

PRESIDENTS MESSAGE

HAPPY NEW YEAR to ONE and ALL!



A New Year is always an exciting time and gives us all a refreshing new beginning. We have all gained so much knowledge from our programs. This should assist in carrying us through all the tasks that January brings.

March pre-conference and conference plans are coming together to make this a GREAT Conference. "A Salute to Communities Across Kansas" is the theme and should encourage each and every one to attend. I know I can always count on your help and would like everyone to be a part of this conference.

First, we will need your scenic pictures of your city or sights with in your city. Please send your digital photos as an attachment to David Bryant (dbryant@ci.lenexa.ks.us), editor of Wings by February 20, 2009. This is for the Wednesday morning slide show. Next, we need you to be sure and bring along your city pins to exchange and to place your pin on a large map of Kansas. Then, we need you to bring along all the area clerks and finance officers. You might want to consider bringing along your rabbit's foot or 4-leaf clover. You may need this for the Thursday night event "Casino Night" to be held in the hotel. Last we will need each region to please bring at least one basket of items for raffle.

This conference will include a few surprise guests. As well as the return of the round table discussions - Back by Popular Demand.

Together you all can make this a Great Conference. Please hold region meetings and make plans to attend. Let's break the **200** Attendees for Conference!

We Can Do IT!

Yes, I am excited this will be a super conference. You all are super people who deserve the best conference we can offer.

Marietta Lucas
President CCMFOA of Kansas



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DIRECTORS REPORT

Gayle Martin, CCMFOA of Kansas Education Director
Hugo Wall School of Urban and Public Affairs
Wichita State University



Your Institute Director's News Corner

Seventy-four municipal clerks worked diligently in training sessions at the Kansas/IIMC 2008 Certification Institute Nov. 10 to 14 at the Wichita Marriott Hotel. An additional 70 clerks joined their institute colleagues for the Nov. 13 and 14 Master Municipal Clerks Academy.

More than 60 sessions ranging from working with elected officials to projecting revenues to "going green" programs were offered. The week's highlight was the Thursday night graduation banquet featuring speaker Sandy Jacquot, director of law and general counsel, Kansas League of Municipalities.



Ms. Jacquot praised the efforts of municipal clerks who often are on the front line of city activities. She shared personal experiences in her career development which currently involves answering hundreds of questions annually from municipal clerks and others working in local government. Her presentation, sprinkled with humor, reinforced the importance and significance of public service.

Twenty-three municipal clerks completed their third and final year of institute including the capstone course. Six faculty and staff and a professor emeritus from Wichita State University's Hugo Wall School of Urban and Public Affairs were among institute and academy speakers.



Year 3 Graduation Photo.

CONGRATULATIONS GRADUATES!

FALL 2008 INSTITUTE PICTURES



Year 1 performing their class song.



We've got the beat. Year 2 performing their class song.



Give yourselves a hand year 2 for an outstanding performance of your class song.



Julie Bretz, City Clerk of Lucas and Year 2 student showing off her prize drawing.



Sing us a song you're the piano man, sing us a song tonight... Yep, that's our own Institute Director Gayle Martin playing the piano.

FALL 2008 YEAR 3 INSTITUTE PICTURES—"THE GRADUATES"



Stephen discovers that "aMarrieta" and coffee gets his morning started right.



Before Capstone group photo.



Stacey sharing a lighthearted moment during a rather serious session.



Snap out of it, it's only Capstone!



What, you thought these were real? Year 3 graduates presenting an appreciation gift to Institute Director Gayle Martin.



So long, farewell, we hate to see you go... Year 3 graduates doing their class song.

REGION MEETING NEWS



REGION 2 NEWS

Region 2 clerks met on October 27, 2008 at Lone Star Restaurant in Garden City for dinner and a meeting in Garden City.

City Clerk Brenda Davis & Assistant City Clerk Barb Wilkinson from the City of Scott City presented information on the 'Red Flag Rule' Identity Theft Program requirements for municipalities in the State of Kansas. Copies of the Federal Trade Commission new requirements and the six-month delay of enforcement, as well as sample programs from various states were provided. The clerks discussed and answered many questions about implementing these programs in each of their cities.

Hosts for the meeting were: Brenda Davis and Barb Wilkinson of Scott City.

Other clerks in attendance were: Brenda Koon of Bucklin, Connie West of Deerfield, Nannette Pogue & Connie Marquez of Dodge City, Stacey Frizzell of Garden City, Robin Pena & Susan Dreiling of Holcomb, Carolyn Swank of Kismet, Cindy Broeckelman, Bradley Elliott, Tanya Carter, and Peggy Ansel of Lakin, Carely Yaeger and Jane Stoecklein of Ness City, June Bender of Plains, and Charlotte Liebelt of Satanta.

