

CCMFOA Board Meeting Minutes November 14, 2012

The CCMFOA Board met on Wednesday, November 14, 2012 with the following members present: Brenda Davis, City of Scott City, President; Deb Mootz, City of Roeland Park, Vice President; Bobby Busch, City of Neodesha, Secretary; Stacey Crum, City of Concordia, Treasurer; and Angela Lange, Board Member.

The minutes from the June 22, 2012 Board Meeting were reviewed. Deb Mootz moved to approve the minutes as presented. Seconded by Angela Lange. Minutes approved.

The Treasurer's Reports as of October 31, 2012 were reviewed. Bobby Busch moved to approve the Treasurer's reports as presented. Seconded by Deb Mootz. Treasurer's report approved.

Gayle Martin, Institute Director, presented the projected balances for Institute and Academy. Right now we are showing deficits for both. Numbers have been steadily declining over the past 8 years.

Marian Cook was present to review the Strategic Plan done at the 2009 Board Retreat. The Board reviewed the plan, made updates and recommendations. It was decided that Deb and Stacey will create a calendar of the topics remaining for the Region Chairs on behalf of the Education Committee.

Committee reports:

1. Historian/Archive: Brenda Younger, Chair, sent in a Retention Schedule which the Board reviewed as well as a procedure for the collection of permanent records. Discussion was held on a permanent storage location for records. Additionally, Deb will put together a list of the retention items that need to be updated or changed for board review.
2. Hospitality Committee: Doreen Pesek, Chair, has asked that the Executive Board be at the Hospitality Room on Wednesday at 8:30 for a "Meet Your Executive Board" social event.
3. Manual & By-Laws Committee: Discussion was held regarding a change of wording in the policy for the Award of the IIMC Conference Scholarship in the Handbook. Board agreed to table the item until the March Board meeting so additional research could be done.
4. Newsletter/Publicity Committee: Brenda Davis read a "thank you" from David Bryant for the new laptop and software purchased for the Newsletter/Publicity Committee.

Old Business:

1. City Clerks Disaster Plan: Brenda reported that the Disaster Plan is still in progress. Larry Baer at the League is currently reviewing it and making his suggestions from a legal viewpoint. His issue was the authority that City Clerks may not have to perform all of the duties outlined in the current plan. It will be returned to John Sweet with Larry's suggestions and once revised will be presented to the clerks. We hope this is at the Spring Conference.
2. Hugo Wall Contract: Deb Mootz and Bobby Busch have reviewed the Hugo Wall Contract and have no issues with it as it currently reads other than the names at the bottom of the contract. The next part is to wait on WSU's response and the monetary portion they present to us before we formally approve it.

3. Conference Sharing: Bobby Busch reported that he had made attempts to contact County Clerks about conference sharing but had little success. But it was possible that this was because of the time frame which was right before elections. Further attempts will be made. Deb Mootz has been speaking with KSGFOA and there is a possible interest there since their conference falls fairly close to ours.

New Business:

1. Reports from Officers
2. Reports from Board Members
3. 2013 CCMFOA Education Program Budgets – Gayle provided copies of the budget; which were reviewed under the Institute Directors report.
4. 2013 CCMFOA Pins: The Board reviewed the drawings that Jerry Lovett-Sperling presented and discussed which they liked most. Although the pin with the spinning piece was the best liked, there were concerns regarding how well it would stay together during shipping and transporting as well as the higher cost. The group decided to see if the manufacturer could take the main part of the pin and make the crystal ball solid instead of cut out to be used as a one piece pin.
5. Vendor Booth at LKM Annual Meeting: At the past couple of LKM meetings the Vendor Booth has not netted a very large profit. The more concerning issue is that it is City Clerks who provide the auction items and mostly City Clerks who buy the items back. Discussion was held to determine if we should continue the booth and if so if there was maybe a better or different activity to use. First, it was decided that the exposure of CCMFOA to the Mayors and Councilmembers was key to our organization so we needed to be there. We will look at maybe one larger drawing item and focus on handing out printed materials. Another possibility would be to share the booth with another organization.
6. Region VII Director Report: Brenda reported that Lana was in Portland meeting with the IIMC Board and would be bringing back updated information on the 2013 IIMC Conference being held in New Jersey.
7. Policy for payment of expenses of Region VII Director to present CMC/MMC pins: Discussion was held. It was decided that this would be an expensive burden to the organization as well as adding a duty to the position that would be impossible for anyone to keep up with. The person would have to be able to deliver 100% of the pins all across Kansas.
8. Adding specific duty of Vice President to assist Secretary with Vendor Fair. Although unofficially the Vice President usually has helped the Secretary in the past, it was felt that this should be formally made a part of the Vice President's job description. Deb Mootz moved to amend the Vice President's job description to include assisting the Secretary with the Vendor Fair at the Spring Conference. Seconded by Bobby Busch. Motion carried.

Announcements:

1. Spring Conference: March 13-15, 2013
2. Next Board Meeting: Tuesday, March 12, 2013