



Wings

A Publication of the
City Clerks and Municipal Finance Officers Association of Kansas

Volume 4, No. 1

April, 1991

"Lend me the stone solid strength of the past and I will lend you wings to the future"

Robert Jeffers

PRESIDENT'S COMMENTS

WOW, What a Great Association we have! I sincerely appreciate the opportunity to be a part of this group and to have been a part of the March annual school. A great-big thank you to Wichita State University, Lynne Schall, Marla Mack, Joe Pisciotte, Lee Parker and the rest of the staff for a job well done. I would like to thank you, the Association members, for giving your time and energy to this very important annual event. It is the professional dedication and personal sacrifices that make our Association, schools, seminars and get-togethers such an enjoyable and rewarding experience.

Wouldn't it be great if we could bottle-up a little of Sister Ann Cecile's love and energy and be able to apply liberal doses to our daily activities. Let's put more laughter in our lives!

Wichita State University has already sent the evaluation forms for you to critique the March School and plan for the future. Please return them with your ideas for our future plans.

For those of you who were

not able to join us in Wichita, we missed you and look forward to the next time we are able to gather.

I especially want to thank Mary Reed for the leadership and

PAST PRESIDENT'S COMMENTS

The last year went fast and now I am the past president of the CCMFO. It has been a wonderful experience. During the year I got to know many of you well. The cooperation and assistance I have received from my fellow officers, board of directors, and all members has been beyond belief. To all of you who helped so freely and willingly, thank you so much.

With members continuing to make their needs known, I believe our organization is heading in the right direction. I know the officers, both past and present are dedicated to the future of our organization. We have several challenges before our profession and I feel confident that we as individuals can meet those challenges with the help of the organization to provide us strong educational opportunities and emotional support.

I cannot close without a little bit of reminiscing about my year. The one thing that has been often reinforced during my year as president is the clerk's and finance officers willingness to help each other. In all the professions I have been involved in, the Clerks and Finance Officers desire to help and assist their fellow clerks and finance officers far exceed all others. This makes us special.

So thanks for the privilege of having been your president. Please give the new officers as much support as you gave me. I know this organization is in good hands.

WHAT'S INSIDE

- 2 News from your Roving Reporter
- 3 Getting to Know You
- 4 What's Going On?
- 6 CCMFO '91-'92
- 7 Regional News
- 8 Calendar

dedication she has given to this Association during the past year. She is truly one-of-a-kind.

Now lets look ahead to our future. I pledge to do the very best job possible, as your President. If, at any time you have something to share with the Association, please do not hesitate to contact me. We intend to build on the past and make sound planning possible for our future events. May God Bless!

Sincerely,

Ron Thornburg
CCMFOA President

Mary Reed
Past President

Wings

EDITOR

Pat Kasper • (316) 752-3422
Box 265 • Potwln, Kansas 67123

NEWSLETTER COMMITTEE

Getting to Know You
Debbie Wendt • (913) 258-2271
P.O. Box 31 • Herington, KS 67449

Advertising

Susie Albert • Towanda
(316) 536-2243

Your Roving Reporter

Jean Krehbiel • Hesston
(316) 327-4412

Committee Reports

Patty Brooner • Sedgwick
(316) 772-5151

Learn A Little

Fran Kessler • Leawood
(913) 642-5555

EXECUTIVE COMMITTEE

President Ron Thornburg
Dodge City (316) 225-8100

Vice Pres. Karen Fitzmier
Malze, (316) 722-7561

Secretary Verna Ferguson
Concordia, (316) 243-2670

Treasurer Howard Pevehouse
Olathe, (913) 782-2600

Past Pres. Mary Reed
Parsons, (316) 421-7000

BOARD OF DIRECTORS

Rod Franz
Arkansas City, (316) 442-0280

Debbie Durler
Great Bend, (316) 793-4100

Paula Holle
Marysville, (913) 562-5331

Norma Robbins
Topeka, (913) 295-3895

Jan Melsinger
Hillsboro, (316) 947-3162

Laurie Neemann
Hiawatha, (316) 742-7417

Printed by:

Krehbiel's
speedprint

Hesston • McPherson

NEWS from your Roving Reporter

Your roving reporter attended the City Clerk and Municipal Finance Officers School in Wichita the week of March 13-15, 1991. While attending I moved around in the crowd and asked the question, "how do you feel about the move from KU in Lawrence to WSU in Wichita?"

I got a variety of answers, I can say this reporter felt we had a good school, lets keep up the good work. It is our school, we plan the programs in June of each year so please let someone know on the program committee what you want.

Joan Bowers - Marion: I would rather see it stay with KU.

Dianne R. Starcke - Mission Hills: Would like to go back to KU because that's where she graduated, but is enjoying change of location. WSU is doing a good job.

Carol Jones - Hill City: Coming to Wichita is closer for me. It is a change, but I like it.

Michael Warren - Garden City: A New Clerk - I was real impressed with it. The speakers were very knowledgeable.

