



## PRESIDENTS MESSAGE

The best way to start this off is to say THANK YOU! First of all to Marietta Lucas, Chapman for doing such a great job as President this past year especially after dealing with the aftermath of a tornado just three months into her position, but also for her friendship as I moved up through the ranks the past three years. What a great lady!

THANK YOU to our Education Director - Gayle Martin, Melissa, Laura and the rest of the WSU staff for the awesome job they did on this year's Spring Conference. It was great!

THANK YOU to Dyanne Reese, IIMC President and City Clerk in Savannah, GA for spending the entire conference with us. We had such a great time getting to know her. She was so much fun and it was wonderful hearing first hand about IIMC. I can't wait to see her again in Chicago! The Illinois Clerks have a great conference planned.

WELCOME to the new clerks and finance officers, deputies and assistants. We are so glad you have joined CCMFOA and encourage you to get involved with the organization. Things you can do to become more involved - 1) Offer to help with one of the many committees. A few spots are still open and a list of the committee appointments is included in the newsletter. 2) Don't hesitate to call on a neighboring clerk if you have questions or need assistance. They understand the issues you face and can often provide good advice or direct you to the right place for more information. 3) Call the contact person for your region and offer to host a region meeting. What better way to meet clerks in your area and get to know them better than bringing them to your community.

I feel so blessed over the past 25 years that I have been City Clerk in Oswego to have met some of the finest people - city clerks, finance officers, deputies and assistants. They are not just dear friends, they are an extended family. I've been very fortunate to have had the best Deputy Clerk, Carol Eddington, working with me for the entire 25 years I've been City Clerk - and I have to give her a big THANK YOU. She was behind the scenes working with my city, family, and others to submit my name for consideration as KS CCMFOA City Clerk of the Year - and what a surprise when I heard my name! THANK YOU to CCMFOA for your support. You all mean so much to me!

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**PRESIDENTS MESSAGE** *[continued from page 1]*

THANK YOU to every member of KS CCMFOA, for allowing me to serve as President of this great association for the year. I will be working closely with our Education Director, Gayle Martin, the Board of Directors and Committees throughout the year. The Board will be holding a strategic planning session as part of our summer board meeting. We will be preparing a survey so the entire membership has an opportunity to provide input and your comments will be included as part of the planning process. We value your input, so please watch for this survey, fill it out and return it so you can be included in setting goals for the organization.

The CCMFOA Handbook and By-law Committee will be updating both of these documents during the year. Our Historian/Archive Committee will be working in conjunction with our Education Planning Committee for the 2010 Spring Conference - CCMFOA's 60th Anniversary, Clerks Teaching Clerks. We will be inviting former clerks, finance officers, education directors and speakers to return and spend Thursday with us. Many of them will be asked to participate in the conference.

The former Education/Program Planning Committee has been split into two separate committees - Education Planning and Education Certification Committee. The Education Certification Committee's task will be to assist city clerks/finance officers in making application for their CMC or MMC. The committee will hold a session each March for those individuals working toward their certification. They will keep abreast of changes from IIMC and the certification process. I know this has been a concern for many and we want to offer assistance and encouragement as you work toward this goal.

If I can be of assistance to any of you, please let me know. When I think about City Clerks and how we work together, I think of the movie "Pay It Forward". We were all new clerks at one time, and as we grow, we pay it forward to the next group, and so on. I'm so thankful for all of the clerks I've known and had the opportunity to meet, and learned so much from since my first conference in 1976. Make use of the knowledge out there to help you - it makes the job so much easier!

Cheri Peine, CCMFOA President

City of Oswego

[cpeine@oswegoks.com](mailto:cpeine@oswegoks.com)

620-795-4433

## ***INSTITUTE & EDUCATION REPORT***

**Gayle Martin, CCMFOA of Kansas Education Director**

**Center for Urban Studies, Hugo Wall School of Urban and Public Affairs**

**Wichita State University**

One hundred sixty municipal clerks and finance officers from across Kansas attended the 2009 CCMFOA Spring Conference, March 11 to 13 at the Marriott Hotel, Wichita.

The conference featured 26 sessions or roundtable discussions on topics ranging from risk management to community readiness for alternative energy resources.

Keynote speakers were Marci Penner, Kansas Sampler Foundation; Kim Winn, League of Kansas Municipalities, Dr. Marche Fleming-Randle, assistant dean, School of Liberal Arts and Sciences, Wichita State University, and U.S. Representative Jerry Moran. Special guest and luncheon speaker was Dyanne Reese, CMC, IIMC President, Clerk of the Council, Savannah, Ga. Twenty-seven vendors participated in the one-day vendor fair.

