

CITY CLERKS & MUNICIPAL FINANCE OFFICERS ASSOCIATION
Business Meeting
November 13, 2008
Marriott Hotel – Wichita, KS

Call to order by President Marietta Lucas at 12:30 p.m.

The agenda was approved on a motion by Melodi Bowen, second by Patty Gerwick and unanimous approval.

Recognition of Municipal Clerks & Finance Officers - Certified Municipal Clerks (CMC), Entry Level of Master Municipal Clerk Academy (MMCA), Master Municipal Clerks (MMC) and Retiring Municipal Clerks and Finance Officers were recognized.

Minutes of the March 2008 Business Meeting were approved on a motion by Lana McPherson, second by Pat Kasper and unanimous approval.

Treasurer's Report of October 31, 2008, was moved for approval by Brenda Davis, seconded by Pam Corby and unanimously approved.

Committee Reports:

Education/Program Planning – Cheri Peine reported that the plan to incorporate the 120-hour Institute program is based on Years 1, 2 and 3 attending Institute sessions Monday thru Friday. Year 4 attending Institute sessions on Wednesday and then moving into Academy for Thursday and Friday to 12 noon. The capstone will be in Year 3 and the graduation banquet in Year 4. This plan is subject to IIMC approval.

Spring Conference is scheduled for March 10-13, 2009. March 10 is the Pre-Conference. Institute/Academy is planned for November 9-13, 2009.

Membership/Mentoring – Kathy Raney reported that 16 new clerk packets were distributed to the Region Chairs.

Nominating Committee – Patty Gerwick presented the report for Jerry Lovett Sperling, who was attending the IIMC board meeting.

The nominations for the terms effective March 2009 to March 2010 were as follows:

President – Cheri Peine, Oswego

Vice President – Marian Cook, Overland Park

Secretary – Kathy Raney, Rose Hill

Treasurer – Pam Corby – Larned

Past President – Mariette Lucas, Chapman

Board of Directors: Donita Crutcher, Hoisington, to fill the unexpired term of Pam Corby (2011); Brenda Davis, Scott City (2012), Gary Fees, Manhattan (2012), Darla Ellis, Norton (2010), Sher Neufeld, North Newton (2010), Kerry Benson, Beloit (2011).

Other nominations for officers will be taken from the floor on Wednesday at Spring Conference.

Newsletter/Publicity – David Bryant alerted everyone that the newsletter may not reach its intended destination if emails have changed or mail boxes are full. The new web master is Angela Lange, Marion, who is revamping the web site. He also recognized Deb Giske, Liberal, the original web master.

David announced that he is doing another slide show and needs pictures highlighting all the Kansas communities.

Hospitality Committee – Mariette Lucas thanked Julie Bretz, Lucas, for taking care of the hospitality room.

Legislative Committee – Lana McPherson reported that new legislative session begins on January 14, 2009. To obtain the Legislative Updates, you can log on to the League of Kansas Municipalities web site.

Silent Auction/Promotional Item Sales – Marietta Lucas reported that we held the first Silent Auction at the League Conference, which made \$1,100 for CCMFOA. This provides a new source of funds (mayors and councilmembers) to help fund our education programs. Please plan to donate an item next year for the Silent Auction.

Historian/Archive – Kristine Polian reported that this is a new committee that is working to collect CCMFOA records. They want to create a policy on 1) obtaining records 2) where to keep the records and 3) create a retention schedule. Anyone who has records was asked to contact Kristine or Marietta.

IIMC Region VII Report – Patty Gerwick reported for Jerry Lovett-Sperling that IIMC plans to overhaul the entire education program. They are setting up a committee to work on education, and Jerry plans to serve on that committee. Anyone working on CMC or MMC were directed to send in everything you have. Keep copies. If IIMC is not responsive to questions, do not hesitate to contact Jerry. IIMC President Diana Reese is planning to attend the 2009 Spring Conference.

Awards/Scholarships – Kathy Raney reported on the scholarships awarded.

2008 Institute – Kandi McLemore, Medicine Lodge (Region 3), Lynette Gares, Chapman (Region 6), Tory Jost, St. Marys (Region 6), Patricia Hoffman, Grandview Plaza (Region 6), Kathy Barkley, Conway Springs (Region 5), Jodi McBee, Clearwater (Region 5), Kristine Reinert, Bonner Springs (Region 8) and Teresa Anderson, Gardner (Region 7).

2008 Academy scholarship went to Susan Kriley, Wilson.

2009 Spring Conference scholarships – Kathy Raney reviewed the criteria for submitting applications.

Kathy reminded everyone sending in dues to be sure to use the correct address as listed on the dues statement.

Mildred Vance/Clerk of the Year – Kathy Raney noted that mayors will be receiving letters next week. All CCMFOA members can also submit nominations.

IIMC Annual Conference scholarships – Janie Massoth reported that five applications were received for the Chicago, IL Conference. The scholarship was awarded to Brenda Davis, Scott City.

New Business:

Vendor Fair/Sponsorships at Spring Conference – Marian Cook reported that Peregrine will sponsor the conference bags for the Spring Conference and we have had 7 new vendor inquiries.

Guidelines for attendance at Institute/Academy. In addition to no laptop use, turning off cell phones, business casual dress except for Friday when jeans are allowed, another guideline regarding attendance requirements and absences due to emergencies was added. For an absence of 4 hours or less, the participant will be assigned a written paper on the subject of each missed session(s).

Announcements:

Banquet this evening. Plan to attend. Sandy Jacquot will speak.

Basket winners will be drawn at the banquet and announced again Friday if anyone is unable to attend. Tickets are still being sold.

Education/Program Planning Committee meeting will be held on Friday at noon in the restaurant.

Extreme Makeover is in Chapman building a house and a community building for the City of Chapman in the park where they gathered outside to hold their town meetings after the tornado. The episode will air around Christmas.

Marietta Lucas thanked everyone for their prayers and support following the Chapman tornado.

CCMFOA Business Meeting

Page 3

November 13, 2008

Adjournment – Patti Booher, Ellsworth, moved to adjourn the meeting, Jeri Mason, Wakefield, seconded and the motion was unanimously approved.

Respectfully submitted,

Marian Cook
Secretary, CCMFOA