

City Clerks and Municipal Finance Officers Association  
Board of Directors Meeting  
June 24, 2010  
WSU Campus

The meeting was called to order at 8:00 a.m.

In attendance: Marian Cook, Overland Park; Debra Mootz, Roeland Park; Gary Fees, Manhattan; Bobby Busch, Neodesha; Cheri Peine, Oswego; Deb Budig, Hill City; Sher Neufeld, North Newton, Kerry Benson, Beloit. Donita Crutcher, Hoisington, and Brenda Davis, Scott City, were absent.

**Minutes of March 9, 2010** – Minutes from the Board of Directors meeting March 9, 2010 were moved for approval by Cheri Peine, seconded by Bobby Busch and unanimously approved.

**Treasurer's Report dated May 31, 2010** – The Treasurer's Report of May 31, 2010 was moved for approval by Debra Mootz, seconded by Deb Budig and unanimously approved.

**Committee Reports:**

Newsletter/Publicity

David Bryant is working on the summer edition of the WINGS newsletter. Any items should be submitted by July 1.

Legislative Committee

Stephen Powell reported that the committee met via conference call and discussed the new statewide smoking ban, texting ban and grant opportunities through the State Energy Office

Manual & Bylaws

There was no report.

Historian/Archive

There was no report.

Hospitality Committee

There was no report.

Silent Auction/Promotional Sales

Erica Jones has provided an article regarding the Silent Auction at the LKM Conference for the summer WINGS newsletter. She is asking for donations. She is also asking for volunteers to help with the booth. In addition, she is proposing to purchase small padfolios and some other items.

Membership/Mentoring/Regional Committee

There was no report.

**IIMC Region VII Director Report:**

Jerry Lovett-Sperling reported that constitutional changes were presented at the IIMC Conference in Reno. Those unable to attend were e-mailed ballots for ratification.

**Old Business:**

WSU Contract

A new agreement with WSU 2010 to 2013 was approved through an e-mail vote to board members.

ListServ

The ListServ Policy was approved at the March meeting.

#### Website

The CCMFOA website has been updated. A big thank you to Debra Mootz for her hard work in getting this accomplished.

#### Prorated Fees for Spring Conference (attendance at less than the full Conference)

There has been a request to have the fees prorated for the Spring Conference. It was the consensus of the board to do this on a trial basis. A “premium rate” will be charged for less than the full Conference. We will need to identify full Conference attendees and use dots or color coding on the name badges for less than full Conference attendance.

#### Retired Clerks Reunion

Would like to keep the retired clerks involved and provide an avenue to allow them to get together. This could be done at the spring conference in providing a room to meet and setting a date and time for this to occur.

#### Program Budgets from WSU

There will be a format provided to CCMFOA to show fund balance held by WSU at all times. The need to promote the Institute with governing bodies was discussed with the respect that it is an efficient use of time and that it is a structured school format. The 2010 budget projections for the Institute and Academy were reviewed as well as the evaluations.

#### Strategic Plan

The outline of the Strategic Plan was reviewed. Priorities of that plan included: 1. Provide quality education programs - continue. 2. Expand membership. 3. Enhance existing representation on regional/international boards - continue. 4. One-clerk offices – challenge outside control of CCMFOA. Major tasks were outlined under education, communication and structural.

#### **New Business:**

##### CCMFOA Budget

A motion was made by Cheri Peine seconded by Gary Fees to approve the budget as presented. Motion passed unanimously. Discussion on how to grow the Memorial Fund took place. More information will be sought on the endowment fund through MCEF.

##### Bylaws

A motion was made by Cheri Peine seconded by Gary Fees to amend the Payment of Expenses for the Executive Committee Policy (President and Region VII IIMC Board of Directors) to include listing of the expenses covered which are: 1. Registration (excluding optional events including Academy Seminars, Athenian Dialogues, MCEF Walk, etc.), airfare, lodging and meals up to \$2,000. Motion passed unanimously.

A second bylaw change was discussed concerning vacancies on the Executive Board/Officers. An amendment will be drafted and considered at the October meeting. This amendment to the Bylaws will require a 30 day notification period prior to a vote by the membership during the Business meeting held at the 2011 Spring Conference.

##### League of Kansas Municipalities/Board of Directors

Brenda Chance currently fills a position on the LKM Board of Directors. Her term will expire in October of this year. The term is a three year term that will expire in October of 2013 of which she is willing to serve again. Any information concerning City Clerks/Finance Officers and CCMFOA should be reported after meetings. CCMFOA membership will also be notified as to when the next term expires giving other

members opportunity to apply for appointment to the LKM Board. A motion was made by Bobby Busch seconded by Cheri Peine to support Brenda Chance's application for reappointment to the LKM Board of Directors. Motion passed unanimously.

#### Performance Evaluation

A performance evaluation, according to the contract with of the Center for Urban Studies, was handed to the board members to complete and return to President Cook. The responses/ratings would be compiled and forwarded to WSU and to the Institute Director.

#### IIMC Region VII

The 2011 IIMC Region VII meeting will be in Kansas with the location to be determined.

#### **Future Business Items:**

##### October

Pre-Conference Session at 2011 Spring Conference (whether to schedule a Pre-Conference session).  
Hospitality Suite at 2011 Spring Conference (whether the hospitality suite is used enough at the Spring Conference to warrant the expense).

##### March

Funding for Institute Director to attend IIMC Conference

#### **Announcements:**

##### Kansas Historical Records Advisory Board

Brenda Younger, Topeka, was appointed by the Governor for a 3-year term from May 5, 2010 to June 30, 2013.

##### IIMC Board of Directors Region VII (KS-IL-MO)

Jerry's 3-year term will expire May 2011. Our next appointment to the Board of Directors will be in May 2012.

##### Correction

IIMC erroneously reported the dates of the Institute/Academy. They will be correcting this information.

##### CCMFOA Board of Directors

We are currently recruiting for the next appointments.

##### LKM Clerk's Manual

The manual will be updated in the summer of 2010.

A motion was made by Kerry Benson seconded by Cheri Peine to adjourn the meeting. Motion passed unanimously.

Respectfully submitted,

Kerry Benson  
CCMFOA Vice President/Secretary