

PRESIDENTS MESSAGE

Here it is the start of a New Year – 2010! It seems just yesterday I was standing before you as your new President and here I am writing my last letter for WINGS. How quickly time flies!

This organization offers so much, camaraderie that can't quite be explained, but those who have experienced it know what I mean! When we get together, we have so much to share, experiences to exchange, stories to tell and friendships that endure. The definition of camaraderie is "a feeling of close friendship and trust among a group of people". What better describes CCMFOA! It's like one big, wonderful family!

I'd like to thank each of the Officers and Board of Directors for their assistance this year, to each of the Committee Chairs and committee members for the work you have done for the organization, Dr. John Wong and WSU for their continued support of CCMFOA, Program Manager Gayle Martin and Melissa Calloway for the work they do in organizing our conferences. CCMFOA's goal has been to provide you with the best information and educational opportunities possible. I want to thank every member of CCMFOA for your dedication to your profession and for supporting our conferences. Your support makes them a success!

In about two months CCMFOA will be celebrating our 60th Anniversary during our Spring Conference, March 9-12, 2010 at the Wichita Marriott. Please note these dates and join us. We have some really great sessions planned. To start the conference off, this year we will hold two pre-conference sessions. Nancy Sylvester, Professional Registered Parliamentarian will provide a four hour session entitled, "Effective Parliamentary Procedure for Dynamic Council Meetings". Nancy was one of the featured speakers at the IIMC Conference in Chicago. She knows her trade and is a dynamic and interesting speaker. Our association applied for a grant through the Municipal Clerks Education Fund (MCEF) and was awarded a scholarship to help fund this special presentation.

The second session will be CCMFOA of Kansas' first Athenian Dialogue. IIMC President Mary Lynne Stratta will lead the Dialogue based on the book "We Band of Angels-The Untold Story of American Nurses Trapped on Bataan by the Japanese" – Elizabeth M. Norman. To learn more about the Athenian Society and Athenian Dialogues, you may logon at www.iimc.com. (Continued on page 2)



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Watch for the March 9-12, 2010 Spring Conference brochure, to be mailed around the first of February.

This brings me to a special request I have for each of you. We'd like to issue an invitation to every former City Clerk and Finance Officer that has served your community and ask them to attend our 60th anniversary event to be held on Thursday evening, March 11th and I NEED YOUR HELP! Please take just a few minutes -- if you know their addresses or emails, please send those to me by January 10th. We will be sending a special invitation to each of them. Our theme will honor ALL City Clerks and Municipal Finance Officers -- "60 Years of Memories -- Clerks Helping Clerks". Our entertainment for the evening will be "Area 51" from Pittsburg, Kansas. They are a fantastic group and play a wide variety of music -- something for everyone.

I hope each of you will join us for an exciting conference and a trip down memory lane.

I want to thank each of you for your support, your involvement, and your commitment to this great organization -- The City Clerks and Municipal Finance Officers Association of Kansas. What a fantastic group! As I end this, my last letter to you as President, I wish you a very Merry Christmas and a Happy and Prosperous New Year -- and remember "We Are Family!" Cheri Peine, CCMFOA President

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



An internationally recognized parliamentarian will be the featured speaker at the March 10 to 12 CCMFOA Spring Conference in Wichita celebrating the association's 60th anniversary.

Nancy Sylvester, Loves Park, Ill., will share tactics for effective meetings and other parliamentary procedure techniques and tools. The professor emeritus of speech at Rock Valley College is a frequent speaker at IIMC and other clerk state association conferences. She is the author of *The Complete Idiot's Guide to Robert's Rules* and *The Guerilla Guide to Robert's Rules*. This year's conference at the Wichita Marriott Hotel again will feature breakout sessions and roundtable discussions on a variety of topics.

Another Spring Conference highlight will be a celebration of "60 Years of Memories: Clerks Helping Clerks" with a special invitation extended to all former Kansas clerks and longtime institute and academy instructors.

Two pre-conference sessions will be offered March 9. Nancy Sylvester will lead a four-hour pre-conference session on basic and intermediate parliamentary procedure and Mary Lynn Stratta, IIMC president, will present a six-hour Athenian dialogue based on the book, "We Band of Angels" by Dr. Elizabeth Norman.