Cheri Peine, MMC, City Clerk of Oswego, was named 2009 Clerk of the Year. Peine also was elected president of the association.

Thirty-six clerks attended a March 10 pre-conference on working with state and county officials.

The next CCMFOA of Kansas Institute and Academy is Nov. 9 to 13 in Wichita.

I am looking forward to traveling to Chicago May 18 to 23, 2009 for the IIMC International Conference where I will attend sessions specifically for state education directors. I appreciate all your support!



## Spring Conference Pictures



Wichita North High School Junior ROTC presenting the colors for the opening of the Spring 2009 CCMFOA conference.



IIMC President Dyanne Reese, Savannah, Georgia addressina the conference attendees.



Follow the yellow brick road. A cast of clerk characters make an appearance at the conference.



Stephen Powell, Shawnee City Clerk and Dr. Marche Fleming Randle,, WSU, sharing a light hearted moment.

## Spring Conference Pictures



US Representative Jerry Moran giving the 2009 Keynote Address to the CCMFOA membership.



Raiders of the lost Clerks. Yep, that's Harrison Ford with our own Penny Soukup, Abilene City Clerk Several of our Clerks not an opportunity to see Dr. Jones while dining at a Wichita restaurant.



Click your heels three times Dorothy. CCMFOA President Marietta Lucas on the right passing the gavel to incoming president president Cheri Peine



Mulvane High School Jazz Band performing at the opening ceremony.

## Spring Conference News

### Mildred Vance City Clerk/Finance Officer of the Year



Congratulations to Cheri Peine, City Clerk of Oswego upon her selection as the Mildred Vance City Clerk/Finance Officer of the year. Cheri was honored at the CCMFOA spring conference luncheon and will also be honored again this Fall at the League of Kansas Municipalities Conference. Congratulations Cheri!



**Mildred Vance City Clerk/Finance Officer of the Year Cheri Peine, Oswego.**

## IIMC News

**Congratulations to IIMC Region 7 member Brenda Cirtin of Springfield, Missouri.**

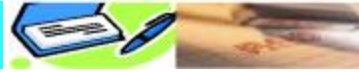
### **2009 IIMC AWARD WINNERS**

IIMC congratulates the following Members on their 2009 Awards. The Awards were presented at the Opening Ceremony and General Session during the Conference in Chicago, IL

**Quill Award Winners** - Opening Ceremony

Pamela Smith, CMC, Sanibel, Florida

**Brenda Cirtin**, MMC, Springfield, Missouri



## CCMFOA FINANCIAL STATEMENT AS OF DECEMBER 31, 2008

Beginning Checking Balance: November 1, 2008 \$ 29,014.28

Revenue: 11/5/08	Deposit		
11/10/08	Deposit	Memberships	1265.00
11/17/08	Deposit	Memberships	515.00
11/17/08	Deposit	Hospitality Room Donations	94.00
11/17/08	Deposit	Hospitality Room Donations	528.00
11/17/08	Deposit	Institute-Academy/Basket Raffle	1330.00
12/10/08	Deposit	Memberships	1325.00
		\$500 PEC donation/\$825 Memberships	
TOTAL Revenue:			<u>5,057.00</u>

Expense:

<u>Check #</u>	<u>Payee</u>	<u>Description</u>	
1503	David Bryant	Reimb. Postage — WINGS	21.42
1504	Sir Speedy	WINGS Printing	49.17
1505	USPS	Stamps	8.40
1506	Pat Kasper	Reimb./Hospitality Room Supplies	269.51
1507	David Bryant	Reimb./Camera Supplies	18.05
1508	Hugo Wall School	08 Inst./Academy Scholarships	3680.00
1509	City of Rose Hill	Clerk of the Year/Postage/Mayor Letters	57.54
1510	Amerifun	09 Spring Conf./Casino Night Deposit	650.00
TOTAL Expense:			<u>5,475.09</u>

Ending Checking Balance - December 31, 2008 \$ 29,317.19

Balance in Checking	\$29,317.19
Central National Bank CD @ 4.94/5.05% - matures 11-18-09	<u>13,939.54</u>
TOTAL all Funds as of December 31, 2008	<u>\$43,256.73</u>

