



## PRESIDENTS MESSAGE

Greetings!

I know probably all the past officers have said this....BUT where has the time gone???? This is my last article as President of CCMFOA and I am still having a hard time believing it. I want to first and foremost thank everyone for their support and words of encouragement during this past year. This has been a year of many changes for me and that coupled with the responsibilities of being President, has brought many challenges. Many times I have thrown my hands up in the air and said to myself, "How can I possibly do all this?" The answer is, with the help of my clerk friends, that's how! It still amazes me how incredible the people are who work in this profession and serve their local governments. I can't begin to list all the people who have stepped forward, without batting an eye, to help out in any way they can. Please know how much I appreciate the hard work and time you all put into this organization to make it such an outstanding one.

We have an exciting conference planned March 13-16 in Wichita at the Marriott Hotel. We are excited to offer an Athenian Leadership Dialogue as the Pre-Conference Session. Dr. Marche Fleming-Randle will be starting us out with our first general session on Wednesday, March 14. What an exciting way to start out the conference! There will be three different solution tracks to choose from throughout the conference which includes Administrative, Financial Management or Human Resources....something for everyone. Thursday's entertainment will be "An Evening of Kansas Improv" with the Say What?! Comedy troupe at the Murdock Theater. You can check the website at <http://20thcenturycenter.com/>. It's sure to be a good time and a chance to see a beautiful historic building. The conference will close with Judge Tommy Webb. Judge Webb's message focuses on making a positive difference in a negative world. It's exciting to have this opportunity to hear his story as his reviews are outstanding. Be looking for more information on the Spring Conference in the very near future.

The IIMC Annual meeting will be held this year in Portland, Oregon May 20-24. The IIMC conferences are a great way to obtain points towards your CMC and MMC. They offer great educational sessions, endless networking opportunities and occasion to see some parts of the country you might not otherwise have the chance to see.

I would like to encourage each and every one of you to consider serving on a committee or stepping up to be on the board. It truly is a rewarding experience, a great way to get involved *and* work with people you wouldn't normally have a chance to.

It has been an honor and a privilege to serve all of you. Thank you.

Kerry Rozman, CCMFOA President



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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**



### **CCMFOA Spring Conference features Clerk of the Year recognition, education**

More than 130 municipal clerks are anticipated to attend the 2012 City Clerks and Municipal Finance Officers Spring Conference on March 14 to 16 at the Wichita Marriott Hotel. The 2012 Clerk of the Year and new officers elected will be announced. Attendees will choose from 15 educational sessions ranging from Intermediate and Advanced Budgeting to Cloud Computing, Swimming Pool Management and more. Keynote speakers are Dr. Marche Fleming-Randle (Topic in parentheses); John Sweet, City of Lyons City Administrator, (Emergency Management Recovery Operations for Local Government); and Judge Tommy Webb (You Can Make a Difference). Kerry Rozman, MMC, Clay Center city clerk, is the current CCMFOA president.

For more information, contact Gayle Martin, (316) 978-6541, [gayle.martin@wichita.edu](mailto:gayle.martin@wichita.edu).

### **Fall Institute and Academy**

Seventy six municipal clerks and local government officers attended the 2011 Kansas/IIMC Municipal Clerks Certification Institute at the Wichita Marriott Hotel Nov. 7 to 11. The City Clerks and Municipal Finance Officers Association of Kansas (CCMFOA) sponsored the Institute in conjunction with Wichita State University's Hugo Wall School of Urban and Public Affairs.

The 2011 Institute graduating class and their municipalities are Janet Etheridge, Argonia; Don Ratzloff, Buhler; Anne Brown, Burlington; Belinda Thornburg, Fowler; Douglas Sellars, Frontenac; Rhonda Hill, Gas; Roxanne Hutton, Iola; Marlo Rugg, Kiowa; Traci Storey, Louisburg; Tiffany Neel, Meade; Doris Fritz, Riley; Steve Compo, Sabetha; Shandi Wicks, Salina, and Matt Engels, Towanda.

