

**CCMFOA Board Meeting
November 14, 2018**

I. Call to Order

The Wednesday, November 14, 2018 Board Meeting was called to order at 5:35 p.m. by President Amy Burton. The following Executive Committee members present: Amy Burton, President (Ellis); Christy Pyatt, Secretary (Greensburg); and Karen Sublett, Treasurer (Wichita). Board Members present: Erin Tilton (Chapman); Amy Zortz (Weir); Elizabeth Kelley (Overland Park); Keri Reiner (Atwood) and Celyn Hurtado (Garden City). Also present from Wichita State University was Morgan Barnes, Institute Director. Absent were Stephen Powell, Vice President (Shawnee) and Tammy Seely (McPherson). Past President Debbie Price recently resigned from her position as City Clerk in Marysville and was not present.

II. Approval of Minutes

Celyn made a motion to approve the Board Meeting minutes of June 22nd and the Special Meeting minutes of August 7-10. Elizabeth seconded the motion, which passed unanimously.

III. Review of Treasurers Report (June – August) – Karen Sublett

The Treasurer's Report as of August 31, 2018 was presented by Karen Sublett and reviewed by the Board. The funds available in the checking account as of August 31st were \$54,597.79. Karen noted that the association has received donations for Lana McPherson's IIMC Presidential Reception and that 2019 dues have begun to come in. The report provided references a void check made out to John Jones, the email scammer previously discussed. There have been 2 more attempts to have checks written to the individual. Security measures have been put in place, requiring all checks be approved by the Executive Committee before they are issued.

Amy B. discussed whether to renew or cash out the association's CD that will be coming due at the end of the year. Amy Z. suggested renewing only a portion of the CD, in case funds are needed for the Presidential Reception in Birmingham. Upon further review and discussion of the current checking balance, expenses for academy appearing to be low, and donations being made for the reception, the consensus was to allow the CD to renew automatically in its entirety. A second CD will mature next November and can be utilized if the Board feels that it is necessary. The consensus of the board was to allow the CD to renew.

A) WSU Budget vs. Actual Statements - Morgan

Morgan budget and actual cost financial statements. Revenues for Institute have come in higher than budgeted. Expenses for personnel have come in virtually unchanged from 2017 expenses. Expenses for equipment are down for 2018, but meal costs are coming in higher than budgeted due to offering better hot options and an increase in attendees. Speaker costs are down, but Morgan intends to continue to budget high. Current projections show a profit for Institute 2018. Morgan reported an increase in facility rental for Academy 2018. Equipment costs are down, with the hotel providing some of the equipment needed. Early figures are showing a loss of \$299 for Academy. Morgan also reported that a \$1,300 refund of 2018 spring conference taxes charged by the hotel has been negotiated.

Discussion was had on the issue of speaker availability when there are two government conferences occurring in the state at the same time. There is also the possibility of CCMFOA attendance being affected if a Clerk has a counterpart out of the office for the other conference, which has a direct effect on the conference bottom line.

IV. Old Business

A) Update on Credit Card payment Option – Christy

An electronic government service contract from Information Network of Kansas was made available for the board's review. The board had previously made the decision to utilize the online portal for credit card payments, at no cost to the Association, but was only recently provided a contract. The contract would provide the ability for clerks to pay membership fees online. The service could also be utilized by vendor/sponsors for the spring vendor fair. The Silent Auction/Promotional Sales Committee will be offered the option of point of sale hardware, free of cost. Erin asked about transaction costs. A 2.5% processing fee would be passed on to the user. No data would be saved on the hardware. If lost or stolen, the hardware would be replaced by Information Network of Kansas. Names, mailing addresses, and email addresses would be captured in an Excel document and can be utilized to keep the membership roster updated. Amy B. recommended the Board continue to review the contract. She will ask for a motion via an email special meeting.

B) Discuss Liability Insurance for Association

Erin and Amy B. obtained quotes from their respective City insurance providers for insurance and bond coverage for the CCMFOA Treasurer. EMC Insurance offered a \$1,000,000 General Liability (Occurrence) policy with Cyber Solutions for \$1,357.00 per year. Amy B. was offered a \$40,000 Treasurers Bond for \$148 per year. Erin made a motion to accept both the EMC General Liability quote and the Treasurers Bond option. Celyn seconded, and the motion passed unanimously.