REGION 6 NEWS

Marietta Lucas hosted a Region 6 meeting in October. There was a very large group (28) in attendance and everyone received a door prize. Lunch was provided by the City of Chapman at the Indian Hill Golf Course Clubhouse.

The meeting began with "Getting To Know One and Another" -Wow we all learned a lot and of course had a great time as well. Who knew how many had sons at war, many K-State Fans and very interesting hobbies as well.

The program was presented by Dickinson County Officials who spoke about the importance of knowing one another. The county held a meeting of clerks and finance officers from the county last spring, shared tasks, email addresses, how to help one another, and not a name on a piece of paper or voice on the phone. Dickinson County explained their help and assistance to the City of Chapman after the tornado.

The group then toured the City of Chapman to see areas hit by the tornado and all the progress that has occurred.

CLERKS ACHIEVEMENTS



NEW CMC'S

Cheri Williams, CMC, Deputy City Clerk for the City of Mission was awarded the designation of Certified Municipal Clerk in November of 2008.

Congratulations Cheri!

ANNOUNCEMENTS



Spring Conference to salute Kansas communities

"A Salute to Kansas Communities" is the theme of the March 2009 CCMFOA of Kansas Spring Conference.

The March 11 to 13 conference at Wichita's Marriott Hotel, 9100 Corporate Hills Drive, will feature a strong lineup of educational seminars and a visual display of attractions in local Kansas communities.

Conference educational sessions will range from auditing requirements, to identity theft (Red Flag Rule) to municipal utility rate studies. Speakers will also discuss neighborhood revitalization, city partnerships to preserve local historic properties, the Fair Labor Standards Act and municipal financial investments, to name a few.

The March 10 afternoon pre-conference is entitled "Who You Gonna Call? Working with County and State Officials."

Mark your calendars and watch for the conference brochure!

CCMFOA ANNUAL DUES

2009 MEMBERSHIP DUES

The annual dues statements were either emailed or mailed (if an email was not on file) to 2008 members in October. If you have not received a statement, please let me know or complete the statement included in the newsletter on page 7. Please submit to the address listed below.

Dues amounts are \$75.00 for cities of the 1st class; \$50.00 for cities of the 2nd class; and \$25.00 for cities of the 3rd class and associate members. REMEMBER: DUES ARE "PER PERSON".

Please note that the Treasurer's position changes each year, so be sure your dues are mailed to the correct address listed below. Please encourage non-member city clerks, finance directors and members of their staff to join the City Clerks and Municipal Finance Officers Association.

Please mail membership form and dues payment to:

Kathy A. Raney, CCMFOA Treasurer

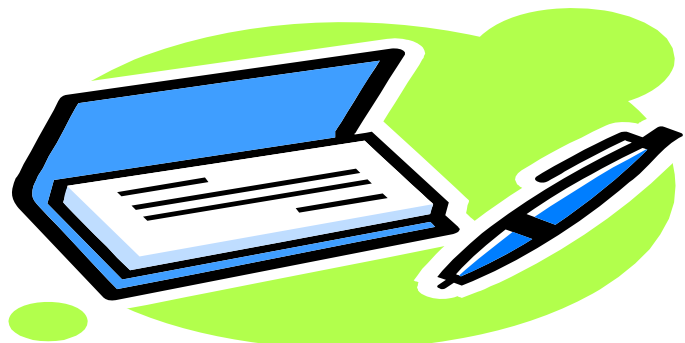
c/o City of Rose Hill

P. O. Box 185c

Rose Hill KS 67133

kathy@cityofrosehill.com

(316)776-2712



CCMFOA ANNUAL DUES STATEMENT

CITY CLERKS AND MUNICIPAL FINANCE OFFICERS' ASSOCIATION OF KANSAS

2009 ANNUAL DUES STATEMENT

Membership Period is 1/1/09 through 12/31/09

<u>Class of City</u>	<u>Amount</u>
1 st Class City	\$75.00
2 nd Class City	\$50.00
3 rd Class City	\$25.00
Associate Member*	\$25.00

(*Associate member is any member no longer serving in a position with a city)

Name: _____
Last Name First Name

Title: _____

Mailing Address: _____

City & Zip _____ Phone # (____) _____

County: _____ Email: _____

Please check if applicable: New Clerk _____ CMC* _____

MMC** _____ New CMC _____ New MMC _____

Are you receiving your WINGS Newsletter via e-mail? Yes _____ No _____

If you are not receiving it by email, would you like to? Yes _____ No _____

Amount enclosed: _____ Date: _____

Make check payable to: CCMFOA of Kansas

Mail to: Kathy A. Raney, CCMFOA Treasurer

c/o City of Rose Hill

P. O. Box 185

Rose Hill KS 67133

(316)776-2712

kathy@cityofrosehill.com

PLEASE MAKE SURE YOU HAVE THE CORRECT REMITTANCE ADDRESS.