Academy highlights on Nov. 10 and 11 included sessions on "Health Reform and Main Street" taught by Linda Sheppard who updated participants on the status of federal health care reform as it relates to Kansas and local organizations; "Going after Grants: In-house or Outsource?" in which a three-person panel provided details on how a city clerk should approach the issues of a grant writing and application process; "Celebrating Kansas' 150<sup>th</sup> Birthday One Community at a Time" by Martha Slater of Wichita, who taught advanced ways to develop community marketing and programming support for special occasions; and an "Americans With Disabilities (ADA) Update" in which Gail Bragg from Unified Government KCK-Wyandotte County presented the Department of Justice revised regulations and new requirements implementing the act. Fifty-four municipal clerks attended this year's Academy.

2012 Institute dates are Nov. 12 to 16. Academy is Nov. 15 and 16. Both events are at the Wichita Marriott Hotel.

## ACHIEVEMENTS, CONDOLENCES & REGION NEWS

### New CMC's



**Janet Etheridge, CMC** - City Clerk - City of Argonia, KS was awarded the designation of Certified Municipal Clerk by IIMC.

**Rhonda J. Hill, CMC** - City Clerk - City of Gas, KS was awarded the designation of Certified Municipal Clerk by IIMC.

**Renee Shackelford, CMC** - City of Eudora, KS was awarded the designation of Certified Municipal Clerk by IIMC.

### New MMC

**Peggy S. Ybarra, MMC** - Deputy Clerk - City of Altamont, KS was awarded the designation of Master Municipal Clerk by IIMC.

**Congratulations to all the above clerks on their accomplishments!**

### Condolences

To the family of former Jetmore City Clerk **Kay Leet**, who passed away November 12, 2011 in Michigan. Kay had 20 years of municipal service.

To **Diane Clay**, City Clerk of Fort Scott on the passing of her mother Mary Jane Ayers January 12, 2012



### Region 2 News

Region 2 clerks met on November 15, 2011 at the Golden Corral Restaurant in Garden City for dinner and a meeting.

Region 2 Membership Co-Chair Connie Marquez of Dodge City welcomed clerks in attendance and asked for donations for a Region 2 Basket to be raffled at the CCMFOA Spring Conference. Clerks were also encouraged to volunteer to serve on the Membership/Mentoring/Regional Committee as Co-Chair with Connie, to replace Tiffany Neel, as she has been nominated to serve on the CCMFOA Board of Directors.

City Clerk Brenda Davis, Assistant City Clerk Barb Wilkinson, and Water Clerk Cathy Graff from the City of Scott City presented information on IRS guidelines, CMB & Biennial Liquor Licensing, Credit Reports, Open Records, Sources of Information, ADA, CMC/MMC applications, credit & debit cards for utility payments, and insufficient check policies.

Other clerks in attendance were: of Tonya Carter of Deerfield, Nannette Pogue of Dodge City, Robin Pena & Susan Dreiling of Holcomb, Cindy Broeckelman & Bradley Elliot of Lakin, and Charlotte Liebelt of Satanta.

Region 2 Clerks are planning to meet again during CCMFOA Spring Conference and on April 30, 2012 hosted by the City of Lakin.



## CCMFOA COMMITTEE POSITIONS



### VOLUNTEER FOR CCMFOA COMMITTEE POSITIONS

Following is the list of CCMFOA Committees and a description of the committee duties. Please consider serving on a CCMFOA Committee. You are needed!

**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 – Certification Institute/Academy, Spring Conference, 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 CMC & MMC application process during a scheduled session at Academy and Spring Conference. The Chair also sends letters of congratulations to new CMCs and MMCs, including recognition of the governing bodies and city administrators for supporting the education programs of CCMFOA and for their continued support of continuing education.

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

**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/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** – chaired by the editor of the *Wings* newsletter, this committee is responsible for coordinating and preparing the Association's quarterly newsletter and submitting newsworthy releases.

**Nominating Committee** – chaired by the Immediate Past President, 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 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 Conference and oversees the sale of CCMFOA promotional items.

**If you are interested in serving on any of the CCMFOA committees, please fill out the following application form and return to Brenda Davis, City Clerk, City of Scott City, 221 W 5<sup>th</sup>, Scott City, KS 67871 or email to: [scottcty@pld.com](mailto:scottcty@pld.com) or fax to: 620-872-3391.**

# CCMFOA COMMITTEE POSITIONS

APPLICATION TO SERVE ON A CCMFOA COMMITTEE 2012/2013

Get involved in CCMFOA. Develop your leadership/interpersonal skills.  
You also earn Professional/Social Contribution points toward your certification.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please pick three in order of preference, numbering 1-3.

