

City Clerks & Municipal Finance Officers Association  
Board Meeting Agenda  
Tuesday, March 11, 2014  
5:00 PM  
Wichita Marriott

1. Call to Order – Debra Mootz, President
2. Approval of Minutes – Board Meeting November 13, 2013 (Page 2 )
3. Approval of Treasurer Report - Revenue & Expenses for November 1, 2013 to February 28, 2014 (Tabitha Sharp to provide)
4. Report by Institute Director – Gayle Martin
5. Old Business
  - a. IIMC Annual Conference in Kansas Update
  - b. Mentoring New Attendees & Members
6. New Business
  - a. 2014 CCMFOA Pins
  - b. Approval of IIMC Milwaukee Conference Expenses for Education Director and Region VII Board Member
  - c. Approval of 2014 CCMFOA Education Program Budgets (Gayle Martin to provide)
  - d. Non-Member Attendees at Conferences – Debra Mootz (Page 4)
  - e. Corrections for CCMFOA Handbook - Bobby Busch (Page 5-17)
    - a. Education Program/Planning Committee
    - b. Hospitality Committee
    - c. IIMC Conference Scholarship Committee
    - d. Membership/Mentoring Committee
    - e. Treasurer Duties
    - f. Mildred Vance Officer of the Year Award
  - f. Reports from Committees
    - a. Promotions/Auction Committee – Martha Sumrall
      - i. Vendor Booth at LKM Annual Meeting
    - b. Nominating Committee Report (Page 18 )
  - g. Reports from Board Members
    - a. Revenue – Conference vendors/sponsors – Stacey Crum
    - b. 2014 Membership Totals to date -Tabitha Sharp
7. Announcements:
  - a. Education/Program Planning will not meet due to IIMC Region VII Meeting. Phone conference/emails with Gayle regarding review of the Conference
  - b. June Board Meeting
  - c. Institute, November 3-7, 2014
  - d. Academy, November 5-7, 2014
  - e. Fund Raisers
  - f. Hospitality Suite
  - g. Promotional items

## **CCMFOA Board Meeting Minutes November 13, 2013**

The CCMFOA Board met on Wednesday, November 13, 2013, at the Wichita Marriott, with the following members present: Deb Mootz, City of Roeland Park, President; Bobby Busch, City of Neodesha, Vice President; Stacey Crum, City of Concordia, Secretary; Tabitha Sharp, City of El Dorado, Treasurer; Board Members Martha Sumrall, Tiffany Neel, Johnna Stanford, and Angela Lange. Also present Gayle Martin, Institute Director.

The minutes from the June 21, 2013, Board Meeting were reviewed, as well as special meetings by email from July 26 and September 4. Johnna Stanford moved to approve the minutes as presented. Seconded by Bobby Busch. Minutes approved.

The Treasurer's report as of October 31, 2013, was presented. Tiffany Neel moved to approve the Treasurer's Report. Seconded by Angela Lange. Treasurer's report approved.

### Old Business:

1. Wichita is still interested in being a host for the 2019 or 2020 IIMC Annual Conference. Discussion included possible scholarships for clerks who volunteer. Sponsorships could pay for the scholarships.
2. The Region VII meeting in 2014 will be held in Kansas. Gayle Martin suggested holding it in March after spring conference, or in November after Institute to save costs. An Athenian is planned.
3. Gayle Martin discussed the contract with Wichita State. It is the same language as we saw at the June board meeting. The contract can be made available tomorrow to sign. Martha Sumrall moved to approve the CCMFOA president to sign the contract provided the wording is the same. Seconded by Bobby Busch. Motion carried.