Submitted by Kathy A. Raney, Treasurer  
Date: 12/31/08



## CCMFOA FINANCIAL STATEMENT AS OF FEBRUARY 28, 2009

Beginning Checking Balance: January 1, 2009 \$ 29,317.19

Revenue:

1/1/09 Deposit	Memberships 2009	TOTAL Revenue:	465.00
1/23/09 Deposit	Memberships 2009		
2/9/09 Deposit	Memberships 2009		1350.00
			400.00
			<u>\$ 2,215.00</u>

Expense:

Check # Payee	Description	
1511 Hugo Wall School	Institute/Nov. 08 Loss	687.64
1512 David Bryant 1513	Postage Reimb./WINGS	30.09
Sir Speedy	Printing/WINGS	54.89
1514 Hogeye, Inc.	2009 Lapel Pins	1258.50
1515 USPS		
1516 City of Lucas	Stamps	8.40
1517 City of Glasco	Membership/Overpaid	25.00
	Membership/Overpaid	25.00
1518 VOID		-0-
	TOTAL Expense:	<u>\$ 2,089.52</u>

Ending Checking Balance - February 28, 2009 \$ 29,442.67

Balance in Checking \$29,442.67

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Central National Bank CD @ 4.94/5.05% - matures 11-18-09 13,939.54

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TOTAL all Funds as of February 28, 2009 \$43,382.21

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## CCMFOA 2009-2010 BOARD OF DIRECTORS & COMMITTEES

### CCMFOA 2009-2010 COMMITTEES

#### BOARD OF DIRECTORS

President-Cheri Peine, Oswego (620) 795-4433, [cpeine@oswegoks.com](mailto:cpeine@oswegoks.com)

Vice-President-Marian Cook, Overland Park (913) 895-6151, [marian.cook@opkansas.org](mailto:marian.cook@opkansas.org)

Secretary-Kathy Raney, Rose Hill (316) 776-2712, [kathyraneyPcityofrosehill.com](http://kathyraneyPcityofrosehill.com)

Treasurer-Pam Corby, Larned (620) 285-8500 [larned3@cityoflarned.com](mailto:larned3@cityoflarned.com)

Immediate Past President-Marietta Lucas, Chapman (785) 922-6582 [chapcity@cityofchapman.org](mailto:chapcity@cityofchapman.org)

#### BOARD MEMBERS

Gary Fees, Manhattan (2012)

Brenda Davis, Scott City (2012)

Donita Crutcher, Hoisington (2011)

Kerry Benson, Beloit (2011)

Darla Ellis, Norton (2010)

Sher Neufeld, North Newton (2010)