* CMC – Certified Municipal Clerk

**MMC – Master Municipal Clerk

Office Use Only: Amount Received: _____ Date Received: _____ Region: _____

CCMFOA TREASURERS REPORT



CCMFOA OF KANSAS

Financial Statement: October 31, 2008

Beginning Checking Balance: June 1, 2008

\$24,185.19

Revenue:

07/10/08	Deposit	Membership/2008	15.00
09/04/08	Deposit	Membership/2008	15.00
09/30/08	Deposit	Membership/2008	15.00
10/10/08	Deposit	Memberships/2009	2065.00
10/16/08	Deposit	Memberships/2009	2750.00
10/16/08	Deposit	LKM Annual Conf/Silent Auction	1100.00
10/21/08	Deposit	Memberships/2009	1225.00
10/23/08	Deposit	Memberships/2009	1550.00
10/24/08	Deposit	Memberships/2009	405.00
10/30/08	Deposit	Memberships/2009	705.00
10/31/08	Deposit	Memberships/2009	130.00

TOTAL Revenue: \$9,975.00

Expense:

<u>Check #</u>	<u>Payee</u>	<u>Description</u>	
1488	City Chapman	Reimb. Pres. M.Lucas IIMC Conf.	1598.50
1489	Marietta Lucas	Reimb. Pres. M. Lucas Meals	41.57
1490	Debra Mootz	IIMC Conf. Scholarship	1500.00
1491	Sir Speedy	Printing/WINGS	68.28
1492	D. Bryant	Postage/Spring WINGS	30.09
1493	NCKCN.com	1 Year Website	34.99
1494	Donna Oleson	IIMC Conf. Scholarship	1342.72
1495	Hugo Wall School	Annual Conference – Loss	354.09
1496	Hasty Awards	Clerk of Year/Plaque	24.95
1497	D. Bryant	Postage/Summer WINGS	30.09
1498	Sir Speedy	Printing/Fall WINGS	60.40
1499	USPS	Stamps	8.40
1500	City of Rose Hill	Reimb. Postage/Membership Dues Mailing	10.08
1501	M. Lucas	Reimb./Supplies	21.75
1502	City of Russell	Overpayment of Dues/2008/Gates	20.00

TOTAL Expense: \$5,145.91

Ending Checking Balance – October 31, 2008

\$ 29,014.28

Balance in Checking

\$29,014.28

Central National Bank CD @ 4.94/5.05% - matures 11-18-08

13,242.84

TOTAL all Funds as of October 31, 2008

\$42,257.12

Submitted by Kathy A. Raney, Treasurer

Date: 10/31/08

CCMFOA BUSINESS MEETING MINUTES OF NOVEMBER 13, 2008

CITY CLERKS & MUNICIPAL FINANCE OFFICERS ASSOCIATION

Business Meeting

November 13, 2008

Marriott Hotel – Wichita, KS

Call to order by President Marietta Lucas at 12:30 p.m.

The agenda was approved on a motion by Melanie Bowman, second by Patty Gerwick and unanimous approval.

Recognition of Municipal Clerks & Finance Officers - Certified Municipal Clerks (CMC), Entry Level of Master Municipal Clerk Academy (MMCA), Master Municipal Clerks (MMC) and Retiring Municipal Clerks and Finance Officers were recognized.

Minutes of the March 2008 Business Meeting were approved on a motion by Lana McPherson, second by Pat Kasper and unanimous approval.

Treasurer's Report of October 31, 2008, was moved for approval by Brenda Davis, seconded by Pam Corby and unanimously approved.

Committee Reports:

Education/Program Planning – Cheri Peine reported that the plan to incorporate the 120-hour Institute program is based on Years 1, 2 and 3 attending Institute sessions Monday thru Friday. Year 4 attending Institute sessions on Wednesday and then moving into Academy for Thursday and Friday to 12 noon. The capstone will be in Year 3 and the graduation banquet in Year 4. This plan is subject to IIMC approval.