### New Business:

1. Committee Reports: Deb Mootz presented the slate of officers and board members for Brenda Davis of the nominating committee.
2. Board Member Reports: Johnna Stanford discussed how to welcome and mentor clerks attending conferences for the first time.
3. A pin design was chosen for spring conference among samples emailed by Jerry Sperling earlier in the year.
4. Gayle Martin presented the budget. Institute and Master Academy numbers were up this year. It was decided to increase the budget to allow for better speakers and to provide for a Thursday evening event that will be well-attended.
5. The need for continuing education was discussed. Gayle Martin will check with other states on their requirements.
6. Deb Mootz presented ideas for changes to the scholarships given by CCMFOA, as we are having a hard time getting enough applicants to award all of the scholarships for certain events. Changes include:

**Institute:** Amount of scholarships will be based on funding available. No longer one scholarship per region. The organization will pay for registration, one half of a room, and up to \$100 for mileage or other expenses. The application dates will be moved to July 1-August 31.

**Master Academy:** The organization will pay for registration, one half of a room, and up to \$75 for mileage or other expenses. The application dates will also change to July 1-August 31.

**IIMC Conference:** Dates for applications changed to July 1-August 31. Clerks who have previously received this scholarship will be able to apply again after five years.

**Spring Conference:** The first time attendee status will be dropped, though preference will be still be given to them.

Tiffany Neel moved to approve the discussed changes. Tabitha Sharp seconded. Motion carried.

7. Martha Sumrall suggested using the booth at the LKM conference as a promotional tool, rather than concentrating on raising funds, as raffles are illegal. The booth costs \$350, and we made \$450 on baskets.
8. Bobby Busch discussed an idea for the vendor fair, considering we may have more than one business wanting to be a lead sponsor. Besides the bags, which Peregrine always donates, it was decided to have name badges, with hopes to get a sponsor for that item.
9. The education planning committee has discussed holding an Athenian on Friday of the spring conference, rather than the Tuesday before or Saturday after, in order to have the most attendees. The committee would need to meet on Wednesday after the vendor fair, rather than the usual Friday afternoon time.

Tiffany Neel moved to adjourn the meeting. Seconded by Johnna Stanford. Meeting adjourned.

Respectfully submitted,

Stacey Crum, CCMFOA Secretary

## Recommendation for Non-Member Attendees wording for all CCMFOA Conferences

In order to be able to attend a CCMFOA Sponsored Conference the person must either be a member of CCMFOA or eligible to become a member of CCMFOA.

## **SUGGESTED ITEMS FOR CCMFOA BOARD MEETING AGENDA**

1. Fix Committee verbiage for Education Program/Planning to match that of Board of Directors description. I recommend we have the Board of Directors all serve on the Planning Committee like it says under the Board of Directors description.
2. Do we want to formally change the description of the Hospitality Committee adding the items listed in your memo to them?
3. International Conference Scholarship Committee – Update information to match the changes we made to the Scholarship itself.
4. Changes to Membership Mentoring Committee Verbiage. We've been saying the Treasurer chairs this committee forever, but it doesn't really say that. Let's change the verbiage in both the Committee and in the Treasurer's description to say that the Treasurer does in fact chair this Committee.
5. Change Mildred Vance Officer of the Year Award to read that it will be "presented" at Spring Conference instead of at the LKM Conference.

**PROPOSED VERBIAGE**  
**EDUCATION/PROGRAM PLANNING COMMITTEE**

**COMPOSITION**

The Vice President will chair the Committee. The committee will be comprised of the Board of Directors and three (3) at large members. The Institute Director will be an ex-officio member.

**RESPONSIBILITY**

To plan the Association's educational programs and event activities for Spring Pre-Conference, Spring Conference, Certification Institute, Master Academy and when hosting IIMC Region VII Conferences.

**SPECIFIC DUTIES**

Committee

Meet in June of each year to plan topics for the Association's educational programs; i.e., Spring Pre-Conference, Certification Institute and Master Academy. The Committee meets on Friday following the Spring Conference and Certification Institute/Master Academy for feedback, and to begin discussing topics and presenters for the upcoming programs.

Chairperson

- Contribute article(s) concerning education programs and conferences to the *Wings* newsletter.

