

City Clerks and Municipal Finance Officers Association
Board of Directors Meeting
March 10, 2009
Wichita Marriott

The meeting was called to order at 4:15 p.m.

In attendance: Marietta Lucas, Chapman; Cheri Peine, Oswego; Kathy Raney, Rose Hill; Darla Ellis, Norton; Pam Corby, Larned; Gary Fees, Manhattan; Brenda Davis, Scott City; Jerry Lovett-Sperling, Lindsborg; Gayle Martin, Education Director - WSU; and Marian Cook, Overland Park. Kerry Benson, Beloit; and Sher Neufeld, North Newton; were absent. Also in attendance was Dyanne Reese, IIMC President, from Savannah, Georgia, who was attending the Conference.

Approval of Minutes from Board of Directors meeting, November 12, 2008, as amended, was moved by Brenda Davis, seconded by Jerry Lovett-Sperling and unanimously approved.

Approval of the Treasurer's Report of December 31, 2008, and February 28, 2009, was moved by Cheri Peine, seconded by Darla Ellis and unanimously approved.

Report by Education Director - Institute Director Gayle Martin reported on Institute attendees who miss Institute sessions and need to do makeup work. The policy adopted by the Board was to allow written makeup work for absences of four hours or less. However, she had one Clerk who missed 12 hours. Options were to makeup the sessions/days missed, not the entire year of Institute, or take IIMC online courses or attend an Institute in a neighboring state. Cheri Peine moved for the Board to provide these three options to make up the sessions missed and allow the clerk to decide how they would like to make up the time. Kathy Raney seconded the motion, which was unanimously approved.

Gayle announced that 36 clerks attended the Pre-Conference. We had budgeted for 50. There are 159 Conference attendees. We budgeted for 174. Speaker costs are down, along with some other expense categories. To control costs, Gayle had done the brochure mailing at the bulk rate to save on postage. For the Conference, she is coordinating 37 speakers and will have 12 roundtables going on at the same time. There is no speaker for the Thursday lunch.

IIMC has given a verbal okay for the 4-year Institute plan to provide the 120-hour program. The banquet will be held in Year 3. Year 4 will attend all day Wednesday and then move to the Academy session on Thursday and Friday. We can charge per day for Year 4. We will need to develop the curriculum for Wednesday of Year 4.

Gayle reported that she was not able to obtain the contract with the Marriott hotel for the November 2010 Institute/Academy. Years 2011 and 2012 are scheduled with the Marriott. Gayle is checking with the Airport Hilton and the Riverfront Hyatt Regency. The Board directed Gayle to get the best deal.

Committee Reports: Silent Auction/Promotional Item Sales - Marietta reported that Erica Jones, Augusta, was filling the Chair position for the Silent Auction/Promotional Sales Committee and would replace Karen Bailey, Goddard, who has taken a position with the County.

Old Business:

Report on Foundation to allow for CCMFOA Donations - Gary Fees reported on setting up a foundation to allow donations to CCMFOA. We would need to be a 501c3 as a nonprofit. It generally costs \$1,500 to \$5,000 to set up a 501c6. The 501c3 is more affordable. We would also need to set up a separate board of directors like IIMC has for their Municipal Clerks Education Foundation. This would be a long-term effort to build up the fund. The IIMC Education fund is set up to collect donations with membership fees. Gary felt the idea is viable but he needed more time to investigate. He felt the idea is definitely worth looking at. A separate 501c3 corporation could be set up. The nonprofit status would be an incentive to donate and would provide a tax advantage for donors. This would be a separate account with separate oversight. The purpose of the fund could be for funding education and training for clerks and for providing scholarships. Gary will do some additional investigation and report back at the June Board meeting.

Donation in honor of Dorothy Soderblom - Cheri Peine reported a donation in honor of Dorothy Soderblom. Cheri had contacted the family and they were in favor of making a donation to the Clerks

(IIMC MCEF). If we set up a foundation, Cheri suggested the fund be named for Dorothy Soderblom. We could make the initial contribution to the foundation in her name.

Separation of Education/Program/Planning Committee - Cheri also reported on the suggestion to divide this Committee. There are currently 30 members, which is too large to effectively meet and discuss issues. This would be a change to the CCMFOA Bylaws. Cheri and Marietta offered to meet and draft the language for the Bylaws change. A short meeting would be held on Wednesday, March 11, at 10:15 a.m. to review the amendment. It could then be reported to the membership at the business meeting on Thursday.

2009 IIMC Region VII Conference - Jerry Lovett-Sperling reported that since the IIMC Annual Conference is in Region VII (Chicago) this year, they have decided to not hold the Region Meeting in Missouri in 2009. Missouri will have the meeting in 2010. Kansas will host the meeting in 2011. Jerry reported that the number of attendees is down for the IIMC Conference in Chicago, but it is early. IIMC is offering some enticements. The IIMC Conference is worth 8 education points instead of the usual 4 points. In addition, they have added another Athenian dialog and the dialogs are worth 2 points.