#### HISTORIAN/ARCHIVE

**Kristen Polian, Valley Center - Chair**

Lieu Ann Elsey, Salina

Renee Geyer, Leoti

Carol Jones, Park City

Brenda Younger, Topeka

Karen Weltmer, Hutchinson

Karen Sublett, Wichita

#### NEWSLETTER/PUBLICITY

**David Bryant, Lenexa - Chair**

Region 1 - **OPEN**

Region 2 - Carely Yaeger, Ness City

Region 3 - **OPEN**

Region 4 - Sheila Spielman, Lyons

Region 5 - **OPEN**

Region 6 - Ellen Bayless, Harveyville

Region 7 - Martha Sumrall, Mission

Region 8 - Toni Crumrine, Chetopa

#### MEMBERSHIP/MENTORING/REGIONAL

**Angela Lange, Marion - Chair**

Region 1 - **OPEN**

Region 2 - Stacey Frizzell, Garden City

Region 3 - Pam Corby, Larned

Region 4 - Neysa Brown, Holyrood & Shandi Wicks, Salina

Region 5 - Karen Sublett, Wichita

Region 6 - Angela Lange, Marion & Tory Jost - St. Mary's

Region 7 - Lana McPherson, DeSoto & David Bryant, Lenexa

Region 8 - Melodi Bowen, Waverly & Bobby Busch  
Neodesha

#### LEGISLATIVE

**Stephen Powell, Shawnee - Chair**

Anna Ancil, Lenexa

Lieu Ann, Salina

Lana McPherson, DeSoto

Tom Roberts, Unified Govt., KCK

#### CCMFOA HANDBOOK & BY-LAWS

**Brenda Chance, Phillipsburg - Chair**

Stephanie Ax, Peabody

Cindy Lero, Erie

Deb Budig, Hill City

Cindy Conrardy, Kingman

## CCMFOA 2009-2010 COMMITTEES (continued from page 9)

### SILENT AUCTION/PROMOTIONAL SALES

#### Erica Jones, Augusta - Chair

Vicki Zetner - Westmoreland

Ellen Bayless - Harveyville

Betty Martinie - Bel Aire

Ca rely Yager - Ness City

Patty Hamm - Oskaloosa

Mary Ann Mogle - Basehor

### HOSPITALITY

#### Pat Kasper, Potwin - Chair

Barbara Schattak - Lyndon

Marlys Christenson - New Strawn

Leslie Stephens - Mt. Hope

Carol Livingston, Altamont

Kendra Porter, El Dorado

### EDUCATION PROGRAM PLANNING

#### Marian, Cook - Chair

Jeri Mason - Wakefield

Debbie Wendt - Herington

Renee Geyer - Leoti

Carol Eddington - Oswego

Carol Jones - Park City

#### Board Members

Sher Neufeld

Pam Corby

Darla Ellis

Donita Crutcher - Alt.

### EDUCATION CERTIFICATION COMMITTEE

#### Marian, Cook - Chair

Merrill Peterson, Buhler

Bobby Busch, Neodesha

Karen Logan, Leavenworth

Martha Sumrall, Mission

Kerry Benson, Beloit

#### Board Members

Gary Fees

Kathy Raney

Brenda Davis

### CITY CLERK/MUNICIPAL FINANCE OFFICER OF THE YEAR

Chairperson: Cheri Peine, Oswego

Patty Gerwick, Mulvane

### NOMINATING (Two Past Presidents and member at Large, Immediate Past President serves as Chair)

Chairperson: Marietta Lucas, Chapman

Jerry Lovett-Sperling, Lindsborg

Diane Clay, Fort Scott

### IIMC SCHOLARSHIP

Chairperson: Brenda Davis, Scott City

David Bryant, Lenexa

Lana McPherson, DeSoto

## REGION MEETING NEWS

### Region 2

Region 2 clerks met during CCMFOA Spring Conference on March 11, 2009. Those in attendance were: Kristi Lee of Ashland, Connie Marquez of Dodge City, Glenda Harvey of Englewood, Belinda Thornburg of Fowler, Stacey Frizzell of Garden City, Susan Dreiling of Holcomb, Dayle Jeanne Lorensen of Johnson, Renee Geyer of Leoti, Tiffany Neel of Meade, June Bender of Plains, Brenda Davis of Scott City, Risa Devaney of Syracuse, and Mary Smith of Ulysses.

New clerks in attendance were welcomed and introduced. The group discussed future regional clerk meeting dates and hosts, educational programs, and CMC & MMC educational requirements. Clerks were encouraged to serve on CCMFOA committees and thanks you's were expressed to all clerks that donated towards the regional baskets that were provided for the scholarship fund.

Submitted by: Brenda Davis, CMC

Region 2 Wings Newsletter Committee Member

### Region 4

Region 4 clerks met during CCMFOA Spring Conference on March 11, 2009. Lieu Ann Eelsey and Penny Day from Salina volunteered to be Co-Chairmen for the Region. They will plan a meeting later this spring or summer. Those attending the meeting were Lieu Ann Eelsey, Penny Day and Shandi Wicks, Salina; Ron Huxman, Moundridge; Barbara Tuxhorn, Inman; Sheila Spielman, Lyons; Sara Hicks and Stacey Crum, Concordia; Patti Booher, Ellsworth; Rose Gourley, Lincoln; Linda Siemer, Bushton; Kristie Trimble, As-saria; Susan Kriley, Wilson and Neysa Brown, Holyrood.

### Region 7

Region 7 clerks met during the CCMFOA Spring Conference on March 11, 2009. Co-chairs Lana McPherson, De Soto and David Bryant, Lenexa welcomed the clerks in attendance. Clerks shared their news and Lana indicated that our next region meeting would be hosted by City Clerk Sunshine Petrone and the City of Lansing in May.

## CLERKS ACHIEVEMENTS

**Seven Clerks receive IIMC Certified Municipal Clerk designation.**

**Bobby Busch**, CMC, City Clerk, City of Neodesha

**Linda Doggett**, CMC, City Clerk, City of Leroy

**Tory Jost**, CMC, City Clerk, City of St. Marys

**Elizabeth Kelley**, CMC, Assistant City Clerk, City of Overland Park

**Debra Mootz**, CMC, City Clerk, City of Roeland Park

**Denise Powell**, CMC, City Clerk, City of Washington

**Congratulations on your accomplishment!!**

## PROMOTIONS

Congratulations to **Kandi McLemore**, Medicine Lodge, **Debra Mootz**, Roeland Park, **Tiffany Neel**, Meade and **Stephen Powell**, Shawnee on their promotions to City Clerk.

