

City Clerks and Municipal Finance Officers Association
Board of Directors Meeting
November 12, 2008
Wichita Marriott

In attendance: Marietta Lucas, Cheri Peine, Kerry Benson, Sher Neufeld, Pam Corby, Gary Fees, Brenda Davis and Marian Cook.

Kathy Raney and Darla Ellis were absent.

The meeting was called to order at 4:45 p.m.

There were no additions to the agenda, and the agenda was approved on a motion by Kerry Benson, second by Gary Fees, and unanimous vote.

The minutes from the Board of Directors meeting on July 10, 2008, were approved on a motion by Brenda Davis, second by Pam Corby and unanimous vote.

The treasurer's report of October 31, 2008, was approved on a motion by Cheri Peine, second by Pam Corby and unanimous vote.

Institute Director Gayle Martin reported the following registrations for Institute: Year 1 – 21; Year 2 - 30; Year 3 – 23. There are 72 registered for Academy.

Future date for Institute: November 9-13, 2009.

Future date for Spring Conference: March 10 (pre-conference) and 11-13, 2009.

IIMC Institute – 120 hour requirement. Years 1, 2 and 3 (102 hours) continue the traditional all day Monday through Thursday sessions with a half day on Friday, including the mandatory Thursday evening banquet. Year 4 (18 hours) will include all day classes on Wednesday, with the remaining hours earned on Thursday and half day Friday in the Academy program. The banquet on Thursday is mandatory. We are requesting that the Capstone course be retained in Year 3 due to the short timeframe for Year 4 and the group interaction required. Adoption of the 120 hour program is contingent on approval by IIMC. Motion to submit the 120 hour plan to IIMC was moved by Sher Neufeld, second by Pam Corby and unanimous vote.

The current contract with the Marriott hotel goes through November 2009. The Marriott is already booking events two to three years out, so we need to renegotiate our contract with the Marriott so we do not lose our dates in March and November. Gayle added that considering other hotels, either CCMFOA is too large a group or the hotels are in the process of upgrading to "luxury" hotel status, which we could not afford.

Gayle Martin added that audio visual costs have increased and take a lot of time to get all class speakers set up. In the future, she plans to set up the laptop and projector and have the class speakers use jump drives to present their class materials.

Marietta Lucas announced that we have received a \$1,000 donation from Joe Palacios, Professional Engineering Consultants, to sponsor the hospitality room. Mr. Palacios will attend the banquet on Thursday night.

Committee Reports: Silent Auction/Promotional Item Sales. Karen Bailey sent a written report outlining that the Silent Auction at the League meeting made \$1,100. Some vendors want to donate items for the auction. We will check with the League to make sure there is no conflict with the League events.

Marian Cook reported that the pin company, Hog Eye, has indicated they could make charms (for a charm bracelet) from the pin designs, if we decide to pursue the charm sales.

Marietta Lucas reported that she has asked the Board members to dress as Oz characters to hand out the CCMFOA pins at the Spring Conference in March 2009.

Old Business:

2009 IIMC Region VII meeting location has not been announced by the Missouri Clerks.

CCMFOA of Kansas Memorial and/or Special Fund.

Gary Fees reported that he will do some work to check on how we could set up a fund for memorial funds donated in honor or remembrance of CCMFOA members. To set up a 501c3 would cost around \$1,800 to establish separate from CCMFOA. We could build up the principal and only use interest on the funds. Marietta suggested we use the CCMFOA certificate of deposit funds as seed money. We need to ensure that as we investigate this idea that we understand any IRS reporting requirements. Gary will check into using our current 501c6 and branching off.

2008 Budget was approved in December 2007 via email after we knew the revenues/expenses from Institute/Academy. We will approve the 2009 Budget based on that timeframe.

Marietta Lucas reported that Kathy Raney had advised that she received no feedback on the increased membership dues.

Kathy had suggested that the surcharges for nonmembers be increased to \$75 (currently \$60) for Institute/Academy and Spring Conference events to encourage CCMFOA membership and so that the surcharge was more than the first-class city membership fee. Gary Fees so moved, Pam Corby seconded and was unanimously approved.

Marian Cook reported that in checking with the League of Kansas Municipalities, the League does not sell the CCMFOA membership list to vendors.

Marian also confirmed that CCMFOA wants to reserve two vendors booth spaces for the League of Kansas Municipalities in Topeka in 2009. The League has sent an early reservation form.

New Business:

Marietta Lucas suggested CCMFOA make a donation to the IIMC Education Fund in honor of Dorothy Soderblom, who died last summer. There was discussion regarding the memorial fund we want to set up and possibly naming the fund after Dorothy. In the meantime, Cheri Peine volunteered to find out if the Soderblom family had requested donations to a specific organization.

Reports from Officers:

Cheri Peine proposed that the Education/Program Planning Committee be split into two Committees. The Education Committee would work with Clerks to complete forms to qualify for Certification or Master Municipal Clerk. The Program Planning Committee would work on the Conference planning. This item will be discussed at the March meeting.

Marian Cook reported that they have seven new vendor inquiries for 2009 Spring Conference. She is working with Peregrine who plan to sponsor the conference bags.

Reports from Board Members:

There was no report.

2009 Budget will be reviewed and approved by email vote, probably mid-December (before December 31, 2008).

Guidelines for Institute/Academy Attendees

Currently, we have guidelines that state that lap top computers are not allowed in class, all cell phones will be turned off, professional/business dress is required and jeans are allowed on Fridays for Institute

and Academy. There is no guideline when sessions are missed. The Board agreed that any missed sessions require a written paper on each session missed due to illness or a death in the family. Guidelines should be provided to the Year 1 class each year.

The next board meeting will be Tuesday, March 10, 2009, prior to the Spring Conference. Marietta pointed out the time of the meeting could be changed to an earlier time if any Board members want to attend the Pre-Conference session. The Board agreed to keep the usual meeting time.

Following a discussion regarding whether associate members can serve on the Executive Committee, Board of Directors, as a Committee Chairperson or be considered for all scholarships, the Board voted to ask the Manual and Bylaws Committee to review the bylaws to define active members and associate members and to reflect changes in the bylaws to indicate that associate members are not eligible to serve on the Executive Committee, Board of Directors, as Committee Chairs and cannot be considered for scholarships. The motion was moved by Brenda Davis, second by Kerry Benson and unanimously approved.

It was decided that some time would be scheduled during the Spring Conference for committees to meet. A 7:30-8:00 time was suggested.

In looking at education in the future, we need to begin thinking about video teleconferencing to get education out to our members.

The Education/Program Planning Committee will meet on Friday, November 14, 2008, at the conclusion of Institute/Academy.

At 6:30 p.m. the meeting adjourned on a motion by Kerry Benson, second by Pam Corby and unanimous approval.

Respectfully submitted,

Marian Cook
CCMFOA Secretary