## **OLD VERBIAGE**

### **EDUCATION/PROGRAM PLANNING COMMITTEE**

#### **COMPOSITION**

The Vice President will chair the Committee. The committee will be comprised of no more than three (3) members of the Board of Directors and five (5) at large members. The Institute Director will be an ex-officio member.

#### **RESPONSIBILITY**

To plan the Association's educational programs and event activities for Spring Pre-Conference, Spring Conference, Certification Institute, Master Academy and when hosting IIMC Region VII Conferences.

#### **SPECIFIC DUTIES**

##### Committee

Meet in June of each year to plan topics for the Association's educational programs; i.e., Spring Pre-Conference, Certification Institute and Master Academy. The Committee meets on Friday following the Spring Conference and Certification Institute/Master Academy for feedback, and to begin discussing topics and presenters for the upcoming programs.

##### Chairperson

- Contribute article(s) concerning education programs and conferences to the *Wings* newsletter.

## **PROPOSED VERBIAGE**

### **HOSPITALITY COMMITTEE**

#### **COMPOSITION**

The President will appoint a chairperson and committee

#### **RESPONSIBILITY**

To provide entertainment, beverages, and/or food for Hospitality Suite at Spring Conference and at Institute/Academy.

#### **GUIDELINES**

- Drinking should be kept inside the Hospitality Suite. (i.e. - no drinks should be taken from the suite to the restaurant, pool area, hotel rooms, or to the banquet rooms.)
- Drinking should only be done while the suite is open.
- Clerks do not let clerks over-drink. We want our clerks to have fun, not to cross over the line.
- The suite bedroom is provided for the Hospitality Committee Chair and his/her spouse or another clerk. The Chair may let another member of the Committee occupy the room if he or she wishes, but someone on the Committee must be sleeping there at night.
- The Hospitality Committee represents the standards of CCMFOA so everything you do should reflect that.

#### **SPECIFIC DUTIES**

##### Committee

- Oversee the staffing of the hospitality room when it is open during the Spring Conference, Certifications Institute and Master Academy.
- Ensure that the location and hours of the Hospitality Suite are made aware to all clerks attending the conference or institute. (i.e. – fliers, announcements, etc.)

##### Chairperson

- Coordinate and/or schedule entertainment activities during the Spring Conference and Institute/Academy.
- Contribute article(s) to the *Wings* newsletter
- Responsible for Committee members



**OLD VERBIAGE**  
**HOSPITALITY COMMITTEE**

**COMPOSITION**

The President will appoint a chairperson and committee

**RESPONSIBILITY**

To provide entertainment, beverages, and/or food for social hours and/or receptions unless these items are to be provided as part of an activity arranged under contract by CCMFOA/WSU.

**SPECIFIC DUTIES**

Committee

- Oversee the staffing of the hospitality room when it is open during the Spring Conference, Certifications Institute and Master Academy.

Chairperson

- Coordinate and/or schedule entertainment activities during the Spring Conference.
- Contribute article(s) to the *Wings* newsletter

## **PROPOSED VERBIAGE**

### **INTERNATIONAL CONFERENCE SCHOLARSHIP COMMITTEE**

#### **COMPOSITION**

The President will appoint a chairperson and committee. The chairperson should be a past scholarship recipient.

#### **RESPONSIBILITY**

To award one scholarship each year for the IIMC Conference. During any year that the Association's Region VII Director's City will pay the director's expenses to the conference, the Association will award a second scholarship. The scholarships will pay for registration airfare or mileage to the conference location (depending upon the cheaper mode of transportation), hotel, meals and transfers to and from the airport, up to \$2,000. It will not cover optional events such as Academy seminars, Athenian Dialogues or the MCEF Walk, etc. Costs incurred by the recipient's employer will be reimbursed to the employer before costs are reimbursed to the recipient. The total cost of expenses shall not exceed \$2,000.

#### **SPECIFIC DUTIES**

##### Committee

Meet (via email or teleconference), prior to the business meeting in November to make the selection.