Ruby Foster - Eureka: This is her 25th year. It was great, I enjoyed every bit of it. The variety of programs.

Saundra Vaughn - Oxford: The programs have been great, but I want it farther away, this is too close.

Clay Smith - Greensburg: I think its great for a change - more things to do. I can get around better in Wichita.

Don Heidrick - Anthony: Good move, closer to where I live.

Jean Krehbiel
Your Roving Reporter

"WINGS"

PUBLICATION DATES AND DEADLINES

"Wings" will be published in July, October, January and April. Anyone wishing to submit information should do so by the 5th of the month preceding publication.

George K. Baum & Company

INVESTMENT BANKERS

SPECIALISTS IN KANSAS MUNICIPAL FINANCE

PROVIDING FINANCIAL ADVISORY & UNDERWRITING
SERVICES FOR GENERAL OBLIGATION, UTILITY
REVENUE AND LEASE TRANSACTIONS

Call: ROGER EDGAR OR DAVID PERKINS

1004 Baltimore Avenue
Kansas City, MO 64105

1 (800) 821-7195

1 (800) 474-1100

GETTING TO KNOW YOU

A "Wings" look at CCMFO members from around the State.



(1) Marla Mack (2) Lynne McGraw Schall (3) Lee E. Parker

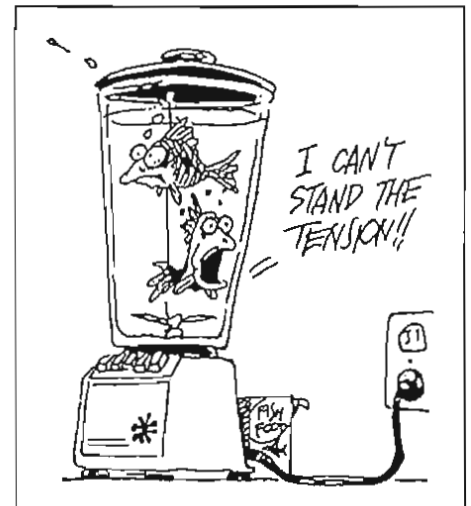
Marla Mack serves as the Coordinator for Professional Development at Wichita State, and has a Masters degree in Public Administration. She is a native of Wichita, and has two sons--Kevin, 16; and Ryan, 15. Marla is a member of the Wichita Board of Park Commissioners, Sedgwick County Association for Retarded Citizens, Steering Committee for Youth Education Summer Program, and Leadership Kansas. She received a Community Service award from the Institute of Logopedics and an Excellence Award from the Kansas Association of Rehabilitation Facilities. Marla said that she is pleased to be working for City Clerks!

Lee E. Parker has been a Professional Development Associate for the past three years. He was the City Administrator for Park City from 1985-88, and Attorney from the firm of Miller, Connelly, Gribble, Parker, and Ballenyer from 1981-85, a City Prosecutor for the City of Wichita in 1981, and a Law Clerk/Assistant City Attorney from 1978-80. Lee received a BA from Wichita State in 1977 and a JD (Law) from Washburn in 1979. He also attended the European Economic Community International

Governmental Organization Europa Institute at the University of Amsterdam, the Netherlands, in 1980-81. Lee is married, and his wife Patricia is an attorney. The Parker's have twin sons, Austin and Bryant, age 5. Lee was born in Wellington and raised in rural Sumner County. During college, law school, etc., he lived in Wichita, Topeka, and Amsterdam. Lee currently lives in Wichita, where he serves as and Elder of the Grace Presbyterian Church.

Lynne McCraw Schall is a Professional Development Associate, a position she has held for the last three months. Previously she served as an Associate Administrative Analyst in Monterey, California in a temporary

position for 5 1/2 months, Staff Analyst II for the Redevelopment Agency of the City of San Jose, California for two years, and Program Planner/Evaluator for Centro Del Barrio, Inc. in San Antonio, Texas for three years. Lynne earned a B.A. in Urban Studies in 1977, and a Master of Public Administration in 1979. She was born in Springfield, Massachusetts, grew up in Norman, Oklahoma, and has also lived in Washington, D.C., North Carolina, Alabama, Texas, California, and Bangkok, Thailand. Lynne and her husband Richard, who works as a Physician Assistant, have a daughter, Jennifer, age 18. She has been a member of the American Society of Public Administration since 1979, and served as Secretary of the Monterey Bay Chapter in 1986. Lynne was a member of the Monterey Bay Area Chamber of Commerce and Visitors & Convention Bureau from 1989-90, where she was the Chamber's Member of the Month in August, 1990.



EYE - IDENTIFICATIONS COMPANY

1010 WILLIAMS STREET
GREAT BEND, KANSAS 67530
(316) 792-5043

MONDAY - FRIDAY
9:00 - 5:00

MIKE DURLER

COMPUTERIZED ENGRAVING

- WALL SIGNS
- NAMEPLATES
- NAME TAGS
- PLAQUES
- CITY KEY PLAQUES
- SERVICE AWARDS

RUBBER AND SELF-INKING STAMPS

NOTARIES
ENGINEERS
TROTAT *

ADDRESS
SPECIALTY STAMPS
CROWN *

EVERMARK *
DATERS
MULTUM *

WHAT'S GOING ON?