## IN MEMORY

Our condolences to the families of the following clerks who have passed away.

**Martha Heizer**, former City Clerk for the City of Leawood, Kansas. Martha started in Leawood in 1973, was appointed City Clerk in 1987 and retired in 2002. Martha was dedicated to her staff and city for 29 years.

**Jo Miller**, former City Clerk/Administrator for Towanda, Kansas and Treasurer for Bel Aire.

## THANK YOU'S

Please extend my appreciation to those on the scholarship committee for the scholarship assistance I received during my final year of Certification Institute held Nov. 10th-14th. As there are many cities in need, I am thankful for the opportunity to further my education and professionalism. Please feel free to contact me if I can assist other city clerks in their decision to pursue this educational experience. Sincerely, **Tory A. Jost**, City Clerk - City of St. Marys

## To All the Membership

**Thank You Thanks MANY THANKS**

Many thanks for a great year!

The Angel Wind Chimes are hanging on my new porch. Stop by and we can sit on the porch and enjoy them. The gift certificate to Bath & Body was great as well and enjoying the goodies.

Remember every day you all are "Winners".

Love & Respect to you all - **Marietta**

## CCMFOA MEETING MINUTES

### 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 Melodi Bowen, 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

(continued on page 14)

## CCMFOA MEETING MINUTES (continued from page 13)

### Business Meeting of November 13, 2008

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.

**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 councilmembers) 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 Dyanne 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 15)

## CCMFOA MEETING MINUTES (continued from page 14)

### Business Meeting of November 13, 2008

**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



## CCMFOA BOARD MEETING MINUTES

### City Clerks and Municipal Finance Officers Association

#### Board of Directors Meeting

March 10, 2009

Wichita Marriott

The meeting was called to order at 4:15 p.m.

In attendance: Marietta Lucas, Chapman; Cheri Peine, Oswego; Kathy Raney, Rose Hill; Darla Ellis, Norton; Pam Corby, Larned; Gary Fees, Manhattan; Brenda Davis, Scott City; Jerry Lovett-Sperling, Lindsborg; Gayle Martin, Education Director - WSU; and Marian Cook, Overland Park. Kerry Benson, Beloit; and Sher Neufeld, North Newton; were absent. Also in attendance was Dyanne Reese, IIMC President, from Savannah, Georgia, who was attending the Conference.

Approval of Minutes from Board of Directors meeting, November 12, 2008, as amended, was moved by Brenda Davis, seconded by Jerry Lovett-Sperling and unanimously approved.

Approval of the Treasurer's Report of December 31, 2008, and February 28, 2009, was moved by Cheri Peine, seconded by Darla Ellis and unanimously approved.

Report by Education Director - Institute Director Gayle Martin reported on Institute attendees who miss Institute sessions and need to do makeup work. The policy adopted by the Board was to allow written makeup work for absences of four hours or less. However, she had one Clerk who missed 12 hours. Options were to makeup the sessions/days missed, not the entire year of Institute, or take IIMC online courses or attend an Institute in a neighboring state. Cheri Peine moved for the Board to provide these three options to make up the sessions missed and allow the clerk to decide how they would like to make up the time. Kathy Raney seconded the motion, which was unanimously approved.

Gayle announced that 36 clerks attended the Pre-Conference. We had budgeted for 50. There are 159 Conference attendees. We budgeted for 174. Speaker costs are down, along with some other expense categories. To control costs, Gayle had done the brochure mailing at the bulk rate to save on postage. For the Conference, she is coordinating 37 speakers and will have 12 roundtables going on at the same time. There is no speaker for the Thursday lunch.

IIMC has given a verbal okay for the 4-year Institute plan to provide the 120-hour program. The banquet will be held in Year 3. Year 4 will attend all day Wednesday and then move to the Academy session on Thursday and Friday. We can charge per day for Year 4. We will need to develop the curriculum for Wednesday of Year 4.

Gayle reported that she was not able to obtain the contract with the Marriott hotel for the November 2010 Institute/Academy. Years 2011 and 2012 are scheduled with the Marriott. Gayle is checking with the Airport Hilton and the Riverfront Hyatt Regency. The Board directed Gayle to get the best deal.