##### Chairperson

- Insure the scholarship application is published in the Spring issue of the *Wings* newsletter. The deadline for submission of scholarship applications will be August 31<sup>st</sup>.
- Announce the award recipients at the Association's November business meeting held during the annual Institute/Advanced Academy and at the Spring Conference.
- Contact the recipients following the November business meeting and serve as mentor in making arrangements to attend the IIMC conference.
- Publish news releases in the *Wings* newsletter, Kansas Government Journal, News Digest, and the local newspaper where the recipients serve as City Clerk or Finance Officer.

## **OLD VERBIAGE**

### **INTERNATIONAL CONFERENCE SCHOLARSHIP COMMITTEE**

#### **COMPOSITION**

The President will appoint a chairperson and committee. The chairperson should be a past scholarship recipient.

#### **RESPONSIBILITY**

To award two scholarships to the IIMC Conference. Scholarships reimburse actual expenses for conference registration, travel (airfare or mileage depending on the cheaper mode of transportation), hotel, meals and transfers to and from the airport in an amount up to \$2,000.

NOTE: Only one scholarship is awarded in years when Kansas has a representative in the IIMC Region VII Board of Directors.

#### **SPECIFIC DUTIES**

##### Committee

Meet (via email or teleconference), prior to the business meeting in November to make the selection.

##### Chairperson

- Insure the scholarship application is published in the July issue of the *Wings* newsletter. The deadline for submission of scholarship applications will be September 30<sup>th</sup>.
- Announce the award recipients at the Association's November business meeting held during the annual Institute/Advanced Academy and at the Spring Conference.
- Contact the recipients following the November business meeting and serve as mentor in making arrangements to attend the IIMC conference.
- Publish news releases in the *Wings* newsletter, Kansas Government Journal, News Digest, and the local newspaper where the recipients serve as City Clerk or Finance Officer.

**PROPOSED VERBIAGE**  
**MEMBERSHIP/MENTORING/REGIONAL COMMITTEE**

**COMPOSITION**

The Association Treasurer shall chair this committee. The Committee will be comprised of one or two representatives from each region as appointed by the President.

**RESPONSIBILITY**

To encourage the enrollment of every municipal clerk and finance officer as an active member in the Association, to encourage enrollment in the IIMC, and to advertise the benefits of membership to these associations.

To make sure that the Association Treasurer is aware of any new clerks that are appointed in your region.

Ensure that all clerks in your Region know how to get on the listserv and where to find the Association's website.

To coordinate with your regional contacts and at least once a year organize a Region meeting for local networking and sharing of information.

**SPECIFIC DUTIES**

Committee

- Meet at least annually, during the Spring Conference to evaluate effectiveness of regions and plan future activities.

Treasurer

- Provide committee chairperson(s) the *Wings* editor and the LKM with additions or deletions of Association members on a timely basis.

Chairperson

- Encourage regional contact to promote membership in the Association and IIMC.
- Maintain a current Association membership list.
- Coordinate the mentoring program between new city clerks and municipal finance officers and experienced members.
- Coordinate the sale of regional basket fundraiser tickets.

Regional Contacts

- Contact new city clerks and municipal finance officers within 30 days of notification of appointment and provide them with Association and IIMC membership information and information on availability of ListServ for members.
- Strive to maintain good communication and information exchange within their region. A strong regional group is a great asset to local clerks and provides a nucleus for the state group.

## **OLD VERBIAGE**

### **MEMBERSHIP/MENTORING/REGIONAL COMMITTEE**

#### **COMPOSITION**

The committee will be comprised of a chairperson, the Association Treasurer and one or two representatives from each region as appointed by the President.

#### **RESPONSIBILITY**

To encourage the enrollment of every municipal clerk and finance officer as an active member in the Association, to encourage enrollment in the IIMC, and to advertise the benefits of membership to these associations.