NEWS ABOUT OUR MEMBERS . . .



Tom Roberts,
Region VII Director

REGION VII IIMC NEWS

The 45th Annual Conference of the International Institute of Municipal Clerks will be held in Grand Rapids, Michigan, May 19-23, 1991. The Grand Plaza Hotel will be the site of the meeting and over 1,500 delegates and guests are expected. Over 40 educational workshops are planned throughout the week. Elsewhere in this publication you can read of the retirement of our Executive Director, Mr. John Hunnewell, effective May 31, 1991. Mr. Hunnewell deserves a great deal of credit for helping to build our organization into what it is today. When John became Executive Director 18 years ago we had around 2,500 members. Today we have over 10,000! That is a tremendous growth and John will get his due recognition in Grand Rapids.

The search is on for a new executive director whom we hope to get on board as soon as possible.

If you are not a member of IIMC you may be wondering what benefit it would be to join. I will list just some of the many reasons.

- Network of over 10,000 clerks
- Monthly newsletter
- Announcement's about clerk's activities and programs
- Reference library
- Sample ordinances
- Technical bulletins
- Surveys on salaries, fringes, duties
- Case studies on procedures
- Municipal Clerks Institutes
- Certification Program
- Academy for Advanced Education
- Annual Conference

The list goes on and on. In Kansas we currently have 273 IIMC members who enjoy the benefits of membership.

Come join us in Grand Rapids if possible. My next report will summarize conference events and activities.

As always, please call if I can help answer any questions you may have.

Tom G. Roberts
Region VII Director

NEW MEMBERS IN THE IIMC ACADEMY

Ms. Stacey Johnston, CMC/AAE, City Clerk of the City of Coffeyville and Ms. Paula Holle, CMC/AAE, City Clerk of Marysville have been accepted as members in the IIMC Academy for Advanced Education of the International Institute of Municipal Clerks. The Academy is the professional body of municipal clerks who have continued their high level of educational achievement beyond the attainment of the prestigious Certified Municipal Clerk (CMC) Award.

IIMC President Margery Price, CMC/AAE, City Clerk of Kennewick, Washington announced, "I am pleased to welcome Ms. Johnston and Ms. Holle as members in the IIMC Academy for Advanced Education. They are an inspiration to all members of our profession and a fine example of dedicated public servants."

In order to become a member of the Academy a person must attain IIMC Certification (CMC), attend a minimum of 36 hours of graduate courses at an IIMC-recognized municipal clerks institute or complete similar educational programs relating to the responsibilities of the municipal clerk's office. Specific professional participation must be achieved, such as leadership in national and state associations, attendance at seminars and conferences, and professional writings and accomplishment.

Ms. Johnston has been with the City of Coffeyville since 1977, where she served as Deputy Clerk from 1981 to 1983. She was appointed her present position as City Clerk in July of 1983.

She completed the three-year Municipal Clerks Institute Program sponsored by the University of Kansas, Lawrence, and in April 1988, received her Certified Municipal Clerk (CMC) Award.

Continuing her professional education through the University of Kansas, she has completed two Advanced Academy Programs. Courses include Governmental Accounting and Intermediate Governmental Accounting. In addition, while attending Coffeyville Community College, courses included Supervision,

Managing, Continuing Education Seminar, and Problems in Psychology. Other seminars include Governing Body Institute, Problem Solving, Investment in Excellence, and the Dale Carnegie Course.

Active in professional organizations, she is currently an active member of the City Clerks and Municipal Finance Officers Association of Kansas. She was selected for Who's Who in the 1990 publication of Government Services. Ms. Johnston has been a member of the International Institute of Municipal Clerks since 1984.

Ms. Holle has been with the City of Marysville since 1981 and served as City Clerk since June 1985. She completed the three-year Municipal Clerks Institute Program sponsored by the University of Kansas, Lawrence, and in October 1988, received her Certified Municipal Clerks (CMC) Award.

Continuing her professional education through the University of Kansas, she has completed an Advanced Academy Program. Other courses include completion of the Annual City Clerks and Municipal Finance Officers School Program, Safety and Health Seminar held at Washburn University, and Problem Solving Seminar sponsored by League of Kansas Municipalities. In addition, Ms. Holle presented a two-day Municipal Government Day at Marysville Junior High School.

Active in professional organizations, she is presently serving on the Board of Directors for Kansas Municipal Clerks and Finance Officers Association (1988-1991). In 1990, she was the recipient of the Marysville "Community Woman of the Year" Award. Ms. Holle has been a member of the International Institute of Municipal Clerks since 1985.

