

CCMFOA BOARD MEETING MINUTES

March 14, 2017

The CCMFOA Board met on Tuesday, March 14, 2017 at the DoubleTree by Hilton Hotel with the following members present: President Martha Sumrall, City of Mission; Vice President Debbie Price, City of Marysville; Secretary Amy Burton, City of Ellis; Treasurer Stephen Powell, City of Shawnee; and Past President Stacey Smith, City of Concordia.

Board Members Present: Amy Zortz, City of Weir; Christy Pyatt, City of Greensburg; Celyn Hurtado, City of Garden City; Karen Sublett, City of Wichita; and Tammy Seely, City of McPherson.

Also present: Gayle Martin, Institute Director – Wichita State University; Paula Downs, Director of Professional Development - Wichita State University; Morgan Barnes, Incoming Institute Director – Wichita State University; Rod Franz, Retired CCMFOA President, and Keri Riener, City of Atwood.

Call to Order

The meeting was called to order at 5:30 p.m. by President Martha Sumrall.

Approval of Minutes

The minutes from the November 16, 2016 Board Meeting were reviewed. Debbie Price moved to approve the minutes as presented. Amy Zortz seconded the motion. The motion carried unanimously.

Treasurer's Report for November 1 – February 28, 2017

The Treasurer's Report as of February 28, 2017 was presented by Stephen Powell and reviewed by the Board. The funds available at February 28, 2017 were \$126,104.11, including CD's. No action needed.

Five-Year Financial Forecast

Stephen Powell updated the Board on the progress of the 5-year Financial Forecast. The Association's funds have been divided into a General Fund (dues, conference expenses, scholarships, etc.) and a Conference Fund (sponsorships and the Wichita State University contract expenses). With steadily declining cash balances, the Board will continually need to consider reducing conference expenses and/or scholarships, or increasing dues and/or conference registration fees. Amy Zortz moved and Karen Sublett seconded a motion to approve awarding eight (8) Institute scholarships and one (1) Academy scholarship for 2017. Of the eight Institute scholarships, one must be from each region. If a region does not apply, then that scholarship will not be awarded. The motion carried unanimously.

Funding of Hospitality Suite

The Board again discussed the Hospitality Suite offered during Institute/Academy and Spring Conference. Discussion items included renting the Control Tower just as a gathering place and offering no snacks or drinks, having a cash bar at the Control Tower, finding a sponsor every year for the Hospitality Suite, the liability to the Association by providing alcoholic drinks, using municipality funds to purchase the alcohol, and completely eliminating the hospitality suite and just utilizing the hotel's restaurant and bar area. After much discussion, Amy Burton moved and Debbie Price seconded a motion to keep the Hospitality Suite at the Control Tower but to transition to a cash bar. The Hospitality Suite will be open during Institute/Academy only. The motion carried unanimously.

WSU & Institute Director's Report:

Update on Institute/Academy and Spring Conference

Year 1 of the Clerk's Institute remains strong with 37 registrants in attendance in November 2016. Numerous retirements over the last couple of years has helped maintain Year 1 attendance. Spring Conference attendance was up with 147 registrants. Every three years, the Association honors past Education Directors and Clerk of the Year recipients. The next year for that to happen will be the graduation banquet in November 2018. The IIMC Region 7 meeting will be all Kansas clerks; there were no registrations from Illinois or Missouri.

Budget Review

The Board reviewed the financials for the 2016 Institute/Academy. The actual numbers are more favorable than predicted, in part to increased participants and reducing break food expenses.

Gift to Association

Rod Franz and Gayle Martin presented a gift to CCMFOA in the form of a 6-minute video promoting the educational programs that the Association has to offer. IIMC has approved the video presentation. Stephen Powell moved to accept the video as a gift and to post the video on YouTube and the Association's Facebook page and website. Christy Pyatt seconded the motion. The motion carried unanimously.

Draft Contract Review

Paula Downs reviewed the latest draft of the Association's proposed contract with Wichita State University. The proposed contract will be further discussed at the June Board meeting.

Discussion of Future Conference Locations

The Board discussed rotating locations across central and eastern Kansas. If the Association wants to keep lodging and food costs down, rotating locations may help as Wichita only has a few hotels large enough to accommodate CCMFOA conferences and the Vendor Fair. The Board also discussed moving to a conference center rather than a hotel. Paula did report that registration fees for Institute/Academy and Spring Conference are very inexpensive considering the education hours received. She also stated there is no discount for holding both the November and March events at the same hotel, and one possibility is moving Institute/

Academy back to the Marriott and leaving the Spring Conference at the DoubleTree. The Marriott is more conducive to a classroom setting for each of the levels; while the DoubleTree has more space for the Vendor Fair. All options will be considered during negotiations for a venue when the current contract with the DoubleTree expires.

2018 Pin and Spring Conference Theme

Debbie presented the 2018 pin continuing with the Wizard of Oz theme. She has chosen a rainbow with the shadow figures of the four main characters. The Board discussed the various themes suggested with the favorite being “It’s not where you go – it’s who you meet along the way.” Stephen Powell moved and Stacey Smith seconded a motion to approve the 2018 pin and Spring Conference theme. The motion carried unanimously.

Central National Bank Resolution for Authorized Signatures

Amy Burton moved and Celyn Hurtado seconded a motion to approve the Central National Bank resolution designating authorized signers on the CCMFOA bank account. The motion carried unanimously.

Selection of June Board Meeting Date

The Board discussed meeting dates for the June Board Meeting in Wichita. Most agreed that June 29th – 30th may work best.

Reports from Committees

None

Reports from Board Members

Gayle will be recognized at Thursday’s business meeting for her years of service to CCMFOA as Education Director. The Executive Board will present gifts of appreciation.

Announcements

IIMC Conference – May 21-24, 2017

June Board Meeting – TBA

Institute, Years 1-3 – November 13-17, 2017

Institute, Year 4 – November 15-17, 2017

Academy – November 16-17, 2017

Adjournment

Amy Zortz moved and Stephen Powell seconded a motion to adjourn. The motion carried unanimously. The meeting adjourned at 7:07 p.m.

Respectfully submitted,

Amy Burton, CPA
City of Ellis
CCMFOA Secretary