

**CCMFOA Business Meeting
November 15, 2018**

I. Call to Order

The Thursday, November 15, 2018 business meeting was called to order at 12:32 p.m. by President Amy Burton. Amy introduced the Executive Committee and Board. Executive Committee: Amy Burton, President (Ellis); Stephen Powell, Vice-President (Shawnee), who was unable to attend; Christy Pyatt, Secretary (Greensburg); and Karen Sublett, Treasurer (Wichita), who was unable to attend. Board Members: Erin Tilton (Chapman); Amy Zortz (Weir); Elizabeth Kelley (Overland Park); Keri Reiner (Atwood); Celyn Hurtado (Garden City); and Tammy Seely (McPherson) who was unable to attend. Past President Debbie Price recently resigned from her position as City Clerk in Marysville and was not present.

II. Recognitions/Introductions

Amy B. recognized participants of Institute years 1-4, new CMC's, new MMC's, and retiring Clerks and Officers.

III. Approval of Minutes

Laura Hartman (Baldwin City) made a motion to approve minutes of the March 22, 2018 Business meeting. Leslie Stephan (Mt. Hope) seconded the motion. Motion passed unanimously.

IV. Approval of Treasurers Report (June – August)

The Treasurer's Report as of August 31, 2018 was presented by Amy B. in the absence of Karen Sublett, Treasurer. The funds available in the checking account as of August 31st were \$54,597.79. Total funds, with CDs, are \$126,656.44, approximately \$14,000 higher than this time last year. The Board has decided to allow the CD that matures at the end of the year to roll over.

Amy B. advised members that CCMFOA has been a victim of cyber fraud. The Board has since put internal controls and policies in place to prevent future attacks. The case is in the hands of the Wichita Police Department Cyber Crimes Unit. \$7,423.20 in CCMFOA funds were lost due to the fraudulent acts.

Denise Duerksen (Newton) made a motion to accept the Treasurers Report as presented. Stacey Smith (Concordia) seconded. Motion passed unanimously.

V. Committee Reports

Membership/Mentoring/Regional Committee – CCMFOA offers a mentoring program for new members. Those interested in obtaining a mentor should contact Amy B. or Karen S. There are currently openings for mentors in Region 2, 6, and 8.

Education/Program Planning & Education/Certification Committees – The Education Committee will meet tomorrow after the final session to begin planning for Spring Conference. Those interested in pursuing their CMC or MMC status may visit with Amy B or any Board Member.

Hospitality Committee – Suzann Norris (Douglass) and Tracy Roberts (Galena) have set up a hospitality room in the South Tower. Snacks and games are available. Participants are welcome to bring their own drinks.

Legislative Committee– Elizabeth Kelley (Overland Park) reported that members can sign up for LKM alerts on items being considered in Topeka. She encouraged members that the Legislative Committee is a great way to being serving in CCMFOA.

Communications Committee – Elizabeth K. reminded members of opportunities available to stay up to date on Association happenings and reminders through the WINGS newsletter, Facebook, and the CCMFOA website.

Manual/By-laws Committee– The Manual /By-Laws Committee has proposed a revision to the Mildred Vance Award Eligibility Requirements. The primary purpose for the proposed revision is to clarify that nominees must be current members of CCMFOA. The Board has approved moving forward with the proposal. The proposed change will be advertised in the winter edition of WINGS and brought before the membership for a vote at Spring Conference.

Nominating Committee – The Nominating Committee has presented a slate of candidates for election during the spring business meeting.

Silent Auction/Promotional Sales Committee – Tabitha Sharp (El Dorado) reported that baskets are available for raffle. Volunteers to sell tickets are needed from Institute years 1-3. The drawings will take place at 7:45 a.m. on Friday. Tickets are 12 for \$5 or 2 for \$1. Funds raised will go towards Lana McPherson’s 2019 IIMC Presidential Reception. Baskets for the Silent Auction at Spring Conference are to be provided by each Region.

VI. Awards/Scholarships

Mildred Vance – Nominations for the Mildred Vance award will be accepted through December 31st. The honor will be awarded in March.

IIMC Conference Scholarship – Eric Strimple announced that there were 3 applicants for the 2019 IIMC Conference Scholarship to Birmingham. Katie Wetta of Colwich has been selected.

Institute Scholarships –Amy B. announced that five Institute Scholarships were awarded this year: Region 1 - Hannah Eilert (Osborne); Region 3 – Kara Rath (Larned); Region 4 – Sandy Taverner (Lyons); Region 5 – Jamie Deviney (Attica); Region 7 – Amara Packard (Baldwin City); Region 8 – Jodi Wade (La Cygne). There were no applicants for Regions 2 or 6.

Academy Scholarship – There were no applicants for the Academy Scholarship.

Spring Conference Scholarship – Spring Conference will be held in Manhattan this year. Scholarship applications will be accepted December 1 – February 1. Three registration scholarships will be awarded. Application letters must be submitted to Karen Sublett.

VII. New Business

2019 Dues Statements

Dues statements have been made available on the Listserve, website, and Facebook. A form will also appear in the next WINGS newsletter. There was an error in the original form that was sent out. Membership dues will increase in 2020 rather than 2019. Forms have been updated and resent.

Vendor Fair Update

Christy Pyatt gave an update on the spring vendor fair preparations. Save-the-date cards went out to previous vendors and suggested new vendors at the beginning of September. Vendor packets went out at the beginning of November, once the link to the online pay portal was available. If members have a vendor that they would like to see at the fair, they are asked to provide contact information to Christy.

Board of Directors Update

Amy B. reported on last night’s board meeting. Christy Pyatt and Elizabeth Kelley have been working with KanPay (KIC) to get the online pay option up and running. The Silent Auction/Promotions Committee will have the option to obtain hardware from KIC to swipe cards prior to the Spring Conference. The Board has voted to purchase general liability/cyber insurance coverage and a treasurer’s bond as part of their recent implementation of internal policies and procedures for the handling of CCMFOA funds. They also voted to send Morgan Barnes (Institute Director) to IIMC Conference in Birmingham next May. The Board is planning a Presidential Reception for incoming IIMC President Lana McPherson (DeSoto). Members were encouraged to

email Amy B. if they are interested in participating on the planning committee. CCMFOA would like to see as many Kansas Clerks as possible in Birmingham, to support Lana.

IIMC Update

Lana provided an update from IIMC. She first thanked the Kansas Clerks and those instrumental in her upcoming appointment as President of IIMC and spoke to members about giving back to CCMFOA and IIMC. Lana encouraged members to attend the 2019 IIMC Conference in Birmingham and introduced Mary Lynne Stratta (Former IIMC President), who was there presenting for Academy sessions. Lana spoke of the many opportunities available through various aspects of IIMC, as well as opportunities to contribute to the IIMC Foundation. At a recent IIMC meeting in Little Rock, Arkansas, IIMC announced that the 2023 annual conference will be held in Minneapolis, membership dues will increase \$10 in January 2019, and a new staff position is being funded in the IIMC education department. The board has approved that 10% of vendor proceeds from IIMC conferences will go to the IIMC Foundation for scholarships. There are also changes coming in opportunities to go beyond MMC designation, strengthening IIMCs commitment to ongoing education.

VIII. Announcements

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

IX. Adjournment

Lana McPherson (DeSoto) made a motion to adjourn, seconded by Stacy Smith (Concordia). The meeting adjourned at 1:08 p.m.

Respectfully submitted,
Christy Pyatt, CMC, CCMFOA Secretary