RUSSELL'S ANNUAL GIFT PROBLEM

According to the Kansas Government Journal, the City of Russell faces the "nice" predicament of how best to spend the income from an estate given to the City. This problem has been with the City since 1984. "Wisely spending moneys from a gift presents a problem. But I wish we had more problems like this," states City Manager Judy Sargent.

41st ANNUAL CITY CLERKS AND MUNICIPAL FINANCE OFFICERS SCHOOL

WE HAVE MOVED

If you ended up in Lawrence this year for the 41st Annual City Clerks and Municipal Finance Officers School on March 13-15, 1991, you probably saw a sign on the door of the Holidome "WE HAVE MOVED" to WICHITA and WICHITA STATE UNIVERSITY.

Some of us old timers left Kansas University and the Holidome with a lot of happy memories but the time had come to make a change and WE DID IT!

The change was good, we had a good school this year. We especially appreciated the staff, they were friendly and helpful and fit right in to be a part of us. Attendance was at an all time high and we had classes to accommodate everyone. We had concurrent sessions with a lot of information to bring back to our city.

Wednesday night we went to the dog track at Greyhound Park. It was well attended. A good time was had by all, I didn't hear of anyone taking home big bucks but the fellowship with others was fun and an important part of the evening. A place to share our "war" stories.

Thursday evening instead of the traditional banquet where we always got all gussied up and had to drag extra clothes along we went to Eberly Farms in our fun clothes and had a wonderful meal and a great time, the banjo band was superb. We were a noisy bunch and drank lots of Pepsi.

Did any of you meet with your fellow clerks in the Hospitality Room this year? That was different also, it was FUN, Hospitality Chairperson Norma Robbins and her committee really went all out to make sure we had a good time. We had drawings each night and it was anybody's guess what you might win. Thanks Norma for everything.

We will be meeting in June for our Program Planning for next year's school. This is YOUR SCHOOL so please let someone know what you want. Ron Thornburg is our President, give him a call if you think of something interesting to add. See you next year!! Also be thinking about attending our Certification and Advanced Academy School this year.

Jean Krehbiel
Your Roving Reporter

NEWS RELEASE

Contact: Cheryl Retta, Barbara Weiss
GFOA ANNOUNCES 1991 ADVANCED GOVERNMENT FINANCE INSTITUTE

The Government Finance Officers Association's 1991 Advanced Government Finance Institute will be offered July 21-July 26 in conjunction

with the School of Business, University of Wisconsin-Madison. The Institute's five-day residential program provides an opportunity for senior financial managers to step back from the day-to-day demands of their jobs to focus on the broader, longer-term issues of government finance.

At this graduate-level program, approximately 50 finance officials will explore and analyze issues that they are likely to confront in the years ahead. Faculty for the Institute will be drawn from various schools of the University of Wisconsin, other universities, government officials and private-sector consultants. Lectures, small group sessions, team exercises and informal exchanges will be the setting.

The \$1,150 fee covers tuition, lodging and meals at the Institute facilities, course materials and sponsored activities from Sunday afternoon, July 21 through Friday afternoon, July 26. Attendance at the Institute is limited by the facilities available, and admission will be by application. Participants will be selected on the basis of their experience, position held, education and order of application. Application packages are available from the GFOA's Government Finance Research Center, 1750 K Street, N.W., Suite 200, Washington, DC 20006. Telephone 202/429-275-; Fax: 202/429-2755. For further information, contact Barbara Weiss or Cheryl Retta at the Research Center.

THE MILDRED VANCE CLERK/FINANCE OFFICER OF THE YEAR AWARD

This year's most prestigious award went to **Tom Roberts**, City Clerk of Kansas City, Kansas.

Tom is a native of Kansas City, graduating from Bishop Ward High School in 1970. He received a Bachelor of Science degree from Wichita State University in 1974, and a Master of Administration of Justice in 1979. Tom attained his CMC designation on December 19, 1986.

He and his wife Janet, who works as a secretary, have two sons.

Tom has been involved in various activities in his community and his hobbies are horseracing, racquetball, hunting, a good book, and watching his two boys grow up.

In 1990, at the 44th Annual International Conference in Little Rock, Arkansas, Tom had the personal honor of being elected Region VII Director, for the IIMC representing the states of Kansas, Missouri and Illinois. Tom was also involved in and received a further award for Records Management for the City of Kansas City.

Congratulations Tom, Your City must be proud of you.

Jean Krehbiel
Your Roving Reporter

CLERK/FINANCE OFFICER SCHOLARSHIP AWARD

In the business meeting held on Wednesday, March 13, 1991, it was moved to allow two scholarships to an International Convention.

This year's winners were Brenda Chance of Phillipsburg, and Patti Brooner of Sedgwick. They will be attending the IIMC Convention in Grand Rapids, Michigan on May 18 - 23, 1991.

We will feature their pictures in a news story after the convention with comments in a story from Brenda and Patti.

Congratulations to both of you deserving City Clerks.