One hundred forty seven persons participated in the 2009 Kansas/IIMC Certification Institute and Master Municipal Clerks Academy Nov. 9 to 13 in Wichita. The academy theme was Records Management.

IIMC has announced many changes to its education guidelines. Be sure to check them out on the IIMC Web site at www.iimc.com.

The 2010 Institute/Academy will be earlier this year and at a different location. The Institute will be Oct. 25 to 29 at the Airport Hilton, Wichita. The Academy is Oct. 28 and 29 also at the Airport Hilton.

I look forward to seeing you at training events in 2010!

CCMFOA BUSINESS MEETING MINUTES OF NOVEMBER 12, 2009

CITY CLERKS & MUNICIPAL FINANCE OFFICERS ASSOCIATION

Business Meeting

November 12, 2009

Marriott Hotel – Wichita, KS

President Cheri Peine called the meeting to order. Other Board of Directors in attendance: Vice President Marian Cook, Secretary Pam Corby, Treasurer Kerry Benson, Board members Donita Crutcher and Jerry Lovett-Sperling. President Peine recognized the wait staff and introduced the head table which included Dr. Wong from WSU. The first time attendees were introduced. Because of her duties, Kathy Raney has resigned as the secretary and Pam Corby and Kerry Benson have stepped up to the new position for the end of the year.

Motion by Vicki Zenter seconded by Bobby Busch to approve the March 12, 2009 minutes as presented. Motion approved. Motion by Denise Dirkson and seconded by Vicki Zenter to approve the Treasurer's Report as presented.

Committee Reports

Education/Planning– Marian cook reports on the reunion for the prior clerks.

Member/Mentoring- No report

Nominating Committee-Jerry Sperling reported on the slate of officers for June 2010. President Marian Cook, Vice President Pam Corby Secretary Kerry Benson, Treasurer Donita Crutcher, Past President Cheri Peine. Board of Directors is, Deb Budig, Sher Neufeld, Gary Fees, Debra Mootz, and Bobby Busch.

Newsletter/Publicity- David Bryant is requesting any member e-mail address changes be sent to him.

Hospitality-Barb Schattak gave the report.

Legislative –No report

Silent Auction/Promotional Item Sales- Erica Jones

Historian/Archive- Kristine Polian is asking members for any records prior to 1991.

Manual/Bylaws –Bobby Busch reported the addition is on the website and will be voted on at the March meeting.

Awards/Scholarships –Kerry Benson reported the following winners for the Institute scholarships: Doug Conn, Stockton, Stacy Crum, Concordia, Karen Larson, Oberlin, Janet Etheridge, Argonia and Janet Bainter, Hoxie. The Advanced Academy scholarship winner is Teresa Anderson from Gardner.

2010 IIMC Annual Conference Scholarship-Brenda Davis announced Anna Keena from Spring Hill received the Scholarship.

New Business

2010 Dues-Kerry Benson gave the report on the 2010 dues.

2010 Vendor Fair/Sponsorship-Spring Conference-Pam Corby reported on the Vendor Fair.

Board of Directors Report-Cheri Peine announced the website has been updated.

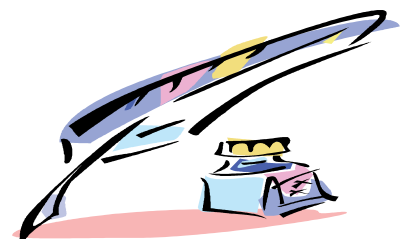
IIMC Report-Jerry Sperling reported on the certification requirement. There should be an e-mail blast next week that will include the elimination of the recertification process.

Announcements

President Cheri Peine on behalf of CCMFOA recognized Gayle Martin and Melissa Callaway for all the work they do for the organization.

2010 Institute is Oct 25-29 and the Academy is Oct 28 & 29th.

The meeting was adjourned at 1:30 PM.



CLERKS ACHIEVEMENTS

New CMC

Debbie Price, CMC, City Clerk for the City of Marysville was awarded the designation of Certified Municipal Clerk.

Congratulations Debbie!