Spring Conference is scheduled for March 10-13, 2009. March 10 is the Pre-Conference. Institute/Academy is planned for November 9-13, 2009.

Membership/Mentoring – Kathy Raney reported that 16 new clerk packets were distributed to the Region Chairs.

Nominating Committee – Patty Gerwick presented the report for Jerry Lovett Sperling, who was attending the IIMC board meeting.

The nominations for the terms effective March 2009 to March 2010 were as follows:

President – Cheri Peine, Oswego

Vice President – Marian Cook, Overland Park

Secretary – Kathy Raney, Rose Hill

Treasurer – Pam Corby – Larned

Past President – Mariette Lucas, Chapman

Board of Directors: Donita Crutcher, Hosington, to fill the unexpired term of Pam Corby (2011); Brenda Davis, Scott City (2012), Gary Fees, Manhattan (2012), Darla Ellis, Norton (2010), Sher Neufeld, North Newton (2010), Kerry Benson, Beloit (2011).

Other nominations for officers will be taken from the floor on Wednesday at Spring Conference.

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CCMFOA BUSINESS MEETING MINUTES OF NOVEMBER 13, 2008 (continued from page 9)

Newsletter/Publicity – David Bryant alerted everyone that the newsletter may not reach its intended destination if emails have changed or mail boxes are full. The new web master is Angela Lange, Marion, who is revamping the web site. He also recognized Deb Giske, Liberal, the original web master.

David announced that he is doing another slide show and needs pictures highlighting all the Kansas communities.

Hospitality Committee – Mariette Lucas thanked Julie Bretz, Lucas, for taking care of the hospitality room.

Legislative Committee – Lana McPherson reported that new legislative session begins on January 14, 2009. To obtain the Legislative Updates, you can log on to the League of Kansas Municipalities web site.

Silent Auction/Promotional Item Sales – Marietta Lucas reported that we held the first Silent Auction at the League Conference, which made \$1,100 for CCMFOA. This provides a new source of funds (mayors and councilmember's) to help fund our education programs. Please plan to donate an item next year for the Silent Auction.

Historian/Archive – Kristine Polian reported that this is a new committee that is working to collect CCMFOA records. They want to create a policy on 1) obtaining records 2) where to keep the records and 3) create a retention schedule. Anyone who has records was asked to contact Kristine or Marietta.

IIMC Region VII Report – Patty Gerwick reported for Jerry Lovett-Sperling that IIMC plans to overhaul the entire education program. They are setting up a committee to work on education, and Jerry plans to serve on that committee. Anyone working on CMC or MMC were directed to send in everything you have. Keep copies. If IIMC is not responsive to questions, do not hesitate to contact Jerry. IIMC President Diana Reese is planning to attend the 2009 Spring Conference.

Awards/Scholarships – Kathy Raney reported on the scholarships awarded.

2008 Institute – Kandi McLemore, Medicine Lodge (Region 3), Lynette Gares, Chapman (Region 6), Tory Jost, St. Marys (Region 6), Patricia Hoffman, Grandview Plaza (Region 6), Kathy Barkley, Conway Springs (Region 5), Jodi McBee, Clearwater (Region 5), Kristine Reinert, Bonner Springs (Region 8) and Teresa Anderson, Gardner (Region 7).

2008 Academy scholarship went to Susan Kriley, Wilson.

2009 Spring Conference scholarships – Kathy Raney reviewed the criteria for submitting applications.

Kathy reminded everyone sending in dues to be sure to use the correct address as listed on the dues statement.

(Continued on page 11)

CCMFOA BUSINESS MEETING MINUTES OF NOVEMBER 13, 2008 (continued from page 10)

Mildred Vance/Clerk of the Year – Kathy Raney noted that mayors will be receiving letters next week. All CCMFOA members can also submit nominations.

IIMC Annual Conference scholarships – Janie Massoth reported that five applications were received for the Chicago, IL Conference. The scholarship was awarded to Brenda Davis, Scott City.

New Business:

Vendor Fair/Sponsorships at Spring Conference – Marian Cook reported that Peregrine will sponsor the conference bags for the Spring Conference and we have had 7 new vendor inquiries.

Guidelines for attendance at Institute/Academy. In addition to no laptop use, turning off cell phones, business casual dress except for Friday when jeans are allowed, another guideline regarding attendance requirements and absences due to emergencies was added. For an absence of 4 hours or less, the participant will be assigned a written paper on the subject of each missed session(s).

Announcements:

Banquet this evening. Plan to attend. Sandy Jacquot will speak.