IIMC President Dyanne Reese, who was invited to attend the Conference, said the IIMC Board has worked on strategic planning and a lot of changes are coming. They have a 3-year strategic plan and five areas of concern. Education is one of those areas. The master plan will be rolled out in Reno in 2011.

CCMFOA Pins for 2010 - The Board decided to continue the Wizard of Oz theme and the next pin will be the Scarecrow.

New Business:

Summer Board Meeting - The Summer Board Meeting will be June 18 and 19. Wichita State University has offered to provide (at no charge) a facilitator (Misty Brockner) to work with the Board on a strategic planning session to talk about education and where we want to go as an organization. The afternoon of June 18 will be the Board meeting with the strategic planning session on June 19 in the morning. The Education/Program Planning Committee will meet on June 19 in the afternoon. An alternate date for the summer Board meeting was June 25 and 26.

Wichita State University Review – The contract with WSU expires in June 2009. We need to review the current contract and determine what changes are needed. Jerry Lovett-Sperling offered to assist with the new contract.

Board Orientation Session for New Board Members – An orientation session for new Board members was suggested so they know what to expect and questions can be covered. The basic tasks of the officers could be outlined in a handout.

Budget for CCMFOA – The Board agreed the budget for CCMFOA could be discussed at the June meeting. The budget review done during the Board meeting held a couple of years ago in Chapman was a good exercise so everyone understood the budgeting for the Pre-Conference/Conference and Institute/Academy programs.

Conference Vendors and Sponsors - Marian Cook reported there are 28 vendors and 14 sponsors for the Conference. Including the extra vendor lunches and one vendor payment from last year's conference in 2008, the total revenue was \$13,280. There were some vendors and sponsors who did not participate this year due to the challenging economy. They did want to remain on our vendor mailing list.

Total CCMFOA membership and new members – Kathy Raney reported there are 395 members in CCMFOA with 41 new members. There are 103 clerks who have not yet paid their dues. Dues collected total \$14,800.

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Board members reports – There were none presented.

Meeting place for “special guests” at the Opening of the Conference – Board members would be dressed as Oz characters and would meet in the Hospitality Room at 9 a.m.

Announcements:

Kristine Polian, Valley Center, had obtained a \$250 donation from Professional Engineering Consultants to be used for the hospitality room.

The Education/Program/Planning Committee would meet on Friday, March 13, in the hotel restaurant immediately after the Conference.

Jerry Lovett-Sperling moved to adjourn the meeting. Cheri Peine seconded and the vote passed unanimously.

The Board then collated the material for the Conference bags.

Respectfully submitted,

Marian Cook
CCMFOA Secretary

City Clerks and Municipal Finance Officers Association
Addendum to the Board Meeting Minutes of March 10, 2009
March 11, 2009
Wichita Marriott

The Board met at 10:15 a.m. on Wednesday, March 11, 2009, to review the amendment to the CCMFOA Bylaws to change the makeup and responsibilities of the Education/Program/Planning Committee.

The following members were in attendance: Jerry Lovett-Sperling, Lindsborg; Brenda Davis, Scott City; Darla Ellis, Norton; Pam Corby, Larned; Marietta Lucas, Chapman; Cheri Peine, Oswego; Kathy Raney, Rose Hill; and Marian Cook, Overland Park.

The Education/Program/Planning Committee would be split into the Education/Certification Committee and the Education/Program Planning Committee.

The Education/Certification Committee would be chaired by the Vice President and would be comprised of three Board members and five At-Large members, who must be a CMC or MMC with preference of one member from each region.

The Committee would be responsible for assisting City Clerks and Finance Officers in making application for CMC or MMC.

The Education/Certification Committee would hold a session at the March Conference to cover changes in CMC or MMC applications and to answer questions for those Clerks making application to IIMC for CMC or MMC designation.

The Committee will also send letters of recognition to the Governing Body of new CMCs or MMCs for supporting the education programs of CCMFOA and IIMC and a letter of congratulations to City Clerks and Finance Officers receiving their Certified Municipal Clerk or Master Municipal Clerk award.

The Education/Program Planning Committee would be chaired by the Vice President and would be comprised of three Board members and five At-Large members, with the Institute Director as an ex-officio member.

The Committee would be responsible for planning the CCMFOA education programs and event activities for Pre-Conference, Spring Conference, Certification Institute, Academy and hosting of IIMC Region VII Meetings.

Jerry Lovett-Sperling moved to approve the change to the bylaws to split the Education/Program/Planning Committee into the Education/Certification Committee and the Education/Program Planning Committee. Pam Corby seconded the motion, which was unanimously approved.

Respectfully submitted,

Marian Cook
CCMFOA Secretary