Jean Krehbiel
Your Roving Reporter

THE QUILL AWARD NOMINEE

The Quill Award was established for Municipal Clerks who have distinguished themselves by making a significant and exemplary contribution to their community, their state or province, and in particular to IIMC and to their peers. This award may be granted to anyone, not only to a current Municipal Clerk, but also to a deceased member, a retired clerk or a clerk who has changed position.

The recipient must have supported, in a professional manner, the Code of Ethics as set forth in the Constitution of the International Institute of Municipal Clerks. Consideration of this award would include length of service, the strength and depth of participation in the IIMC Association, service in teaching fellow Clerks, and any other activity that has contributed to the professionalism of the members of IIMC.

This year's nomination to the IIMC from the State of Kansas went to Jean Krehbiel, City Clerk in the City of Hesston, Kansas.

Jean has been a City Clerk for the past 16 years, has been Secretary-Treasurer and President of the Kansas Association.

Jean received her CMC designation in 1983 and is in her second round of the Advanced Academy.

The nominees from each state will be reviewed by a committee on the executive board of the IIMC.

The recipients of this award will be announced at the IIMC Convention in Grand Rapids, Michigan, May 18-23.

Pat Kasper
Editor

City Clerks and Municipal Finance Officers 1991 -1992

OFFICERS

Ron Thornburg--Dodge City, President
Karen Fitzmier--Maize, Vice-President
Verna Ferguson--Concordia, Secretary
Howard Pevehouse--Olathe, Treasurer

PROGRAM PLANNING COMMITTEE

Karen Fitzmier--Malze, Chair
Rachel Mueller--Humboldt
Ron Thornburg--Dodge City
Virginia Thimmesch--Garden Plain
Mary Reed--Parsons
Pat Kasper--Potwin
Susan Mendoza--Emporia
Susie Grabbe--Hays
Debbie Durler--Great Bend
Jan Meissinger--Hillsboro
Vicki Gillett--Larned
Tom Roberts--Kansas City
Paula Holle--Marysville
Verna Ferguson--Concordia
Rod Barnes--Junction City
Norma Robbins--Topeka
William Goering --McPherson
Connie Schmidt--Merriam
Cheri Hollingsworth--Oswego
Howard Pevehouse--Olathe
Paula Shapland--Ulysses
Stacy Johnston--Coffeyville
Laurie Neemann--Hiawatha
Don Hamilton--Mankato
Debbie Fox--Ashland
Jean Krehbiel--Hesston
Rod Franz--Arkansas City
Sandra Howell--Lenexa
Norma Moffett--Overland Park
Alice Sander--Victoria
Don Drennan--Winfield

NOMINATING COMMITTEE

Mary Reed--Parsons, Chair
Jean Krehbiel--Hesston
Jane Powers--Bucklin
Tom Roberts--Kansas City

SCHOLARSHIP/CLERK OF THE YEAR COMMITTEE

Vickie Gillette--Larned, Chair
Branda Chance--Phillipsburg
Patty Brooner--Sedgwick
Jeanne Fields--Nickerson
Gail Houser--Columbus

BOARD OF DIRECTORS

Paula Holle--Marysville (92)
Norma Robbins--Topeka (93)
Rod Franz--Arkansas City (92)
Laurie Neemann--Hiawatha (94)
Debbie Durler--Great Bend (93)
Jan Meissinger--Hillsboro (94)

MANUAL & BY-LAWS COMMITTEE

Don Hamilton--Mankato, Chairman
Jackie Shiever--Salina
Bernice Crummett--Overland Park
Sherryl Cutter--Bel Aire
Rose Gourley--Lincoln

LEGISLATIVE COMMITTEE

Tom Roberts--Kansas City
Howard Pevehouse--Olathe
Sandra Howell--Lenexa
Ivan Wilson--Cimarron
Julia Karr--Lawrence

NEWSLETTER AND PUBLICITY COMMITTEE

Pat Kasper--Potwin, Chair
Susie Albert--Towanda
Jean Krehbiel--Hesston
Debbie Wendt--Herrington
Patty Brooner--Sedgwick

MEMBERSHIP COMMITTEE

Don Drennen--Winfield, Chair
Kay Leet--Jetmore
Fran Kessler--Leawood
Susan Jacobs--Peabody
Cynthia Wixson--South Hutchinson
Barbara Noah--Altoona
Debbie Durler--Great Bend

IMC MEMBERSHIP COMMITTEE

Delores Suppes--Scott City
Norma Moffett--Overland Park, Chair

GOVERNMENT FINANCE OFFICERS ASSOCIATION COMMITTEE

Sandra Howell--Lenexa, Chair
Joan Martin--Wellington

EXECUTIVE COMMITTEE

Ron Thornburg--Dodge City
Rod Franz--Arkansas City
Karen Fitzmier--Maize
Debbie Durler--Great Bend
Verna Ferguson--Concordia
Norma Robbins--Topeka
Howard Pevehouse--Olathe
Laurie Neemann--Hiawatha
Paula Holle--Marysville
Jan Meissinger--Hillsboro
Mary Reed--Parsons

