) 2019 Spring Conference Evaluations and Financials***

Financial reports for 2019 Spring Conference were provided for the board's review. Morgan reviewed the actuals and the evaluations. The financials show a profit of \$1,651.67 for the 2019 Spring Conference, which is up from a loss of \$3,390.66 in 2018. Discussion was had on the move to hold the Spring Conference in Manhattan. The Board discussed the evaluation comments. The overall consensus from the Board was that it was a positive move for CCMFOA. Karen made a motion to approve. Denise seconded the motion, which passed unanimously.

#### ***C) 2020 Projected Budget - Spring Conference***

Discussion was had on ways to promote the benefits of CCMFOA to elected officials, in hopes of increasing attendance and membership. Current projections for Spring Conference show a profit/loss of -\$2,025.00. Denise made a motion to approve the 2020 Project Budget as presented. Karen seconded the motion, which passed unanimously.

### **Wichita State University Update**

Misty Bruckner, Director of Public Policy and Management Center, discussed happenings at WSU, as well as changes happening at the Hugo Wall School.

## **Old Business**

### ***A) 2019 IIMC President's Reception***

Christy and Elizabeth reported that CCMFOA had budgeted \$15,000.00 for Lana's reception at Birmingham and collected private donations in the amount of \$2,647.00. The total cost of the reception was \$14,084 and left a balance of \$3,563.00.

### ***B) Liability Insurance and Bond Update***

Christy reported that CCMFOA had obtained the general liability/cyber protection insurance through EMC that was Board approved in the Fall 2018 for \$1,861.00.

### ***C) Credit Card Payment Experience with KanPay***

Christy explained that KanPay was used for both Spring Conference vendors and 2019 membership dues, but appears to have been more beneficial for vendor use. There was not a lot of detail passed on to CCMFOA when a payment was made. Christy will request a more detailed report from KanPay on future use.

### ***D) Vendor Reminders/Packets, Scholarship Apps, Membership Apps***

Celyn will be sending out "Save the Date" cards to vendors for "Spring Conference 2020" in August. The cards will emphasize the conference location of Manhattan Hilton Garden Inn again. Eric Strimple will send out scholarship applications by July 1, 2019. Elizabeth will distribute membership applications later this fall.

### ***E) Policy Change***

#### ***a. IIMC Conference Scholarship Qualifications***

The Board discussed the lack of applicants for the IIMC scholarship offered by CCMFOA. Denise moved to change the Policy for Award of the IIMC Conference Scholarship eligibility as follows:

The nominee must be a member of CCMFOA and a member of IIMC in order to be eligible for the IIMC Conference Scholarship. Individuals who have previously been awarded this scholarship are allowed to apply at any time; however, preference will be given to first time attendees.

Amy Z. seconded the motion, which was passed unanimously.

#### ***b. Partial Conference Attendance Rate***

The Board discussed the recent request of a partial conference attendance rate. Denise moved to approve a "Policy for Refunds and Partial Conference Attendance Rates" as follows:

Due to costs associated with partial attendance at Institute, Academy or Spring Conference, reasonable conference rates, and the logistics associated with managing a partial attendance enrollment system, CCMFOA will not offer discounted, partial, or pro-rated attendance rates. Refunds of attendance fees will be allowed and processed in accordance with information provided at the time of registration.

Karen seconded the motion, which was passed unanimously.

#### ***c. Vendor Cancellations and Refunds***

The Board discussed a cancellation refund request made by a vendor at the 2019 Spring Conference. Denise moved to add a "Policy for Vendor Cancellations and Refunds" as follows:

Full refunds of Spring Conference vendor booth fees and sponsorships are allowed through February 1, prior to the conference. Partial refunds requested after February 1<sup>st</sup> will be considered by the Vendor Fair Coordinator and Executive Committee on a case-by-case basis.

Karen seconded the motion, which was passed unanimously.

## **New Business**

### ***A) Athenian Dialogues***

Morgan discussed offering an Athenian Dialogue in the future, a budget with a potential profit of \$190, and a recent poll taken by members of CCMFOA gauging their interest. The Board discussed offering an Athenian at Spring Conference. It was pointed out that Kansas would be hosting the Region VII in 2020 and this would be a great time to offer an Athenian to all members of Region VII. Morgan will discuss this further with Region VII director Bobby Busch and Ashley DiBlasi at IIMC.

Following later discussion on the theme for Spring Conference 2020, it was the consensus of the board to offer "Toto's Reflections: The Leadership Lessons from the Wizard of Oz" as the Athenian book.

### ***B) 2020 Spring Conference***

#### **1. Location**

Celyn made a motion to approve Manhattan and March 11-13, 2020 as the location and date for the 2020 Spring Conference. Denise seconded the motion, which passed unanimously.

