

**City Clerks and Municipal Finance Officers Association  
Board of Directors Meeting  
June 18, 2009**

**CALL TO ORDER:** The mid-year Board Meeting was called to order by President Cheri Peine at WSU, Lindquist Hall at 2:00 p.m. Other Board members in attendance: Marian Cook, Jerry Lovett-Sperling, Kathy Raney, Pam Corby, Gary Fees, Kerry Benson, Sher Neufeld, and Brenda Davis.

**APPROVAL OF MINUTES:** MOTION by Pam Corby, SECOND by Gary Fees, to approve the Minutes of the March 10, 2009 Board Meeting as presented. UNANIMOUSLY APPROVED.

**APPROVAL OF TREASURER'S REPORT OF MAY 31, 2009:** Cheri commented that our cash balance is up and in much better shape from a few years ago. MOTION by Kerry Benson, SECOND by Jerry Lovett-Sperling, to approve the May 31, 2009 Treasurer's Report as presented. UNANIMOUSLY APPROVED.

**REPORT BY GAYLE MARTIN – EDUCATION DIRECTOR:** Gayle reported on the 2009 Pre-Conference and Spring Conference. She stated that the Marriott was booked for our desired week for November 2010 Institute; a contract has been secured with the Wichita Airport Hilton for that event. Discussion was held regarding payments for conferences, with Gayle reporting that WSU staff will set a policy for registration deadlines, early bird discounts, and late registration charges. Regarding Institute/Academy, she felt the buffet option for the Graduation Banquet went well, Round Tables in the restaurant worked ok, speaker costs may go up and vendor speakers may have to be used sometimes. Pre-Conference and Spring Conference budgets were discussed for 2010. More "city clerk" speakers will be utilized, which is received well by attendees. Discussion ensued regarding changing to "drinks only" breaks to save money. Evaluations from Years 1, 2 & 3 and Academy were reviewed. Gayle will work to accommodate requests. Gayle reported on the discussions at the Institute Directors meetings at IIMC in Chicago. Proposed changes include: (1) elimination of pre-approval process for Institutes and State Associations, contingent upon the agreement by Institute Directors, (2) Reduce certification hours back from 120 to 100 hours, (3) increase points awarded for State Assoc. training, (4) develop a written policy regarding conduct of Athenian Leadership Series, and (5) review concept of awarding points for city clerks who teach at institutes and conferences. Also, the IIMC Education/Research Director position has been vacated. Gayle will continue to be involved in and monitor discussions regarding possible changes to education requirements and procedures.

**COMMITTEE REPORTS:**

- ❖ Silent Auction/Promotion Committee: Erica Jones, Chairman, provided a written report regarding fund-raising projects and Committee Budget. Discussion ensued regarding converting past CCMFOA pins to charms. Also discussed were portfolios, with Board recommending individual member orders taken and a deposit collected at time of order.
- ❖ Other Reports: Newsletter/Publicity – Summer Wings deadline/July 1<sup>st</sup>; Historian/Archive: July work session planned.

**OLD BUSINESS:**

- ❖ 501C3 – Gary Fees: Gary provided a very informative handout regarding a 501C3 tax exempt designation to be possibly used for an education fund. Gary stated that there are a lot of benefits to a 501C3, but there is also a lot of work involved. No action was taken by the Board regarding the issue.
- ❖ Dorothy Soderblom Donation: Cheri asked for consideration of the establishment of a Dorothy Soderblom Education Fund. After a short discussion, the following:

MOTION by Gary Fees, SECOND by Jerry Lovett-Sperling to approve \$250.00 for establishing a Dorothy Soderblom Education Fund. APPROVED UNANIMOUSLY.

- ❖ CCMFOA Budget: Cheri reported that copies of the 2009-2010 CCMFOA Budget were before Board for consideration. Discussion ensued regarding the separation of the CCMFOA and WSU Budgets. After further discussion, the following:  
MOTION by Kerry Benson, SECOND by Marian Cook, to approve the 2009-2010 Budget for CCMFOA as presented. UNANIMOUSLY APPROVED.

#### **NEW BUSINESS:**

- ❖ IIMC Conference Bid: Cheri opened up discussion regarding a bid by the City of Wichita for the 2014 IIMC Conference. We were approached by the Wichita Convention/Visitors Bureau in March about supporting the bid. Pros and cons of Wichita as a site, the economy, plus the amount of work and fund-raising involved by CCMFOA were discussed. General Consensus of the Board was to keep the issue on the back burner for the time being.
- ❖ Jerry Lovett-Sperling Region VII Director Update: Jerry provided an update on the IIMC discussion regarding education, certification and getting back to what the membership is wanting and expecting. IIMC Directors are hoping that these issues can be resolved within a year or so. She also reported that Dr. Eftekarri is no longer with IIMC.
- ❖ Susan B. Jacobs Silent Auction Banner: Cheri reported that the Silent Auction banner cannot be found and that she is proposing the purchase of a replacement. After discussion, the following:  
MOTION by Jerry Lovett-Sperling, SECOND by Kerry Benson, to authorize funding for the purchase of a new Susan B. Jacobs Silent Auction Banner.
- ❖ MCEF – Grant Application: MCEF Grant applications were discussed. Will be discussed further with Education Committee.
- ❖ IIMC Conference Registration – CCMFOA Vice-President: Cheri reported that she and Marietta Lucas had thought it would be appropriate for the association to cover the registration fee for our Vice-President since our cash balances have been increasing. After discussion, the following:  
MOTION by Jerry Lovett-Sperling, SECOND by Kathy Raney, to approve the funding of registration fees for the CCMFOA Vice-President for IIMC Conference. Adding of scholarships was also discussed.
- ❖ Vendor/Sponsor Review: Marian provided a list of 2009 vendors/sponsors for Spring Conference. We are in need of additional sponsors; please give potentials to Kathy Raney.
- ❖ Survey Results: Dr. Samuel Yeager provided a report regarding the two surveys he had conducted for CCMFOA. Gayle is analyzing information gathered. A membership drive letter was discussed.
- ❖ Website: Board was asked to consider a software upgrade for the CCMFOA website. After discussion, the following:  
MOTION by Kathy Raney, SECOND by Jerry Lovett-Sperling, to approve \$250 for website maintenance.
- ❖ WSU Contract – Annual Evaluation: The contract with WSU will expire in December, 2009. Gayle is suggesting a 4-year contract, to coincide with the 4-year Institute. Discussion ensued regarding the percentage of salary for our organization, support staff and the long range plan of WSU regarding Hugo Wall. A meeting will be scheduled with Dr. Wong and Gayle Martin to discuss the evaluation.
- ❖ Other Business: Thank you was received from Illinois Clerks for IIMC Conference donation. Marietta Lucas tendered her resignation as past-president due to her retirement.

With no further business to come before the Board, the following:

MOTION by Pam Corby, SECOND by Sher Neufeld, to adjourn the meeting at 5:23 p.m.  
UNANIMOUSLY APPROVED.

Respectfully submitted:

Kathy A. Raney  
Secretary