Retirements

Rose Miller (December 2009)
City Clerk/Finance Director
Wellington

Barbara Denney (February 1, 2010)
City Clerk
Cedar Vale

George Dick (April 1, 2010)
City Clerk/Finance Director
Mount Hope



New Clerk

Teresa Riley
City Clerk
Holton



ANNOUNCEMENTS

2010 MEMBERSHIP DUES



The annual dues statements were either emailed or mailed (if an email was not on file) to 2009 members in November. If you have not received a statement, please let me know or complete the statement included in the newsletter. 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:

Kerry Benson, CCMFOA Treasurer

c/o City of Beloit

P O Box 567

Beloit, KS 67420

kbenson@beloitks.org

785-738-3551



CCMFOA of KANSAS

COUNTIES IN EACH REGION

Region 1 – Region 8

Region 1: Cheyenne, Rawlins, Decatur, Norton, Phillips, Smith, Sherman, Thomas, Sheridan, Graham, Rooks, Osborne, Wallace, Logan, Gove, Trego, Ellis and Russell

Region 2: Greeley, Wichita, Scott, Lane, Ness, Hodgeman, Hamilton, Kearny, Finney, Gray, Ford, Stanton, Grant, Haskell, Morton, Stevens, Seward, Meade and Clark

Region 3: Rush, Barton, Pawnee, Stafford, Edwards, Pratt, Kiowa, Comanche, and Barber

Region 4: Jewell, Republic, Mitchell, Cloud, Lincoln, Ottawa, Ellsworth, Saline, Rice and McPherson

Region 5: Reno, Harvey, Butler, Greenwood, Kingman, Sedgwick, Elk, Harper, Sumner, Cowley and Chatauqua

Region 6: Washington, Marshall, Clay, Riley, Pottawatomie, Dickinson, Geary, Wabaunsee, Marion, Morris and Chase

Region 7: Nemaha, Brown, Doniphan, Jackson, Atchison, Shawnee, Jefferson, Leavenworth, Wyandotte, Douglas, and Johnson

Region 8: Lyon, Osage, Franklin, Miami, Coffey, Anderson, Linn, Woodsen, Allen, Bourbon, Wilson, Neosha, Crawford, Montgomery, Labette, and Cherokee

CCMFOA ANNUAL DUES STATEMENT

CITY CLERKS AND MUNICIPAL FINANCE OFFICERS' ASSOCIATION OF KANSAS 2010 ANNUAL DUES STATEMENT

Membership Period is 1/1/10 through 12/31/10

<u>Class of City</u>	<u>Amount</u>
1st Class City	\$75.00
2nd Class City	\$50.00
3rd 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: Kerry Benson, CCMFOA Treasurer

C/O City of Beloit

P O Box 567

Beloit, KS 67420

785-738-3551

kbenson@beloitks.org

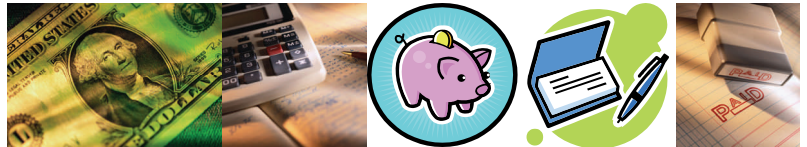
PLEASE MAKE SURE YOU HAVE THE CORRECT REMITTANCE ADDRESS.

