

City Clerks and Municipal Finance Officers Association  
Board of Directors Meeting  
March 15, 2011  
Wichita Marriott

The meeting was called to order at 5:30 p.m.

In attendance: Marian Cook, Overland Park; Debra Mootz, Roeland Park; Gary Fees, Manhattan; Bobby Busch, Neodesha; Cheri Peine, Oswego; Deb Budig, Hill City; Kerry Benson, Clay Center; Brenda Davis, Scott City; Donita Crutcher, Hoisington; Jerry Lovett-Sperling, Lindsborg and Gayle Martin, Institute Director. Debbie Lamb, Parsons, and Stacey Frizzell, Garden City, attended as incoming Board members.

IIMC – MCEF Endowment Option

Dale Barstow, MCEF President was in attendance to explain the MCEF Endowment Option. Scholarships would be funded through this program with MCEF for Kansas Clerks who apply. The minimum amount that will be accepted to start the fund is \$1,000. Scholarships would then become available when the fund has reached \$5,000. By establishing this fund, it would protect the basis of each fund so scholarship money will be available each year, with the amount dependent on the return of investments for the entire fund. The funds can be designated for specific scholarships or a special function. The MCEF Scholarship Committee will be responsible for the selection and award of all scholarships. The benefits would be that it is long-term, we would maintain control, there would be strength in numbers and good stewardship of CCMFOA monies. The concerns are that it is a very long-term approach in that it would take time to build up enough money to start having scholarships available. In addition, CCMFOA would not have a say in who receives the scholarships. If no one would apply from Kansas, the scholarship would go to someone in Region 7. Gary Fees will get more information and bring it back to the Board meeting to be held in June.

**Minutes of October 27, 2010** – Minutes from the Board of Directors meeting October 27, 2010 were moved for approval by Brenda Davis, seconded by Bobby Busch and unanimously approved.

**Treasurer's Report dated December 31, 2010** – The Treasurer's Report of December 31, 2010 was moved for approval by Kerry Benson, seconded by Cheri Peine and unanimously approved.

**Treasurer's Report dated February 28, 2011** – The Treasurer's Report of February 28, 2011 was moved for approval by Cheri Peine, seconded by Gary Fees and unanimously approved.

Institute Director Report

Gayle Martin, Institute Director, reported that there were 160 registrations for the conference. She thanked all those who brought her topic ideas for sessions. She will be discussing the curriculum for the Institute with the Education Committee at the conclusion of the conference. Gayle indicated that the certificates for the spring conference will be e-mailed approximately two weeks following the conference. Assessment forms, as well as evaluation forms are being required this year, per IIMC's request, prior to receiving certificates.

The Institute will be held at the Marriott November 7-11, 2011 and November 12-16, 2012 at the Marriott. The Spring Conference will be held March 14-16 at the Marriott.

**Committee Reports:**

These reports will be presented at the business meeting on Thursday, March 17, 2011.

**Old Business:**Adoption of 2011 Education Program Budgets

President Cook presented the e-mails that were received from the Board to adopt the 2011 Education Program Budgets. Copies of these will be placed with the March 15, 2011 minutes.

Pro-Rated/Reduced Registration Fees

The Board voted, by e-mail, to not implement pro-rated/reduced registration fees. Copies of these e-mails will be placed with the March 15, 2011 minutes.

By-Laws Amendment

The proposed change in the by-laws regarding vacant positions on the executive board was published in the *Wings* Fall Edition. Adoption of this proposed change will be voted on at the business meeting on Thursday, March 17.

Posting Job Openings on CCMFOA Website

Job postings will be available on the CCMFOA website. Postings will be allowed for main positions at no charge for 30 days.

**New Business:**2011 CCMFOA Pins

Jerry Lovett-Sperling distributed the conference pins. This year they are Glenda, the Good Witch from the Wizard of Oz. Those who will be attending the IIMC Conference in Nashville will be given a supply of the pins to hand out. Ideas were discussed for the pins for next year and Jerry will get some ideas and e-mail them to the board members.

Vendors/Sponsors Revenue for 2011 Spring Conference

Kerry Benson reported that the vendors for this year's conference contributed \$9,030 and sponsors contributed \$4,600 for a total of \$13,630.00. There were 30 vendors and 16 sponsors.

Membership

Deb Mootz reported that there are a total of 404 members. She made a point to contact all city clerks to solicit membership. There were only 24 members who had not renewed their membership.

Funding for Institute Director to Attend IIMC Conference

The funding for the institute director to attend the annual IIMC conference was discussed. It was decided that it was beneficial for CCMFOA to have the director attend the conference as many ideas are brought back to help improve our conferences and institute/academy. Bobby Busch made a motion to approve expenses up to \$2,000 for the institute director to attend the annual IIMC conference. Debra Mootz seconded the motion. Motion carried unanimously.

IIMC Report

Jerry Lovett-Sperling reported that IIMC is currently working on policies. She indicated that they are working on disbanding the Ethical Standards Committee, and having them as an Ad Hoc committee that will meet as needed.

IIMC Region VII Meeting

Kansas will be the host for the IIMC Region VII meeting to be held June 24 and 25 in Lindsborg. Jerry Lovett-Sperling is working on the arrangements. There will be an Athenian Dialogue on Friday, June 24 and it will cover the book "Where Men Win Glory." Friday evening there will be two galleries open in downtown Lindsborg along with some local entertainment. Saturday's events are still in the planning stages. The CCMFOA Board will hold their annual planning session in Lindsborg on Thursday, June 23 in

the morning and then will meet with the Education/Program Planning Committee to plan the Institute/Academy and next year's Spring Conference.

Announcements

The Education/Program Planning Committee will be meeting immediately after the conclusion of the conference on Friday, March 18 in the Cinnabar Café to review the conference.

There will be region baskets sold during the conference as well as the 50/50 raffle drawings.

MCEF Hawaii tickets will be available for sale during the conference also.

Marietta Lucas has contacted retired clerks and they will be meeting Thursday afternoon for a reunion. They will be joining us for the Mosley Street Melodrama on Thursday night.

President Cook reminded everyone to visit the vendors and thank them for their support and attendance at the conference.

A motion was made by Kerry Benson, seconded by Debra Mootz, to adjourn the meeting. Motion passed unanimously.

Respectfully submitted,

Kerry Benson  
CCMFOA Vice President/Secretary