REGIONAL COMMITTEE

Fran Kessler--Leawood
Stacey Johnston--Coffeyville, Chair
Vicki Gillett--Larned
Marilyn Prather--Buhler
Jan Meissinger--Hillsboro
Leroy Stewart--Wamego
Rod Franz--Arkansas City
Donna Teasley--Kansas City
Archie Wicke--Goodland
Lisa Lene--Westwood
Verna Ferguson--Concordia
Cindy Bernbeck--Lakin
Carol McBeath--Haysville
Carol Jones--Hill City
Jackie Shiever--Salina
Nancy Peters--Lobo

HOSPITALITY COMMITTEE

Jane Buessing--Axtell
Norma Robbins--Topeka, Chair
Sue Grosdidier--Mission
Sue Martell--St. Mary's
Ron Gabriel--Wathena
Shirley Murar--Atchinson

EDUCATION COMMITTEE

Brenda Chance--Phillipsburg
Alice Sander--Victoria, Chair
Karen Gates--Russell
Merl Page--Wakeeney
Carolea Wellen--Elkhart
Alice Considine--Halstead
Jeanne Fields--Nickerson
Barbara Wilbur--Leoti



RETIREMENT ANNOUNCEMENT

After eighteen years of service to the International Institute of Municipal Clerks (IIMC), our good friend John Hunnewell has decided to retire. He announced his plans to the Board of Directors at its meeting in Pasadena in March, 1991.

The municipal clerk's role has changed over the years. The IIMC has been a part of that change by promoting a professional image and advocating educational programs. John has been an integral part of that professional growth. IIMC membership now exceeds 10,000; a phenomenal growth during John's tenure from a humble beginning of 2,500.

"I think it's time for a new outlook for the Institute," he said.

"The institute is going through a period of transition. It has expanded its horizons to include many countries outside of North America. This international aspect of IIMC lends a dimension to the members that has changed our focus," John commented.

John's retirement is effective May 31, 1991. He will be available on a consultation basis, through the President, until the end of this year.

The Board has begun the process of seeking a new executive director. This involves discussions with the staff, evaluation of programs and an assessment of our needs. In addition, our staff will be busy with the annual conference and the necessary post-conference wrap-up. A great deal of work is involved, however, we will strive to provide the quality of service to which our members are accustomed.

REGION #2

The City of Ulysses was the host for Region #2's first 1991 Quarterly Regional Clerk meeting on January 28, at the Garden City Hilton. The region had great success in attendance with 14

The Nation's Leading Codifier

- Ordinance Legal Review
- Professional Indexing
- Continuous Updating
- Special Publications
- Sample Ordinance Service



Municipal
Code
Corporation

1-800-262-CODE



Home Office: Tallahassee, Florida

out of 19 communities being represented by 29 people. A round table discussion was held to catch up with all of the cities' happenings.

REGION #8

Region #8 City Clerks and Municipal Finance Officers from Harvey, Kingman, and Reno were Christmas luncheon guests in the home of Marilyn Prather, Buhler, Kansas on December 12, 1990. The agenda was for fun and fellowship. It was a time of sharing, appreciating and recognizing the roles we play and the many hats we wear.

February 13, 1991 we met for lunch at the Downtown Kountry Kitchen, Hutchinson, Kansas followed with a meeting in the First National Bank Boardroom. Members brought their City Clerks Manual. This sparked a very informative meeting on a variety of subjects and how each was handled from Charter Ordinances, minute recording, ordering Kansas Statutes Annotated as well as the Administrative Regulations, new payroll procedures, etc.

Some of our Region #8 Clerks are attending sessions at Wichita State University. The University sessions will be May 10th, September 13th, and December 6th. I would encourage clerks to attend if they possibly can.

Region #8 sessions will be changed to allow clerks to participate in both.

REGION #9

The combined Region #9 meeting and the educational program meeting was held December 7th at Wichita State University.

The meeting was provided by Marla Mack of the Hugo Wall Center for Urban Studies and hosted by Sharon Petersen, City Clerk of Newton. After a great lunch, the handmade gifts each person brought were passed around as everyone introduced themselves.

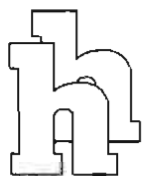
The program was prepared by the W.S.U. Physical Education Department and consisted of working through a personal fitness schedule to determine muscular endurance, muscular strength, flexibility, and these results will never be revealed!—estimated percent of body fat.

We learned about wellness program, physical fitness programs, selection of proper footwear, and recommended exercises.

It was a very informative all-around program for physical and mental fitness.

Dates for the remaining meetings of the year were set: May 10th, September 13th, and December 6th. Debra Shepard of Clearwater will host the May 10th meeting.

continued page 8



handlin
&
haberman

P.O. Box 604
1723 Williams
Great Bend, Kansas 67530
316-792-2759

Carl F. Handlin
Joyce C. Haberman

Complete Hardware/Software Solutions & Service Work For Municipalities

As always, anyone who is interested in attending any of these meetings is more than welcome. Please contact me at P.O. Box 404, Haysville, Kansas 67060, or phone (316) 524-3243.