## **CCMFOA BOARD MEETING MINUTES (continued from page 16)**

### **Board of Directors Meeting of March 10, 2009**

Committee Reports: Silent Auction/Promotional Item Sales - Marietta reported that Erica Jones, Augusta, was filling the Chair position for the Silent Auction/Promotional Sales Committee and would replace Karen Bailey, Goddard, who has taken a position with the County.

Old Business:

Report on Foundation to allow for CCMFOA Donations - Gary Fees reported on setting up a foundation to allow donations to CCMFOA. We would need to be a 501c3 as a nonprofit. It generally costs \$1,500 to \$5,000 to set up a 501c6. The 501c3 is more affordable. We would also need to set up a separate board of directors like IIMC has for their Municipal Clerks Education Foundation. This would be a long-term effort to build up the fund. The IIMC Education fund is set up to collect donations with membership fees. Gary felt the idea is viable but he needed more time to investigate. He felt the idea is definitely worth looking at. A separate 501c3 corporation could be set up. The nonprofit status would be an incentive to donate and would provide a tax advantage for donors. This would be a separate account with separate oversight. The purpose of the fund could be for funding education and training for clerks and for providing scholarships. Gary will do some additional investigation and report back at the June Board meeting.

Donation in honor of Dorothy Soderblom - Cheri Peine reported a donation in honor of Dorothy Soderblom. Cheri had contacted the family and they were in favor of making a donation to the Clerks.

(IIMC MCEF). If we set up a foundation, Cheri suggested the fund be named for Dorothy Soderblom. We could make the initial contribution to the foundation in her name.

Separation of Education/Program/Planning Committee - Cheri also reported on the suggestion to divide this Committee. There are currently 30 members, which is too large to effectively meet and discuss issues. This would be a change to the CCMFOA Bylaws. Cheri and Marietta offered to meet and draft the language for the Bylaws change. A short meeting would be held on Wednesday, March 11, at 10:15 a.m. to review the amendment. It could then be reported to the membership at the business meeting on Thursday.

2009 IIMC Region VII Conference - Jerry Lovett-Sperling reported that since the IIMC Annual Conference is in Region VII (Chicago) this year, they have decided to not hold the Region Meeting in Missouri in 2009. Missouri will have the meeting in 2010. Kansas will host the meeting in 2011. Jerry reported that the number of attendees is down for the IIMC Conference in Chicago, but it is early. IIMC is offering some enticements. The IIMC Conference is worth 8 education points instead of the usual 4 points. In addition, they have added another Athenian dialog and the dialogs are worth 2 points.

IIMC President Dyanne Reese, who was invited to attend the Conference, said the IIMC Board has worked on strategic planning and a lot of changes are coming. They have a 3-year strategic plan and five areas of concern. Education is one of those areas. The master plan will be rolled out in Reno in 2010.

CCMFOA Pins for 2010 - The Board decided to continue the Wizard of Oz theme and the next pin will be the Scarecrow.

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## CCMFOA BOARD MEETING MINUTES (continued from page 17)

### Board of Directors Meeting of March 10, 2009

#### New Business:

Summer Board Meeting - The Summer Board Meeting will be June 18 and 19. Wichita State University has offered to provide (at no charge) a facilitator (Misty Brockner) to work with the Board on a strategic planning session to talk about education and where we want to go as an organization. The afternoon of June 18 will be the Board meeting with the strategic planning session on June 19 in the morning. The Education/Program Planning Committee will meet on June 19 in the afternoon. An alternate date for the summer Board meeting was June 25 and 26.

Wichita State University Review - The contract with WSU expires in June 2009. We need to review the current contract and determine what changes are needed. Jerry Lovett-Sperling offered to assist with the new contract.

Board Orientation Session for New Board Members - An orientation session for new Board members was suggested so they know what to expect and questions can be covered. The basic tasks of the officers could be outlined in a handout.

Budget for CCMFOA - The Board agreed the budget for CCMFOA could be discussed at the June meeting. The budget review done during the Board meeting held a couple of years ago in Chapman was a good exercise so everyone understood the budgeting for the Pre-Conference/Conference and Institute/Academy programs.

Conference Vendors and Sponsors - Marian Cook reported there are 28 vendors and 14 sponsors for the Conference. Including the extra vendor lunches and one vendor payment from last year's conference in 2008, the total revenue was \$13,280. There were some vendors and sponsors who did not participate this year due to the challenging economy. They did want to remain on our vendor mailing list.

