

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

In attendance were the following board members: Kerry Benson, Beloit; Pam Corby, Larned; Darla Ellis, Norton; Sher Neufeld, North Newton; Jerry Lovett-Sperling, Lindsborg; Marietta Lucas, Chapman; Cheri Peine, Oswego; Brenda Davis, Scott City; Marian Cook, Overland Park; and Gayle Martin, Education Director.

President Marietta Lucas called the meeting to order at 9 a.m.

Amendments to the Agenda – There were none.

Minutes of March 11, 2008 – Minutes of the March 11, 2008, Board Meeting were moved for approval by Kerry Benson, seconded by Jerry Lovett-Sperling and unanimously approved.

Treasurer's Report dated May 31, 2008 – The Treasurer's Report dated May 31, 2008, was moved for approval by Cheri Peine, seconded by Pam Corby and unanimously approved.

Committee Reports:

Education/Program Planning

Theme for the Spring 2009 Conference will be "A Salute to Kansas Communities using blue and yellow with sunflowers and windmills for decorations.

IIMC Invitation: Jerry Lovett-Sperling volunteered to contact Dianne Reese, IIMC President, or Mary Lynn Stratta as an alternate.

Newsletter/Publicity

Committee Chair David Bryant was not in attendance but had emailed his report. A deadline of July 25, 2008, was set to have information to David for the Summer WINGS newsletter. Jerry Lovett-Sperling was to submit information on the IIMC Region VII meeting coming up in Springfield, IL.

We are currently mailing 51 hardcopies. We should encourage everyone to receive the newsletter via email to save on that cost.

Legislative

Committee Chair Lana McPherson was not in attendance. There was no report.

Hospitality

Committee Chair Pat Kasper was not in attendance.

Nominating

Jerry Lovett-Sperling reported that the Committee did not have a report at this time.

Silent Auction/Promotional Sales

Committee Chair Karen Bailey was not in attendance. The League Conference booth and Budget for Promotional item inventory would be discussed later.

Manual & Bylaws

Penny Soukup submitted a memo regarding the activities of this committee.

IIMC Scholarships

Committee Chair was not in attendance. The application deadline is October 15, 2008, for May 2009. We need to encourage clerks to apply to MCEF for the scholarships and include information in WINGS newsletter and on the website. MCEF provides grants for programs and scholarships.

City Clerk/Municipal Finance Officer of the Year

The application deadline is January 1, 2009.

Membership/Mentoring

New Clerk packets were distributed for review for any changes needed. Marian Cook reported that CCMFOA currently has 443 members. All regions have held region meetings during the past year.

For Institute and Academy registration, the current membership list should be forwarded to Gayle Martin, Education Director, for surcharges for nonmembers can be handled before the training rather than after.

Historian/Archive

Kristine Polian is asking for old pictures/information on the history of CCMFOA for the archive.

Scholarship/Memorial Foundation

Marietta Lucas suggested establishing a scholarship or memorial for donations in honor of Clerks. It could be set up on an existing community foundation to allow pass through donations to go to CCMFOA for education. Board member Gary Fees is involved in the Manhattan Community Foundation. Marietta would talk to him about this idea.

Report by Institute Director

Review of 2008 Spring Pre-Conference and Conference Expenses (to be reported at the Education/Program Planning Committee)

Marietta said she would like CCMFOA programs to be more self sufficient and she anticipated that the need for scholarships will increase.

Changes in Education Requirements and Institute Changes

IIMC Director Jerry Lovett-Sperling reported that the IIMC Board has made some changes in the educational requirements and to give more time so it is not so difficult to obtain certification and master status.

IIMC Litigation and Ethics Committee is investigating past members involvement in some activities that reflected poorly on the organization.

We want to encourage membership in IIMC for Kansas clerks. If IIMC is not doing what we need, we need to let them know about it so changes can be made.

Calendar for 2008-2009 Conferences

IIMC Conferences:	2009	Chicago, Illinois
	2010	Reno, Nevada
	2011	Nashville, Tennessee
	2012	Portland, Oregon
CCMFOA Programs:	2008	Certification Institute – November 10-14
	2008	Master Academy – November 13-14
	2009	Annual Conference – March 10-13

Planning for Institute/Academy – (during the 1:00 Education/Planning Committee)

Pre-planning for 2009 Spring Pre-Conference and Conference

Round Tables - Bring back with new topics and use the meeting rooms instead of the ballroom. Nonprofit groups have valuable information, i.e., Attorney General's Office and State Insurance Commissioner.

Marriott Contract expires in 2009

WSU negotiates the contract. WSU supports other associations along with CCMFOA, so take advantage of any leverage to try to get the best rates. Feedback on the hotel would assist in the negotiations.

Old Business:

Domain Registration

Jerry Lovett-Sperling moved and Kerry Benson seconded the motion to pay a 3-year renewal of the website domain fee to take advantage of multi-year cost savings.

State Pins - The next pin in the Oz series is in process.

List of membership/registrations to vendors

Following discussion, there was no consensus of the Board. Marian Cook volunteered to contact the League to see if they provide/sell our membership list to vendors.

Website discussion

The CCMFOA website is set up using the Dreamweaver program. Angela Lang from Marion has volunteered to work on the website. Darla Ellis volunteered to check with Angela. Deb Giske from Liberal would continue to provide her expertise.

Silent Auction for LKM Conference

Karen Bailey is planning to head this effort. We will need donations, including contacting vendors for donations.

Scholarships

IIMC Scholarship – consider increasing reimbursement amount

Pam Corby moved and Brenda Davis seconded the motion to increase the \$1500 scholarship amount by \$500 to \$2,000.

Region VII Conference Scholarship – Plan to review in 2009.

New Business:

Report of 2008 IIMC Conference – The educational sessions were excellent; Tom Roberts received the Quill Award; Jerry Lovett-Sperling is our IIMC Region VII Director 2008-2010.

Annual Review of WSU Performance – A review has not been done before. We need to set some criteria for this review. Great improvement has occurred during the past year; however, the contract is too vague. We need more information included when the contract is renegotiated. Dr. Ed Flentje, as a tenured WSU staff member can stay indefinitely and he has not announced for tenured retirement. The search for a new Hugo Wall School director is indefinite. Dr. Flentje could apply, but says he is not interested. A department head position is a criteria for this position.

Topic of Round Table at LKM Conference – Topic should be geared toward the “new” Clerk and the importance of education. Topic: “Now What Do I Do?” Scott Hildebrand will be the speaker for the City Clerks Breakfast on Tuesday.

New Clerk Orientation Packets – Sample packets were handed out to be reviewed and for any suggestions for changes.

Budget for CCMFOA – Review and Consideration – It was the consensus of the Board to develop a budget for CCMFOA (Committees’ expenses) for the November meeting.

Non-Agenda Items:

Registration Fees for Spring Conference - Increase

CCMFOA Membership Dues for 2009 - Increase

Following discussion, Cheri Peine moved and Brenda Davis seconded the motion to increase the registration fee for Spring Conference to \$200 and to increase the CCMFOA Membership Dues for 2009 as follows: First-class city - \$75 (up from \$50); Second-class city - \$50 (up from \$30); Third-class city - \$25 and Associate member - \$25 (up from \$15).

MCEF Grant - Marietta Lucas will contact MCEF regarding applying for a grant for a speaker for the 2009 Spring Conference.

The meeting adjourned at 12 noon with a motion from Jerry Lovett-Sperling and a second by Brenda Davis.

Respectfully submitted,

Marian Cook, Secretary