Basket winners will be drawn at the banquet and announced again Friday if anyone is unable to attend. Tickets are still being sold.

Education/Program Planning Committee meeting will be held on Friday at noon in the restaurant.

Extreme Makeover is in Chapman building a house and a community building for the City of Chapman in the park where they gathered outside to hold their town meetings after the tornado. The episode will air around Christmas.

Marietta Lucas thanked everyone for their prayers and support following the Chapman tornado.

Adjournment – Patti Booher, Ellsworth, moved to adjourn the meeting, Jeri Mason, Wakefield, seconded and the motion was unanimously approved.

Respectfully submitted,

Marian Cook
Secretary, CCMFOA



IIMC NEWS

IIMC 2009 Conference Grant

One Grant for registration costs to each IIMC Region. Must be an IIMC Member.



At its mid year Board meeting in November, IIMC's Board of Directors approved for the second consecutive year the MCEF funded IIMC Annual Conference Grant Program.

This program was originally launched in 2008. The Conference Grant program offers eligible members complimentary registration to attend the IIMC Annual Conference in Chicago, IL, in May 2009.

The Conference Grant Program provides for one IIMC member from each Region (I through XI) a grant award covering registration expenses for the 2009 IIMC Annual Conference in Chicago, IL. If you are interested in applying for the 2009 conference grant and meet the established criteria, please click on Conference Grant Application below, download the application, complete in full, and submit it to IIMC Head Quarters.

 **Conference Grant Application page 13 of newsletter**

APPLICATION MUST BE POSTMARKED no later than February 28, 2009.

IIMC HQ
8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730





**2009 IIMC Annual Conference Grant Application
One Grant Per Region**



IIMC's Conference Grant Program offers eligible members **complimentary registration** to attend the IIMC Annual Conference in Chicago, IL, May 19 through May 23, 2009.

The Conference Grant Program allows one IIMC member in each Region (I through XI) an opportunity to receive a Grant award covering registration expenses for the 2009 IIMC Annual Conference. If you are interested in applying for a Conference Grant and match the criteria below, please go to www.iimc.com and click on Conference Grant Application under Current News, download this application form, complete in full, and submit it to IIMC Headquarters at the address below. Applications will be sent to each IIMC Region Director upon receipt. Region Directors will confirm applicant's eligibility, review all submittals, and submit their award nomination/selection to IIMC Headquarters for recipient notification. **APPLICATIONS MUST BE POSTMARKED no later than February 28, 2009.**

Name _____ Title _____

Municipal Employer _____ Population _____

Street Address _____ City _____

State/Province/Country _____ Postal/Zip _____

Telephone _____ E-mail _____

CRITERIA

- Region Directors shall be responsible for selecting ONE Member to receive the Grant from their Region
- Preference will be given to IIMC Members who have expressed a continued interest in participating in an IIMC Annual Conference but have been unable to attend as a result of financial constraints
- Must be an active Member of IIMC (full or additional full member)
- Must show proof the applicant is authorized to attend the Conference and provide for their own accommodations, transportation, and meal expenses.
- Grant must be used for the upcoming Conference and cannot be rolled over into another year
- No other conference discounts apply with this Grant
- GRANTS ARE NON-TRANSFERABLE

On a separate sheet of paper, please write an article (300 to 800 words) for publication in the IIMC News Digest highlighting a best practice, unique project, or other program implemented in your municipality that you take particular pride in and would like to share with your colleagues. In arriving at an appropriate selection Region Directors will take account of the quality of the article which is submitted. Applicants agree that, if of sufficient quality, their article may be published in the *News Digest*, whether or not they receive an award.

If you've attended an IIMC Annual Conference in the past, please indicate the year(s) attended: _____

With your Application, please submit proof that:

- Time to attend the conference will be granted.
- Funds are available to pay expenses for travel, housing and meals.

Return completed Application to IIMC - C/O Education Department
8331 Utica Ave. Suite 200 • Rancho Cucamonga, CA 91730
Application must be postmarked by February 28, 2009.



Our Mission Statement

“Promoting Responsive and Responsible Government”

In order to promote responsive and responsible government, the City Clerks and Municipal Finance Officers Association of Kansas provides a comprehensive support network of professional development resources and education opportunities for the benefit of its members and the communities they serve; encouraging competency, integrity, efficiency and accountability in the delivery of local government services.



CCMFOA Wings Newsletter

David Bryant, Editor

C/O: City of Lenexa

P.O. Box 14888

Lenexa, KS 66285-4888