

City Clerks and Municipal Finance Officers Association of Kansas
Board of Directors Meeting
March 11, 2008

Present: Jerry Lovett-Sperling, Marietta Lucas, Cheri Peine, Marian Cook, Kathy Raney, Patty Gerwick, Kerry Benson, Darla Ellis, Pam Corby, Gary Fees and Lisette Jacobsen.

Absent: Brenda Davis.

President Jerry Lovett-Sperling called the board of directors meeting to order at 5:00 p.m. at the Executive Board Room at the Wichita Marriott.

Addition to the Agenda – Jerry Lovett-Sperling advised additional items have been added to the agenda consisting of Scholarship Foundation/Memorials and IIMC Conference Silent Auction.

Minutes – Motion by Kathy Raney and second by Marietta Lucas to accept the minutes of the November 14, 2007 board meeting. Motion carried.

Treasurer's Report – Treasurer Marian Cook reported that two reports were being submitted, one at year end to comply with the new IRS Filing Status and the second was for month end February.

Motion by Patty Gerwick and second by Kerry Benson to approve the year end treasurer's report as submitted. Motion carried.

Motion by Marietta Lucas and second by Gary Fees to approve the February 29, 2008 treasurer's report as submitted. Motion carried.

2008 CCMFOA Pins

Jerry Lovett-Sperling advised she had received the Tin Man pins.

Education Update from IIMC

Lisette Jacobsen reported a change in the point system with IIMC Master Municipal Clerk Academy. Beginning January 1, 2008 new rules will apply on the point system. Clerks who entered the program prior to January 1, 2008 will fall under the old point system. She also noted the Education Colloquium at IIMC is open to anyone.

Treasurer's Position

Increasing the term of the treasurer's position to two or three years has been discussed at previous meetings and it was the consensus of the board the position should be left as is for a one year term and continue to have the position move up in the officer's rotation.

Scholarships

There are 8 scholarships available for Institute, 1 for Advanced Academy, 2 for the Spring Conference and 2 for the IIMC Conference. Discussion was held on increasing the maximum reimbursement for IIMC expenses. It was decided to review this at the 2008 June board meeting after reviewing the expenses for the 2008 IIMC Conference.

New Business

New Committee – Historian/Archive Committee

Marietta Lucas felt a committee to preserve the associations' records was needed. The duties will include gathering the data, determining a program of what to maintain, how and where to maintain it and submit a report to the Board. Motion to approve by Cheri Peine and second by Kerry Benson. Motion carried.

2009 Pin Character

Jerry Lovett-Sperling discussed a few options and it was decided to do the Wicked Witch for 2009, continuing with the Wizard of Oz Theme that has been used for several years now.

Website Discussion

Jerry Lovett-Sperling advised we need to find a member willing to be cross-trained to work with Debbie Giskie. Gary Fees advised he will speak to David Bryant and ask him if he would be interested and report back at the June meeting.

MMC Presentation Discussions

After much discussion it was consensus of all that the most fair and consistent way to do this was to have the President send a personal note to each person obtaining their Master Municipal Clerk status.

List of Attendees for Vendors

Discussion was held on providing a list of attendees to the conferences to vendors who attend the vendor fair. It was determined if the League makes their membership list available they should obtain a listing from them.

Association Fees for State/Federal Agencies

Cheri Peine advised in preparing for this year's vendor fair there were several State/Federal agencies who would have liked to attend but were not able to pay the registration fees. Consensus was to consider adding round table sessions back into the program in 2009.

Report from Institute Director

Lisette Jacobsen submitted a Budget for 2008/2009 for the Board to review. It was decided a vote via email would be held later to provide more time for review by all members.

A report of actual revenues and expenses for the 2007 Institute and Academy was submitted.

Lisette reported the contract with the Marriott runs through Spring 2009. Costs have increased substantially in the past few years and it was noted we needed to negotiate when the time comes.

Credit card registration has been eliminated on-line and recycling of name badges have been implemented as a means of reducing expenses.

Scholarship/Memorials – Foundation

Discussion on the possibility of creating a foundation to accept memorials, endowments, gifts on behalf of city clerk or finance officers was held. It was decided to contact Brenda Chance to see if she would be willing to look into this and then serve as Chair of the committee.

IIMC Conference Silent Auction

This is a MCEF fundraiser for education. Grants for educational scholarships are awarded from the funds collected through this activity. It was decided that a set of Oz pins would be provided as a silent auction item for the 2008 IIMC Silent Auction.

LKM Silent Auction

Marietta Lucas reported some of the vendors had told her about the silent auction the clerks hold at the Missouri League Conference. They began holding a silent auction at their booth and it has become so successful it has become one of the biggest parts of their League's vendor fair. It draws a lot of attention to their association. We will need to check with the League for their support. The banner and information on CCMFOA would still be on display in the booth.

Promotional Items – Karen Bailey

Discussion on the region basket drawings – Double tickets are purchased, one to be kept by the buyer, one to go in a smaller basket next to each Region basket. One ticket will be drawn from each basket to announce the winner.

50/50 Drawing – Double tickets will be sold, one kept by the buyer and one to be used for the drawing. Half of the money will be paid to CCMFOA, the other half will be paid out in prizes.

Silent Auction at LKM

If approved by the League, the Susan B Jacobs Memorial Silent Auction would be moved to the LKM Meeting. It was noted it will be important to get items submitted and we should promote this at Region meetings, obtain donations of items from corporate sponsors, etc.

Motion by Kerry Benson and second by Marian Cook to hold the Susan B Jacobs Memorial Silent Auction at the League of Kansas Municipalities meeting at the City Clerks and Municipal Finance Officers booth – with two booth spaces being purchased. Motion carried.

Announcements – June 20th/Planning Meeting

Motion to adjourn by Kerry Benson and second by Patty Gerwick. Motion carried.