

CCMFOA Board Special Remote Online Meeting Minutes
April 23, 2020

Call to Order

The special remote online meeting was called to order at 10:05 a.m. by CCMFOA President Karen Sublett.

The following members were present: Executive Committee: Karen Sublett, President (Wichita); Christy Pyatt, Past President (Greensburg); Celyn Hurtado, Vice President (Garden City); Elizabeth Kelley, Secretary (Overland Park); Keri Reiner, Treasurer (Atwood). Board Members: Denise Duerksen (Newton); Heather Hillegeist (Lincoln); Amelia Blackwood (Claycenter); Tammy Seely (McPherson); Jami Downing (Stafford); and Morgan Barnes, Institute Director, Wichita State University.

The special meeting was scheduled to discuss a proposal from Wichita State University (WSU) to offer the City Clerks and Municipal Finance Officers Association (CCMFOA) four (4), one-hour online sessions, sponsored by CCMFOA, to provide training and support to the membership which addresses issues specific to the COVID-19 pandemic.

Morgan presented a proposal to offer four (4) one-hour online training sessions, one session per week beginning May 1, 2020, in the amount of \$1,500. The purpose of the training would be to keep the Association members connected and provide education which will assist municipal clerks in addressing the upcoming challenges associated with the impacts on local government from the COVID-19 global pandemic and Governor's statewide stay at home order.

Various training topics were presented. The Board requested that Morgan look into providing training on the following subjects: Procedures for Reopening Local Governments; Financial Implications for Budget Planning in Response to the Pandemic; Leading During Change, and Combatting Rumors.

Celyn Hurtado moved to approve the proposal to offer four (4), one-hour weekly online training sessions commencing on May 1, 2020, in the amount of \$1,500 and directing WSU to finalize the schedule of topics and presentation materials. Denise Duerksen seconded the motion. The proposal was approved by a unanimous vote of 10-0.

The next item presented for discussion was Consideration of Training Options for the 2020 Institute and Academy KS/IIMC Municipal Clerks Certification Institute. In anticipation of economic impacts and potential budget cuts resulting from the pandemic, the Board is looking into options for providing professional development and certification training hours.

The Board discussed three options for hosting the fall institute and academy training sessions:

Option No. 1 would be to proceed as planned and host the full conference at the Wichita Marriott, November 9-13, 2020. A contract is currently signed with the hotel which establishes the food and beverage spend minimums in the amount of \$19,000. If conference attendance is anticipated to be reduced, or if a second wave of the virus is expected to occur in the fall, the board may consider modifying or cancelling the contract for November 2020. The hotel has indicated because of the circumstances surrounding the pandemic and unforeseen potentials in the future, they are willing to release the Association from the terms of the contract. The hotel has asked to be notified of the board's decision by May or June of 2020.

Option No. 2 would be to consider reducing the in-person conference dates to one- or two-days and holding the conference at either the Marriott hotel or Wichita State University, with the ability to host the remaining portion of the conference online. Hosting the conference in a virtual format would reduce the overhead costs; however, there would still be costs for speakers, the virtual platform and other items.

Option No. 3 would be to plan a virtual institute and academy for members to register and attend online. Participants could select the sessions they wish to attend just like they would if they were attending the conference.

Morgan has discussed use of online training with IIMC to verify that members would still be able to obtain CMC and MMC education credits for online classes and IIMC is supportive of online training as an option.

The Board recommended a survey be presented to the Association members to gauge the effect of COVID-19 on City budgets, inquire whether municipalities are planning to implement training and travel budget cuts, and member willingness to pay out-of-pocket for conference registration and travel expenses. By consensus of the members, the Board requested that Morgan create and distribute a survey to be distributed to the Association. A review of the survey responses and further discussion of the various conference options will be scheduled for the June Board meeting.

Morgan also brought forward a request from IIMC for Institute Directors to assist with IIMC training sessions. A meeting was scheduled for April 28, 2020, which she would attend to further review the request.

Keri Reiner moved to adjourn the meeting. The motion was seconded by Karen Sublett and the meeting was adjourned. Minutes transcribed by Elizabeth Kelley, MMC, CCMFOA Secretary.