#### **2. Room Blocks - Members and Vendors**

The board discussed the number of rooms to reserve for clerks at the discounted rate for Spring Conference. Also discussed was the possibility of having a password for Clerks to use when making reservations. The reduced group rate and reserved room block is to be available to members only. It was suggested that Morgan look into a second room block for vendors.

#### **3. 70<sup>th</sup> Anniversary Recognition/Celebration**

2020 will mark the 70<sup>th</sup> Anniversary of CCMFOA Spring Conference. The board would like emphasize this silver anniversary throughout the conference.

#### **4. Social Event**

Options for the conference social event were discussed. There was a great response to SINGO in 2019. It was the consensus that Celyn and Morgan look into another game of SINGO or a combination of Trivia and SINGO for the 2020 conference.

#### **5. Pins & Theme**

Pins for the 2020 conference were approved by the board when the 2019 pins were selected. The pins were designed by Immediate Past President Amy Burton and former Vice President Stephen Powell. When placed side-by-side the pins fit together to form the "Emerald City" behind the Good Witch and Wicked Witch. The 2020 pins were ordered with the 2019 pins. Christy provided potential options for the 2020 Conference theme. "Attitude: A Little Thing that Makes a Big Difference" was chosen.

#### **6. Board of Directors/Executive Committee Headshots**

Morgan suggested having professional headshots taken of the Board and Executive Committee. These photos could be used on the Association website and in conference publications. She also suggested finding a vendor to sponsor making the photo sessions available to all members during the 2020 Spring Conference. The consensus was to move forward with a photo session during the November board meeting and to find a sponsor for a members photo session in the Spring.

#### **7. Allowing two lunch tickets for Premier Sponsor**

Christy received a request from Varney and Associates that 2 lunch tickets be made available to the Premier Sponsor(s). The board approved this by consensus.

### ***C. Request for Reimbursement in 2020***

Christy discussed with the board that in the current policies of CCMFOA it states the Association will pay expenses for the President and Vice President to attend the IIMC Annual Conference. This next year brought special circumstances and Christy only attended as President. Denise moved to approve

reimbursement for Christy Pyatt's expenses up to \$2,250.00 at the 2020 IIMC Annual Conference. Amy Z. seconded the motion, which passed unanimously. Christy Pyatt abstained.

Christy also noted that the narrative of the payment of expenses for the Executive Committee to Spring conference and Institute and Academy policy lists all Executive Committee positions except Immediate Past President. Denise moved to add Immediate Past President to that policy narrative. Karen seconded the motion, which passed unanimously.

#### ***D. Expanding Sponsorship Opportunities***

Christy was approached by a Vendor who suggested that the Board allow vendors the opportunity to sponsor additional items than previously offered. Among ideas discussed were registration scholarships (for all CCMFOA educational opportunities), speakers, various aspect of Institute and Academy, and the previously discussed professional photo shoots.

#### ***E. Membership***

##### ***1. By City vs by Clerk***

For clarification purposes the board discussed whether CCMFOA membership should be by city or by clerk. The consensus was to leave the by-laws as they stand. Membership is specific to the clerk and his or her city. If a member clerk goes to a new city, a new membership must be obtained. If a city has paid for a membership but hires a new clerk, a new membership must be obtained.

##### ***2. Eligibility***

There has been some discussion regarding who is eligible to be a member of CCMFOA and clerk's Listserv. The board went over the current policies for both. In the future, membership applications will be monitored closely to assure that those applying meet guidelines set forth in the by-laws. The consensus of the board was to update the membership application form so as to make membership requirements clearer. A proposed update to the Listserv policy will be provided at the next meeting.

#### ***F. Update on CCMFOA Logo – Postalocity Offer***

Christy was approached at Spring Conference by an employee of Postalocity about creating a new CCMFOA logo free of charge. The board was interested in seeing what she had in mind. Christy will bring proposals to the November board meeting.

#### ***G. Reports from Board Members***

Elizabeth noted that a "Clerk's Spotlight" for the Wings Newsletter has been suggested.

#### **Announcements:**

IIMC Region VII Meeting, St. Charles, MO: September 7, 2019

LKM Meeting, Overland Park: October 12-14, 2019

Institute: November 11-15, 2019 (Years 1-3) Wichita DoubleTree Hotel

Institute: November 13-15, 2019 (Year 4) Wichita DoubleTree Hotel

Academy: November 14-15, 2019 Wichita DoubleTree Hotel

70<sup>th</sup> Annual Spring Conference: March 11-13, 2020 Manhattan Hilton Garden Inn

#### **Adjournment**

With no additional items to discuss, Amy Z. made a motion to adjourn the meeting. Christy seconded the motion, which passed unanimously declared the meeting adjourned at 11:30 a.m.

Respectfully submitted,  
Celyn N. Hurtado, CMC, CCMFOA Secretary