Twenty-five area city clerks from South Central Kansas met at Wichita State University on Friday, February 15. Following lunch at the Student Activity Center we had the pleasure of meeting the new staff person at the Hugo Wall Center whose primary assignment is the care of the city clerks and finance officers of Kansas. Our topic of concentration for the afternoon was "Practical Approaches in Working With Citizens" presented by Marla Mack, Coordinator for Professional Development, Hugo Wall Center for Urban Studies, Wichita State University.

We learned that a warm public servant is part of a city's charm. And we also learned that we do not have to submit to verbal abuse simply because we are public servants. In the course of the afternoon, we defined the goals of service to the public, identified the common situations city clerks face in working with citizens, and reviewed basic skills to address these situations. Marla's presentation was one of the most beneficial workshops I have attended in recent years.

CALENDAR

CITY EVENTS CALENDAR

May 19-23
45th Annual IIMC International
Conference
Grand Rapids, Michigan

June 2-5
GFOA Conference
Denver, Colorado

June 21
Program Planning Committee Meeting
WSU, Wichita, Kansas

September 18-19
KMU School
Hutchinson, Kansas

October 6-8
81st Annual League City Conference
Topeka, Kansas

November 4-8
City Clerks Certification Institute
(level 1 & 2)
Wichita, Kansas

November 11-15 City Clerks
Certification Institute (level 3)
Wichita, Kansas

November 13-15
Academy for Advanced Education
Wichita, Kansas

April 25-28
New Beginnings Festival
Coffeyville, Kansas

May 17-19
Annual Garage Sale Days
Towanda, Kansas

May 25-27
Santa Fe Trail Days
Activities at Ft. Larned and the Santa Fe
Trail Center.
Larned, Kansas

May 25-June 2
Muzzleloading High Plains
National Rendezvous
Larned, Kansas

June 6-9
PRAIRIESTA
Russell's 120th Anniversary
Russell, Kansas

July 20-21
Fun Days
Towanda, Kansas

August 24
Lions Watermelon Day Festival
Potwin, Kansas

September 21
Sedgwick Annual Fall Festival

Editor
Pat Kasper
P.O. Box 265
Potwin, KS 67123

BULK RATE
U.S. POSTAGE
PAID
Permit No. 53
Hesston, KS

710

CHERT HOLLINGSWORTH
CITY CLERK
703 5TH
OSWEGO KS 67356



SHH-H-H-H-H-H - IT'S A SECRET.

THE BOARD OF CCMFO (EXCEPT FOR TOM, OUR PRESIDENT) IS PLANNING A BIG SURPRISE AT THE CLERK SCHOOL BANQUET IN MARCH, AND WE NEED YOUR HELP.

HERE IS WHAT WE NEED:

FIRST, THIS LETTER AND ALL INFORMATION CONTAINED WITHIN MUST BE KEPT A SECRET FROM TOM. (EVERY NEWSLETTER BUT TOM'S GOT ONE OF THESE FLYERS.)

SECOND, WE ARE PLANNING TO ROAST TOM AT THE BANQUET, SO WE NEED ALL THE "DIRT" WE CAN FIND ABOUT HIM. WE WILL ACCEPT FUNNY STORIES, EMBARRASSING STORIES, AND NICE STORIES, TOO.

THIRD, WE ARE PLANNING TO PUT TOGETHER A SCRAPBOOK OF THE PAST YEAR TO GIVE TO TOM AS A GIFT. WE WOULD LIKE TO HAVE AS MANY LETTERS AND PICTURES FROM YOU, OUR MEMBERS, AS POSSIBLE, SO THAT WE MAY INCLUDE THEM IN THE BOOK. WE KNOW JUST HOW MUCH ALL OF YOU AND THE ORGANIZATION MEAN TO HIM, AND WE THINK THAT HE WILL REALLY ENJOY A GIFT LIKE THIS.

PLEASE, HELP US OUT.

WE WOULD LIKE TO HAVE ANY INFORMATION THAT YOU CAN CONTRIBUTE TO EITHER OF THESE PROJECTS BY FEBRUARY 15TH, IF POSSIBLE.

SEND THE ROAST INFORMATION TO: BARBARA YOUNG, DIRECTOR OF FINANCE
CITY OF MERRIAM
900 W. 62ND TERRACE
MERRIAM, KS 66202

SEND SCRAPBOOK INFORMATION TO: DEBBIE DURLER, CITY CLERK
CITY OF GREAT BEND
PO BOX 1168
GREAT BEND, KS 67530

THANKS, IN ADVANCE, FOR MAKING OUR PLANS A SUCCESS.

REMEMBER - SHHH.

