

**City Clerks and Municipal Finance Officers Association
Board of Directors Meeting
Marriott Wichita, KS
December 27, 2011**

Officers Present:

President	Vice-President	Secretary	Treasurer	Past President
Kerry Rozman, MMC City Clerk City of Clay Center 427 Court P O Box 117 Clay Center, KS 67432	Brenda Davis, MMC City Clerk City of Scott City 221 W. 5th Scott City, Kansas 67871	Debra Mootz, CMC City Clerk City of Roeland Park 4600 W. 51st Street Roeland Park, KS 66205	Bobby Busch City Clerk City of Neodesha 1407 N. 8th, P O Box 336 Neodesha, KS 66757	Marian Cook, MMC City Clerk City of Overland Park 8500 Santa Fe Drive Overland Park, KS 66212

Board Members

Sher Neufeld	North Newton (2014)
Debbie Lamb	Parson (2013)
Deb Budig	Hill City (2013)
Donita Crutcher	Hoisington (2014)
Gary Fees	Manhattan (2012)

Projected Program Budget for Spring 2012 Conference and Institute and Academy

The board voted by email as follows:

Kerry Rozman	Yes	Sher Neufeld	Yes
Brenda Davis	Yes	Debbie Lamb	Yes
Debra Mootz	Yes	Deb Budig	Yes
Bobby Busch	Yes	Gary Fees	Yes
Marian Cook	Yes	Donita Crutcher	– no vote

Information provided by Gayle Martin – Institute Director:

The 2011 Institute-Academy financial report draft; 2012 Institute-Academy projections; and 2012 Spring Conference projections were sent by email to the CCMFOA Officers and Executive Board for Approval.

Food costs for Institute were overestimated; therefore, we came out better than expected. Eliminating break food has helped recent expenses and I recommend eliminating all continental breakfasts at Institute/Academy to help offset loss of revenue from 10 to 16 percent drops in attendance. This year, we had two small classes in Institute.

2011 Institute class size breakdown:	2012 Institute class size projections:
Year 1 = 27	Year 1 = 24
Year 2 = 22	Year 2 = 23
Year 3 = 13	Year 3 = 20
Year 4 = 14	Year 4 = 12

The Marriott also did not charge a room rental fee this year for Academy. I served cold lunches all week to save money and this generated a few complaints on the evaluations. We have a few invoices outstanding for 2011 Institute and I anticipate a final Institute/Academy financial report and billing to CCMFOA in early February.