Total CCMFOA membership and new members - Kathy Raney reported there are 395 members in CCMFOA with 41 new members. There are 103 clerks who have not yet paid their dues. Dues collected total \$14,800.

Board members reports - There were none presented.

Meeting place for "special guests" at the Opening of the Conference - Board members would be dressed as Oz characters and would meet in the Hospitality Room at 9 a.m.

#### Announcements:

Christine Polian, Valley Center, had obtained a \$250 donation from Professional Engineering Consultants to be used for the hospitality room.

The Education/Program/Planning Committee would meet on Friday, March 13, in the hotel restaurant immediately after the Conference.

Jerry Lovett-Sperling moved to adjourn the meeting. Cheri Peine seconded and the vote passed unanimously.

The Board then collated the material for the Conference bags.

Respectfully submitted,

Marian Cook

CCMFOA Secretary



## CCMFOA BUSINESS MEETING MINUTES

### City Clerks and Municipal Finance Officers Association

#### Business Meeting

March 12, 2009

Wichita Marriott

The CCMFOA business meeting was called to order by President Marietta Lucas, Chapman.

Minutes of Business Meeting of November 13, 2008 - Betty Martine, Belaire, moved to approve the minutes of the November 13, 2008, Business Meeting. Pat Kasper, Potwin, seconded the motion, which was unanimously approved.

Treasurer's Report of December 31, 2008, and February 28, 2009 - Vickie Zentner, Westmoreland, moved to approve the treasurer's reports dated December 31, 2008, and February 28, 2009. Mary Volk, Goodland, seconded the motion, which was unanimously approved.

#### Committee Reports:

Education/Planning - Vice President Cheri Peine, Oswego, reported on the plan for the 120-hour program now required by IIMC for certification. Year 1, 2 and 3 will be the same. Capstone will remain in Year 3. In Year 4, participants will attend all day Wednesday and the Academy session on Thursday and Friday. The banquet is counted as part of the certification program and graduation will be in Year 4. The proposed program has received a verbal approval from IIMC. There will be no graduating class in 2009, but there will be a speaker and banquet on Thursday night.

The Board approved dividing the Education/Program/Planning Committee into two committees: Education/Certification Committee and Education/Program Planning Committee.

The Education/Certification Committee will be chaired by the Vice President and will be comprised of three Board members and five At-Large members, who must be a CMC or MMC, with preference of one member from each region.

The Committee would be responsible for assisting City Clerks and Finance Officers in making application for CMC or MMC.

The Education/Certification Committee would hold a session at the March Conference to cover changes in CMC or MMC applications and to answer questions for those Clerks making application to IIMC for certification or MMC designation.

The Committee will also send letters of recognition to the Governing Body of new CMCs or MMCs for supporting the education programs of CCMFOA and IIMC and a letter of congratulations to City Clerks and Finance Officers receiving their Certified Municipal Clerk or Master Municipal Clerk award.

The Education/Program Planning Committee would be chaired by the Vice President and would be comprised of three Board members and five At-Large members, with the Institute Director as an ex-officio member.

The Committee will be responsible for planning the CCMFOA education programs and events/activities for Spring Pre-Conference, Spring Conference, Certification Institute, Academy and hosting of IIMC Region VII Conferences.

The Committee will meet following the Spring Conference and Institute/Academy for feedback and to begin discussion topics and presenters for the upcoming conference.

Cheri announced the dates for the upcoming events:

Certification Institute	November 9-13, 2009
Academy	November 12-13, 2009
Pre-Conference/Spring Conference 2010	March 9-12, 2010

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## CCMFOA BUSINESS MEETING MINUTES (continued from page 19)

### Business Meeting of March 12, 2009

Newsletter/Publicity - David Bryant, Lenexa, reported that he received 200 photos for the Conference opening slide show. He asked that any email changes be reported for the newsletter. He does coordinate that information with the Treasurer. He commended Angela Lange for the good job she has done on the CCMFOA website. He thanked all members of the Newsletter/Publicity Committee and mentioned that Phyllis Walton, a retired member of CCMFOA and past president, said hello.

Hospitality Committee - Pat Kasper, Potwin, thanked the hotel staff for their assistance in bringing in supplies for the hospitality room. She also thanked the Committee members. She announced that the hospitality room would be open Thursday night.