* CMC – Certified Municipal Clerk

**MMC – Master Municipal Clerk

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

CCMFOA TREASURERS REPORT



CCMFOA OF KANSAS
FINANCIAL STATEMENT AS OF OCTOBER 31, 2009

Beginning Checking Balance		June 1, 2009	\$ 40,195.86
Income			
	6/15/2009 Deposit	Membership 2009	75.00
	6/29/2009 Deposit	Memorial	100.00
	7/6/2009 Deposit	Reimbursement - Spring Conference	3,250.00
	7/7/2009 Deposit	PEC Sponsorship	500.00
	9/11/2009 Deposit	Membership 2009	75.00
	9/29/2009 Deposit	Membership 2009	225.00
	10/2/2009 Deposit	Membership 2009	50.00
	10/14/2009 Deposit	Membership 2009	25.00
	10/14/2009 Deposit	Silent Auction	782.00
	10/16/2009 Deposit	Membership 2009	150.00
Total Income			\$ 5,232.00
Expenses	Check No.		
	1534	Sir Speedy - Newsletter	54.96
	1535	David Bryant - Postage	19.52
	1536	Marian Cook - Raffle Tickets & Stamps	36.53
	1537	Scott City - IIMC Scholarship	1,774.39
	1538	City of Oswego - IIMC Scholarship	1,261.95
	1539	Cheri Peine - IIMC Expenses	524.40
	1540	LKM - Booth	700.00
	1541	Hugo Wall School - Survey Completion	500.00
	1542	City of Lindsborg - IIMC Expenses	2,000.00
	1543	Jerry Sperling - Gift for R. Goeckner	56.35
	1544	NCKCN.com - Domain Renewal	86.97
	1547	Hugo Wall School - Program Loss	797.31
	1548	David Bryant - Postage	15.25
	1549	Sir Speedy - Newsletter	40.27
	1550	Fast Signs - Memorial Banner	131.82
	1551	Rick Burcky - Web Site Maintenance	250.00
Total Expenses			\$ 8,249.72
Ending Checking Balance - October 31, 2009			\$ 37,178.14

Dorothy Soderbolm Memorial \$350.00 included in checking

Balance in Checking	\$37,178.14
Central National Bank CD @ 4.94/5.05% - matures 11-18-09	\$13,939.54
Total funds as of October 31, 2009	\$51,117.68

CCMFOA COMMITTEE POSITIONS



VOLUNTEER FOR CCMFOA COMMITTEE POSITIONS

Following is the list of CCMFOA Committees and a description of what the Committee does. Please consider serving on a CCMFOA Committee for the 2010-2011 year. We need you!

Education/Program Planning Committee – chaired by the CCMFOA Vice-President, this committee's membership includes three members of the Board of Directors, and five members-at-large. This committee meets in March, June and November of each year in Wichita to plan the education programs for CCMFOA—Pre-Conference, Spring Conference, Institute, Academy and hosting of IIMC Region VII Meetings. The Institute Director is an ex-officio member.

Education/Certification Committee – chaired by the CCMFOA Vice-President, this committee's membership includes three members of the Board of Directors and five members-at-large who are CMCs or MMCs. This committee assists fellow clerks to answer questions regarding the Certification or MMC application/

process during a scheduled session at the spring conference. The Chair also sends letters of congratulations to new MMCs and letters of congratulation to new CMCs, including recognition of the governing bodies and city administrators for supporting the education programs of CCMFOA and for their continued support of continuing education.

Hospitality Committee – this committee is responsible for providing entertainment, beverages, and/or food for social hours and/or receptions unless these items are to be provided as part of a program activity. The committee oversees the manning of the hospitality room when it is open during Spring Conference, and Certification Institute/Academy.

Legislative Committee – this committee is responsible for monitoring state and federal legislation that affects Municipal Clerks and Finance Officers and to propose legislation and/or coordinate efforts for or against such legislation consistent with the legislative goals and policies of the League of Kansas Municipalities, IIMC and CCMFOA.

Manual & By-laws Committee – this committee is responsible for reviewing the Association's by-laws and handbook, submitting recommendations to the Board of Directors, and publishing changes.

Membership/Mentoring/Regional Committee – chaired by the CCMFOA Treasurer, this committee's membership includes one or two representatives from each region. This committee encourages CCMFOA membership and involvement. The regional committee members also coordinate gatherings to bring City Clerks and Municipal Finance Officers together on a regional basis for local networking and sharing of information.

Newsletter/Publicity Committee – this committee is responsible for coordinating and publishing the Association's quarterly newsletter—WINGS.

Nominating Committee – this committee is comprised of two past presidents and a member-at-large. The committee is responsible for selecting a slate of officers and directors from the Association membership for election during the annual spring conference.