- \_\_\_\_ Education/Program Planning Committee
- \_\_\_\_ Education/Certification Committee
- \_\_\_\_ Historian/Archive Committee
- \_\_\_\_ Hospitality Committee
- \_\_\_\_ Legislative Committee
- \_\_\_\_ Manual & By-laws Committee
- \_\_\_\_ Membership/Mentoring/Regional Committee
- \_\_\_\_ Newsletter/Publicity Committee
- \_\_\_\_ Nominating Committee
- \_\_\_\_ Silent Auction/Promotional Sales Committee

(Please check all that apply)

\_\_\_\_ New Clerk    \_\_\_\_ Seeking CMC    \_\_\_\_ CMC    \_\_\_\_ Seeking MMC    \_\_\_\_ MMC  
Certification Institute 2011:    \_\_\_\_ Year 1    \_\_\_\_ Year 2    \_\_\_\_ Year 3    \_\_\_\_ Year 4

How many years of service in city government? \_\_\_\_\_

City Classification:    \_\_\_\_ City of 1<sup>st</sup> class    \_\_\_\_ City of 2<sup>nd</sup> class    \_\_\_\_ City of 3<sup>rd</sup> class

**Return to Brenda Davis, City Clerk, City of Scott City, 221 W 5<sup>th</sup>, Scott City, KS 67871 or email to: [scottcty@pld.com](mailto:scottcty@pld.com) or fax to: 620-872-3391.**

## MISCELLANEOUS

### UPCOMING CONFERENCES

*66th IIMC Annual Conference - May 20 - May 24, 2012 Portland Oregon <http://www.iimc.com/index.aspx?nid=275>*

*CCMFOA 62nd Annual Spring Conference - March 14 - 16, 2012 Wichita, Kansas*

Any member interested in signing up to work the promotions table during the Spring Conference, please contact Erica Jones at [ejones@augustagov.org](mailto:ejones@augustagov.org) or 316.775.4510. Thank you!

### ANNUAL DUES

It's hard to believe another year has closed!

Don't forget to renew your membership to CCMFOA by sending your application and fee to the Association Treasurer listed on the application. Applications can be found on the website at [www.ccmfoa.org](http://www.ccmfoa.org). Be sure to tell your Accounts Payable person that the address for this payment changes each year since the Association Treasurer changes each year. It will speed up the process if your application and fee are sent to the current Treasurer.

### RETIRED CLERK NEWS



Retired Elkhart, Kansas City Clerk Carolee Wellen Placed 2nd at this memorial barrel race in November 2011

### THANK YOU

"I want to thank the CCMFOA Board of Directors for the bookstore gift card I received at the 2011 KS/IIMC Institute and Academy. It was very gracious and I appreciate your kindness and support.

Sincerely,

Gayle Martin

CCMFOA Education Director"

I wanted to thank you for all the postcards. Chloe enjoyed each one of them. Kansas clerks are so nice; a lot of the postcards came with notes that were so nice. Please let me know if the Maryland Clerks can ever assist you. I look forward to seeing you in Portland , Oregon in May 2012.

Doug Barber, CMC

City Clerk

City of Hyattsville, MD





**CCMFOA OF KANSAS  
TREASURER'S REPORT  
6/1/2011 - 10/31/2011**

**Summary of Income and Expenses by Category**

<b>Beginning Checking Balance June 1, 2011)</b>		\$	<b>47,024.54</b>
<b>Income:</b>	50/50		
	Basket Raffle		
	Hospitality		
	Membership 2011	\$	555.00
	membership 2012	\$	25.00
	Petty Cash		
	Promotional Items		
	Retiree Receipts		
	Silent Auction	\$	690.00
	Vendors/Sponsors/lunches	\$	1,120.00
	WSU - Spring Conf. Surplus 2011	\$	<u>5,749.79</u>
		<b>\$</b>	<b>8,139.79</b>
 <b>Expense:</b>	Gifts	\$	149.75
	Reimbursement	\$	55.00
	IIMC Conference	\$	1,683.67
	IIMC Conference -Scholarship		
	Region 7 Meeting	\$	841.77
	Spring Conference	\$	5,673.60
	LKM Conference	\$	350.00
		<b>\$</b>	<b><u>8,753.79</u></b>
 <b>Ending Checking Balance - October 31, 2011</b>		<b>\$</b>	<b><u><u>46,410.54</u></u></b>





*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

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