To provide informational packets including the Association handbook and by-laws to new clerks and finance officers.

To coordinate with regional contacts and bring together city clerks and finance officers on a regional basis for local networking and sharing of information.

#### **SPECIFIC DUTIES**

##### Committee

- Meet at least annually, during the Spring Conference to evaluate effectiveness of regions and plan future activities.

##### Treasurer

- Provide committee chairperson(s) the *Wings* editor and the LKM with additions or deletions of Association members on a timely basis.

##### Chairperson

- Encourage regional contact to promote membership in the Association and IIMC.
- Maintain a current Association membership list.
- Coordinate the mentoring program between new city clerks and municipal finance officers and experienced members.
- Coordinate the sale of regional basket fundraiser tickets.

##### Regional Contacts

- Contact new city clerks and municipal finance officers within 30 days of notification of appointment and provide them with Association and IIMC membership information and information on availability of ListServ for members.
- Distribute packets to mentoring clerks, (packets are available from the chairperson as needed), provide follow-up contact to reinforce that mentoring is available.
- Arrange for periodic activities within the region to afford an opportunity for information exchange and social activities.
- Strive to maintain good communication and information exchange within their region. A strong regional group is a great asset to local clerks and provides a nucleus for the state group.

**PROPOSED VERBIAGE**  
**TREASURER**

**RESPONSIBILITY**

To maintain, administer and account for all financial records of the Association.

**SPECIFIC DUTIES**

- Attend all meetings of the Association and present a current financial statement at each meeting.
- Publish the financial reports presented at the spring and fall business meetings in the first *Wings* newsletter after each meeting.
- Collect, deposit, invest and disburse all Association funds and maintain complete and accurate records of all financial transactions for the Association in accordance with Kansas laws.
- Maintain an accurate, up-to-date membership listing, assist the Membership Mentoring Regional Committee in soliciting and enrolling new members, and issue annual membership renewal statements and collect membership dues.
- Serve as a member of the Education/Program Planning Committee and other such committees as appointed by the President.
- Chair of the Membership/Mentoring Regional Committee
- Perform other such duties as assigned by the President.
- Purchase an appreciation plaque or gift for the outgoing Association President which is to be presented by the incoming President during Spring Conference.
- Award Certification Institute and Spring Conference Scholarships in accordance with the Association policy.
- Complete IRS form 990 annually regarding non-profit 501c6 “business league” status.
- Send membership list to LKM annually for member access to CCMFOA ListServ.
- To ensure member access to ListServ, notify LKM of any new members or changes in member information on an ongoing basis.

**OLD VERBIAGE**  
**TREASURER**

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- Publish the financial reports presented at the spring and fall business meetings in the first *Wings* newsletter after each meeting.
- Collect, deposit, invest and disburse all Association funds and maintain complete and accurate records of all financial transactions for the Association in accordance with Kansas laws.
- Maintain an accurate, up-to-date membership listing, assist the Membership Mentoring Regional Committee in soliciting and enrolling new members, and issue annual membership renewal statements and collect membership dues.
- Serve as a member of the Education/Program Planning Committee and other such committees as appointed by the President.
- Perform other such duties as assigned by the President.
- Purchase an appreciation plaque or gift for the outgoing Association President which is to be presented by the incoming President during Spring Conference.
- Award Certification Institute and Spring Conference Scholarships in accordance with the Association policy.
- Complete IRS form 990 annually regarding non-profit 501c6 “business league” status.
- Send membership list to LKM annually for member access to CCMFOA ListServ.
- To ensure member access to ListServ, notify LKM of any new members or changes in member information on an ongoing basis.

## **PROPOSED VERBIAGE**

### **MILDRED VANCE CITY CLERK/FINANCE OFFICER OF THE YEAR AWARD COMMITTEE**

#### **COMPOSITION**

The committee will be comprised of two prior year recipients of the Mildred Vance City Clerk/Finance Officer of the Year Award; the Missouri Clerk/Finance Officers Association President, the Illinois Clerks Association President, and a League of Kansas Municipalities representative as assigned by the Executive Director of the League.