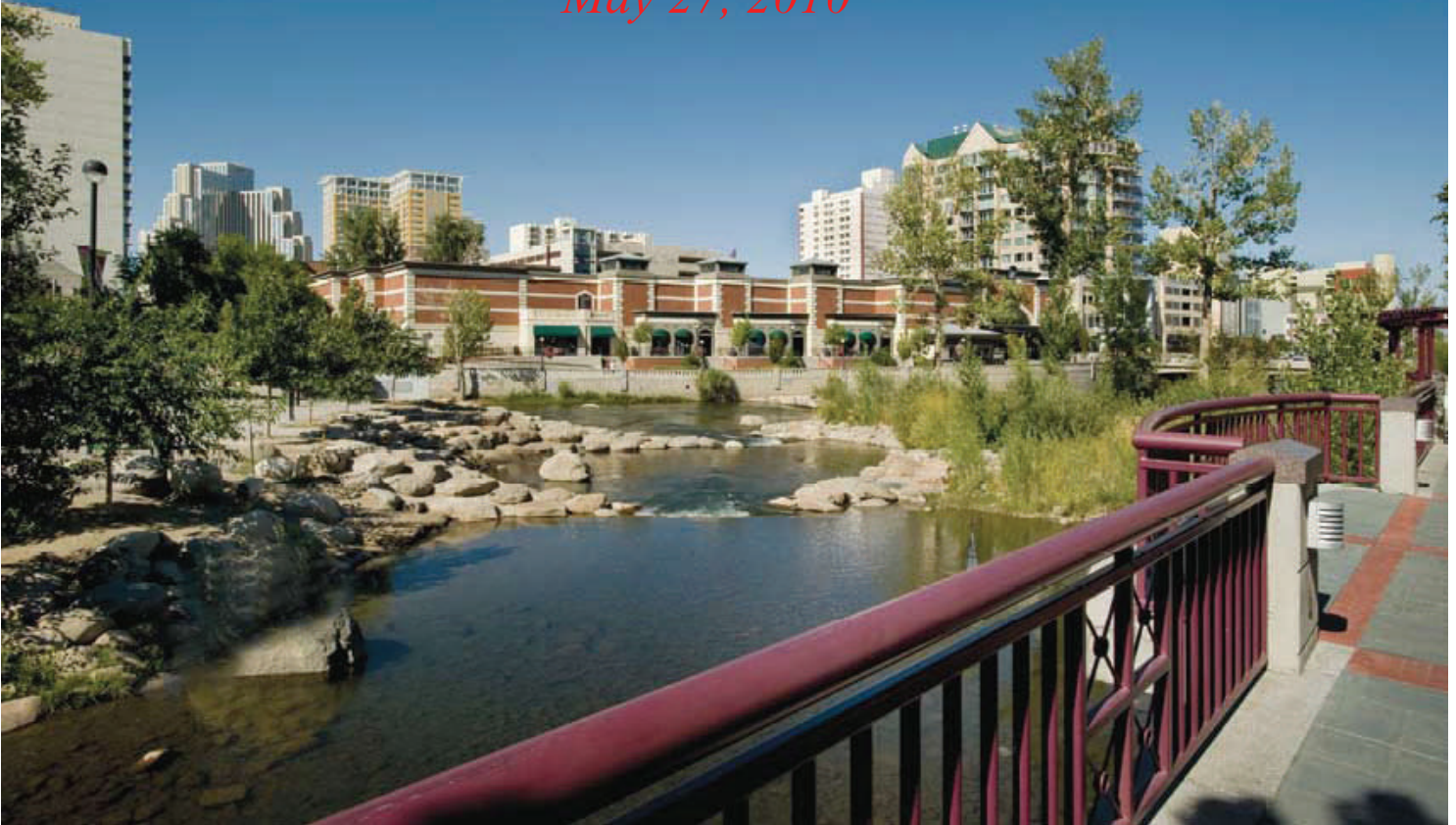
Silent Auction/Promotional Sales Committee – this committee is responsible for coordinating the annual Silent Auction in conjunction with CCMFOA's booth at the League of Kansas Municipalities annual conference and oversees the sale of CCMFOA promotional items.

Historian/Archive Committee - this committee is responsible for reviewing and maintaining all documents of the Association for records retention and historical preservation.

If you are interested in serving on any of the CCMFOA committees please fill out the following application form and return it to Marian Cook, City Clerk, 8500 Santa Fe Drive, Overland Park, KS 66212. You can also email to Marian.Cook@opkansas.org or fax to 913-890-1151.

IIMC NEWS

Adventures in Education 64th IIMC Annual Conference - May 23 - May 27, 2010



Reno, Nevada **EARLY BIRD** April 5, 2010





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