Legislative Committee - Lana McPherson, De Soto, said Kim Winn had already covered the legislative issues at the morning session. She thanked everyone who sent pins or signs for the Kansas map. She still wants to receive a pin, sign or something from every City.

Historian/Archive Committee - Kristine Polian, Valley Center, reported the Committee is in the process of gathering information for the CCMFOA archive. They are cataloging the items and have a storage idea. CCMFOA will be 60 years old in 2010, and they anticipate the use of some of their documents. She recognized the other members of the Committee.

Awards/Scholarships - Kathy Raney, Rose Hill, outlined the criteria to be eligible for award of the Spring Conference Scholarships. The 2009 Spring Conference Scholarships were awarded to Debbie Price, Marysville; Carmel White, Hutchinson; and Mario Rugg, Kiowa.

Board of Directors Meeting Report - President Marietta Lucas, Chapman, reported that the Board has established a policy that four (4) hours missed from the Certification Institute must be made up. The four hours can be made up by completing a written assignment from the Education Director. If more than 4 hours are missed, the participant can make up the session or day missed at the next Institute, complete IIMC online courses or make up the session or day at another state Institute.

Marietta also announced that since the IIMC Annual Conference is in Chicago, Illinois, this year, there will be no IIMC Region 7 Meeting during 2009. Missouri will host the meeting in 2010, and Kansas will host the meeting in 2011.

#### New Business:

Nominating Committee Report - Jerry Lovett-Sperling, Lindsborg, reported the nominations for Executive Committee and Board of Directors are as follows:

President - Cheri Peine, Oswego

Vice President - Marian Cook, Overland Park

Secretary - Kathy Raney, Rose Hill

Treasurer - Pam Corby, Larned

Past President - Marietta Lucas, Chapman

Board of Directors: 2010 - Sher Neufeld, North Newton

2010 - Darla Ellis, Norton

2011 - Kerry Benson, Beloit

2011 - Donita Crutcher, Hoisington (to fill the unexpired term of Pam Corby)

2012 - Brenda Davis, Scott City

2012 - Gary Fees, Manhattan

## CCMFOA BUSINESS MEETING MINUTES (continued from page 20)

### Business Meeting of March 12, 2009

Lana McPherson, De Soto, moved for approval of the nominations for Executive Committee and Board of Directors. The motion was seconded by Vicki Zentner, Westmoreland, and was unanimously approved.

The Oath of Office was presented to the newly elected Executive Committee and Board of Directors by Jerry Lovett-Sperling, Lindsborg.

Marietta Lucas, Chapman, expressed her thanks to the Association. She was honored to serve as President. She presented the gavel to the new President, Cheri Peine.

President Cheri Peine, Oswego, recalled comments made last year by the incoming President Marietta Lucas about dedicating her year as President to the Clerks, who are always ready to "step up to the plate." In the past year, Chapman has had a flood, an ice storm and a tornado. Marietta stepped up to the plate at home and continued to give her all to the CCMFOA organization. Cheri then read a poem "Ode to a City Clerk" and presented a gift to Marietta on behalf of the Association.

Cheri announced that the theme for 2010 will be "60 Years of Memories" and will honor City Clerks and Finance Officers who came before us and recognized the importance of education.

The summer Board meeting will include a strategic planning process with a facilitator from WSU and include input from our members.

Cheri announced she is compiling the Committee lists. She has some openings on Committees and to contact her if you want to serve or want to continue to serve.

At the November Academy and Spring Conference, there will be session times for Committees to meet. There will also be a Board Orientation for new board members. Cheri said she looked forward to the year ahead.

#### Announcements:

Dinner tonight is on your own and Casino Night is from 8 p.m to 11 p.m. There will be a cash bar and light snacks.

Those planning to attend the IIMC Conference in Chicago were advised of the meeting on Friday at 8:30 a.m. in the Board room. Attendees will receive 8 education points for attending the Conference.

The 50-50 Raffle drawing will be on Friday. The Region Basket drawing will be on Thursday night.

The Program Planning Committee meeting will be in the Cinnabar Café on Friday after the Conference.

Jerry Lovett-Sperling asked the members to consider serving on the Board of Directors. If interested, please forward your name to the Nominating Committee.

IIMC President Dyanne Reese made some comments regarding IIMC.

The meeting adjourned.

Respectfully submitted,

Marian Cook

CCMFOA Secretary





**City Clerks  
AND  
Municipal  
Finance Officers  
Association**



### *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  
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