The preceding year's recipient will serve as chairperson.

#### **RESPONSIBILITY**

To identify and recognize a member of the Association who has made a significant contribution to the objectives of the Association, the city clerk/finance officer profession and/or the city clerk finance officer's own community or municipal government.

#### **SPECIFIC DUTIES**

##### Committee

- To the greatest extent possible solicit nominations for the award. At a minimum, include an article and nomination form in the October issue of the *Wings* newsletter and in the Kansas Government Journal.
- Make selection prior to the Association's Spring Conference.
- Following the award, submit news releases to the *Wings* newsletter, Kansas Government Journal, News Digest and the newspaper where the recipient serves as city clerk/finance officer.

##### Chairperson

- Contact presidents of the Missouri and Illinois Associations and Executive Director of the League of Kansas Municipalities to insure the Selection Committee is formalized and members are aware of the judging criteria. (See policy.)
- Notify the President of award recipient.
- Obtain plaque for the Mildred Vance City Clerk/Finance Officer of the Year award, ensure the president of the CCMFOA has the plaque for presentation at the Spring Conference.
- Provide League of Kansas Municipalities with winner's information for their Annual Conference awards ceremony in October. Make winner aware of the conference and that they are invited to attend and speak briefly about receiving the award.



## **OLD VERBIAGE**

### **MILDRED VANCE CITY CLERK/FINANCE OFFICER OF THE YEAR AWARD COMMITTEE**

#### **COMPOSITION**

The committee will be comprised of two prior year recipients of the Mildred Vance City Clerk/Finance Officer of the Year Award; the Missouri Clerk/Finance Officers Association President, the Illinois Clerks Association President, and a League of Kansas Municipalities representative as assigned by the Executive Director of the League.

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#### **RESPONSIBILITY**

To identify and recognize a member of the Association who has made a significant contribution to the objectives of the Association, the city clerk/finance officer profession and/or the city clerk finance officer's own community or municipal government.

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- To the greatest extent possible solicit nominations for the award. At a minimum, include an article and nomination form in the October issue of the *Wings* newsletter and in the Kansas Government Journal.
- Make selection prior to the Association's Spring Conference.
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##### Chairperson

- Contact presidents of the Missouri and Illinois Associations and Executive Director of the League of Kansas Municipalities to insure the Selection Committee is formalized and members are aware of the judging criteria. (See policy.)
- Notify the President of award recipient.
- Announce the award at the Spring Conference.
- Obtain plaque for the Mildred Vance City Clerk/Finance Officer of the Year award, ensure the president of the CCMFOA has the plaque for presentation at the League of Kansas Municipalities Annual Conference awards ceremony in October.

## Nominating Committee Report

February 18, 2014

The following slate of officers and board members are being presented, on behalf of the CCMFOA Nominating Committee, at the business meeting of CCMFOA on March 18, 2014.

### Executive Board

Region 8	Bobby Busch, Neodesha	President
Region 4	Stacey Crum, Concordia	Vice President
Region 5	Tabitha Sharp, El Dorado	Secretary
Region 7	Martha Sumrall, Mission	Treasurer
Region 7	Debra Mootz, Roeland Park	Past President

### Board of Directors

Region 2	Tiffany Neal, Meade	2015
Region 1	Amy Burton, Ellis	2015 (unexpired term)
Region 6	Debbie Price, Marysville	2016 (unexpired term)
Region 2	Wanda Gabel, Ness City	2016 (unexpired term)
Region 3	Johnna Stanford, St. John	2017
Region 5	Danielle Young, Cheney	2017

Respectfully submitted,

Brenda K. Davis, MMC  
CCMFOA Immediate Past President

### Nominating Committee Members

Brenda Davis, Scott City – Chairman  
Kerry Rozman, Clay Center  
David Bryant, Lenexa