

**City Clerks and Municipal Finance Officers Association
Board of Directors Meeting
Marriott Wichita, KS
November 9, 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 Present:

Sher Neufeld	North Newton (2014)
Debbie Lamb	Parson (2013)
Deb Budig	Hill City (2013)
Stacy Frizzell	Garden City (2012)
Donita Crutcher	Hoisington (2014)

Board Absent:

Gary Fees	Manhattan (2012)
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Approval of Minutes Board Meeting 6/23/2011. Marian Cook motioned, seconded by Bobby Busch to approve as corrected. Motion carried.

Bobby Busch presented a Revenue and Expense Report, the treasurer's report will be approved at the board meeting.

Jerry Lovett-Sperling – presented the 2012 Spring Conference pin possibilities. The board made final decision on the pin. The pins will be ordered for distribution at the 2012 Spring conference.

Gayle Martin, Institute Director – Current Year institute information

Clerks are saying that they are only able to attend a one conference a year and say they prefer the spring conference because it is more formal.

Registrations for Fall Conference Y1- 27, Y2- 22, Y3- 13, Y4-15 Year 2 numbers are down by 7 people so Gayle will be looking at why the large loss of registration.

Gayle stated that other conferences are also down on registrations.

New Programs - Risk Management, Safety Issues and Work Comp

Excellence in Customer Service, Emergency Management

Removed – stress management (Gayle is going to check with some other directors on

Introduction on City Clerks' Manual – this would be a curriculum addition. Gayle will send a curriculum request to the League to complete so that it can be submitted to IIMC for approval.

Gayle asked the board if we want to have the League here at both Spring and Fall conference to do an elective course. The board believes that it would be beneficial to have them hear to do something on KOMA / KORA as well.

Gayle addressed some requests for breakfast and refreshments. The board is looking at decreasing the costs for future years by removing the continental breakfast. Gayle will look into options for lunches.

We are booked at the Marriott through 2012 for the Fall Conference and 2015 for the Spring

Gayle would like to have someone go with her to the Metroplex at WSU for the conference in the future. Bobby Busch and Debra Mootz will be available in December to go with her. The board needs to look at where we want to hold the Fall Conference in 2013. If we did the Metroplex the clerks could stay anywhere they want. The food could be catered in or there is the (campus buffet??? Gayle)

Spring Conference Projections for 2012 – Gayle presented the projected budget for 2012 providing for 150 possible attendees. We still need to determine what entertainment we will have for the evening event. Murder mystery melodrama type thing would be an idea for the setting. Gayle said the cost for buffets have gone up. We need to continue to keep quality education and maybe look at not doing the entertainment on Thursday or not providing food and allowing them go out for dinner on their own. Other ideas included magician and hypnotist.

Committee Reports:

Silent Auction: Erica – \$690 silent auction, Booth \$350 and \$45 for table - netted \$295 after expenses. Does the board want to continue the cost of doing the LKM Booth at the Annual Conference. Also we need to find someone to help with the booth and as a chair of the committee as Erica has expressed an interest to step down as the chair. The board will address this more at the Spring Conference.

Education – Brenda Davis addressed some issues with attendance for the education meetings. We may address how we can present this to people so they understand the commitment.

2012/2013 Officers and Executive Board nominations:

- President – Brenda Davis, Scott City
- Vice President – Debra Mootz, Roeland Park
- Secretary – Bobby Busch, Neodesha
- Treasurer – Stacy Crum, Concordia

- Past President – Kerry Rozman, Clay Center
- Board of Directors:
- 2010 – 2013 Deb Budig, Hill City (Region 1)
- 2010 – 2013 Debbie Lamb, Parson (Region 8)
- 2011-2014 Donita Crutcher, Hoisington (Region 3)
- 2011-2014 Sher Neufeld, North Newton (Region 5)
- 2012-2015 Angela Lange, Marion (Region 6)
- 2012-2015 Tiffany Neel, Meade (Region 2)

Bobby Busch presented the 2011 Fall Conference Scholarships:

Academy:

Susan Kriley, Wilson

Institute:

Sandy Rush, Oberlin
 Deb McKivergan, Jetmore
 Robin Drake, Hardtner
 Heather Simms, Lincoln Center
 Robin Schmitt, Nickerson
 Vicki Zentner, Westmoreland
 Amber McCullough, Lansing
 LeaAnn Myers, Altamont

Conference Budget Discussion:

Gayle stated that she will review the Thursday night entertainment; the keynotes will be Dr. Dr. Marche Fleming-Randl, Judge Tommy B Webb.

We can no longer do round tables, so we need to look at something different. We will look at these more on Friday at the education session. Do we want to keep the cost the same for the registration? In order to determine the costs of the conference we need to revise the budget to increase the costs for the speakers and for what we end up doing for an event. We will approve the budgets for all of the budgets for education by email during the next month no later than by the end of the year.

Old Business – Retirees/Ambassadors – Bobby Busch: The retirees want to do the scholarship, they also want to be the ones to announce the scholarship. At this time there really is no membership base for the retirees. At this time we cannot really determine the programming of this. Over the next year track the retired members to see if we can use them toward the scholarship. Can we ask them to present a plan to us on how they would like to get this program going. Bobby will contact Marietta

MCEF Endowment – Is the board comfortable with pursuing the endowment fund for scholarships. There is an issue if no one applies for the scholarship, will it go to someone outside of Kansas. We will address this more at the Spring Conference.

Region VII Director Position: Kerry Rozman stated that she received a letter from Lana McPherson of De Soto who expressed interest in holding the position for Region VII Director position. This will be voted on at the Board meeting tomorrow.

MCEF State Association Grant: Gayle prepared a letter for application for the state grant and we should hear back in November.

Criteria for Institute Attendance: Marian Cook - We had an instance of someone wanting to attend the institute. She is not currently employed by a city and we don't have any guidelines for non-employed attendance. Gayle said that there may be more people that want to come for the education and experience; but they would not be able to get certification. Gayle will check with other organizations on how they deal with this situation.

Region VII Annual Meeting: The board will address the future of holding Region VII Annual Meetings in Kansas. The Missouri only had 25 and we had 18 at this years meeting.

New Business – Hospitality Room – How is the room decided on who gets the room. Whoever coordinates the hospitality suite, they will get the room. The contract for the hospitality suite will be addressed by Gayle in future contracts. We will only get one room.

Spring Conference: March 14-16, Board will meet on March 13, at 5:30 pm.

Gayle has asked if the Education Chair will be able to attend the IIMC Conference because it would be good to hear all the education requirements.

Marian Cook motioned to adjourn, seconded by Brenda Davis. Motion Carried.