V. New Business

A) Reports from Committees

1. By-Laws Committee (Mildred Vance Award Eligibility Requirements) – Amy

Bobby Busch, Handbook & Bylaws Committee, provided a recommendation for an amendment to the Mildred Vance award eligibility requirements. The primary purpose for the proposed amendment is to clarify that nominees must be current members of CCMFOA. Karen made a motion, seconded by Elizabeth, to approve the proposal and have it brought before the membership for a vote in the Spring. The motion passed unanimously. The proposed change will be announced at tomorrow's business meeting and advertised in the winter edition of WINGS. As a side note, provided notice of the 2020 membership dues increase will also be published in the winter edition of WINGS.

2. Nominating Committee – Amy

Unable to attend tonight's meeting, Martha Sumrall provided Amy B. with the 2019 Slate of Candidates for Officers and Board Members. Celyn has agreed to come on to the Executive Committee as treasurer. Heather Simms, City of Lincoln, has agreed to fill Celyn's unexpired term. Amy B. announced that Stephen Powell, City of Shawnee, was recently promoted to Deputy City Manager and will assume his new position at the end of the year. Should Stephen be unable to fulfill his duties as President in 2019, current Executive Committee members and Celyn will move up two positions, rather than one, and a new nomination for Treasurer would be made.

B) Reports from Board Members

There were no reports from Board Members.

C) Scholarships – IIMC, Fall Institute & Academy, Spring – Karen

There were 7 applicants for Institute scholarships, with 6 being awarded. There were no applications for the Master Academy scholarship. Eric Stremple will announce the recipient of the 2019 IIMC Conference scholarship during Thursday's business meeting.

D) Morgan Barnes to Attend 2019 IIMC Conference – Amy

Amy Z. made a motion, seconded by Celyn, to approve Morgan to attend the 2019 IIMC Conference. CCMFOA by-laws allow for reimbursement of expenses up to \$2,250. The motion passed 8-0.

E) Spring Conference Social Event – Amy/Morgan

The board reviewed previously discussed entertainment ideas for the Spring Conference Social Event. Barnes offered pricing for two musical options: Dueling piano players for \$3,000; a KSU pianist and vocalist at a cost of \$600 for 3 hours. A third option of Musical Bingo had been suggested to Morgan. The Board discussed how well attended the previous trivia night social event was. Barnes was asked to move forward with “Singo” or another trivia option. Food options were discussed. Christy will begin gathering options for decorating the banquet hall. Having provided a professional photobooth the last several years, the Board decided to hold off on a booth for the coming year.

F) Vendor Fair Update – Christy

Vendor packets for the spring vendor fair were sent out last Friday. “Save the Date” cards were sent out earlier in the fall. Pyatt already has 2 Premier sponsors in place. Vendors were offered the option of registering and paying online.

G) Update on IIMC President’s Reception - Committee

Amy B. offered an update from Stephen Powell on plans for the 2019 IIMC President’s Reception in Birmingham for Lana McPherson (DeSoto). Kerri Rozman has sent out 80 letters to businesses in the DeSoto area, requesting their support in honoring Lana’s accomplishment. CCMFOA has received \$1,300 so far. Several venue options have been reviewed. The Event Manager at the Weston hotel has offered 2 conference rooms for \$750 each Tuesday night from 6-10 p.m. A 50% deposit would be required. There was no update on food options. Erin asked if the Board should consider sending out requests for support to Kansas cities. Morgan recommended the Board ask if there is a food and beverage minimum with the price for the hotel conference rooms. The reception planning committee plans to meet next week to firm up details.

H) Report by Institute Director – Morgan

Morgan reported that she had a speaker “no show” for Institute. Mary Lynne Stratta has graciously agreed to cover the shortage by allowing the Institute class for join Academy for her scheduled session. Morgan reported that everything else was going well so far.

VI. Announcements

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

Amy B. declared the meeting adjourned at 6:57 p.m.

Respectfully submitted,
Christy Pyatt, CMC, CCMFOA Secretary