The first part of the paper discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail. The second part of the paper focuses on the various methods used to calculate the cost of goods sold, including the first-in, first-out (FIFO) method, the last-in, first-out (LIFO) method, and the weighted average cost method. Each method has its own advantages and disadvantages, and the choice of method can have a significant impact on the reported profit.

The third part of the paper discusses the importance of proper inventory management. This includes maintaining accurate records of inventory levels, conducting regular physical counts, and using appropriate costing methods. The fourth part of the paper discusses the importance of proper depreciation and amortization practices. This includes using the appropriate method for calculating depreciation and amortization, and ensuring that the assets are properly classified and valued.

The fifth part of the paper discusses the importance of proper tax reporting. This includes understanding the various tax laws and regulations that apply to the business, and ensuring that all taxes are properly calculated and reported. The sixth part of the paper discusses the importance of proper financial reporting. This includes preparing accurate financial statements, and providing clear and concise explanations of the results.

The seventh part of the paper discusses the importance of proper internal controls. This includes establishing a system of checks and balances, and ensuring that all transactions are properly authorized and recorded. The eighth part of the paper discusses the importance of proper budgeting and forecasting. This includes developing a realistic budget, and using it to monitor the company's performance.

The ninth part of the paper discusses the importance of proper risk management. This includes identifying the various risks that the company faces, and developing strategies to mitigate them. The tenth part of the paper discusses the importance of proper compliance with applicable laws and regulations. This includes staying up-to-date on the latest changes in the law, and ensuring that the company is in full compliance.

The eleventh part of the paper discusses the importance of proper communication. This includes providing clear and concise information to all stakeholders, and ensuring that all transactions are properly documented. The twelfth part of the paper discusses the importance of proper record keeping. This includes maintaining accurate records of all transactions, and ensuring that they are properly backed up and protected.

The thirteenth part of the paper discusses the importance of proper asset management. This includes identifying the various assets that the company owns, and ensuring that they are properly valued and maintained. The fourteenth part of the paper discusses the importance of proper liability management. This includes identifying the various liabilities that the company has, and ensuring that they are properly managed.

The fifteenth part of the paper discusses the importance of proper financial planning. This includes developing a long-term financial strategy, and using it to guide the company's operations. The sixteenth part of the paper discusses the importance of proper legal advice. This includes consulting with a qualified attorney, and ensuring that the company is in full compliance with all applicable laws and regulations.

The final part of the paper discusses the importance of proper ethical behavior. This includes acting with integrity, and ensuring that all transactions are conducted in a fair and honest manner.

CCMFO COMMITTEES

Committees play a very vital role in the City Clerks and Municipal Finance Officers Association of Kansas. Without the active involvement of all of our members, our organization will lose its strength and usefulness. Please support our organization by agreeing to work on a committee.

To help you decide which committee best fits your interests, we have listed a brief overview of what each committee does:

PROGRAM PLANNING: Review past educational programs, determine what types of courses are needed, plan courses for association meetings.

LEGISLATION: Work on legislation that affects the members of our association.

MEMBERSHIP: Promote membership in our association.

NEWSLETTER AND PUBLICITY: Gather information for "Wings" and help with its publication, keep old records organized.

REGIONAL: Organize the regions that our association has been split into, help promote education and communication and set up actual meetings and classes within the regions.

NOMINATING: Review and select possible candidates for offices in the association.

I.I.M.C. MEMBERSHIP: Promote membership in the I.I.M.C.

HOSPITALITY: Organize hospitality rooms and plan entertainment at association schools.

EDUCATION: Promote the importance of furthering the education of our members, work with regional committee to set up courses and seminars needed, promote both CMC and AAE Awards.

MANUAL, BY-LAWS, FRINGE BENEFITS: Work on revisions of the above to better accommodate our members.

The best part of being a member of any of these committees is the chance you have to work with other members, make new friends, have fun, and promote our profession through a strong support association such as the CCMFO.

COMMITTEE APPLICATION FORM

NAME _____ TITLE _____

MUNICIPALITY _____

ADDRESS _____

CITY _____ COUNTY _____ POSTAL/ZIP CODE _____

YEARS AS A MUNICIPAL CLERK/FINANCE OFFICER _____

STATE ASSOCIATION ACTIVITIES (Officer, Committee Membership, etc.)

ACTIVITIES IN OTHER PROFESSIONAL ASSOCIATIONS (Which would be relative to Committee Activities.)

AREA OF EXPERTISE AND/OR EDUCATION (Which would benefit membership committee.)

I FEEL THAT I AM QUALIFIED TO SERVE ON THIS COMMITTEE(S) BECAUSE:

I AM INTERESTED IN SERVING ON THE FOLLOWING COMMITTEE(S) - LISTED IN ORDER OF PREFERENCE:

- 1. _____
2. _____
3. _____

I WILL SERVE ON ANY COMMITTEE WHERE I AM NEEDED.

THIS FORM MUST BE RETURNED NO LATER THAN FEBRUARY 1, 1989 TO:

BARBARA YOUNG, DIRECTOR OF FINANCE
CITY OF MERRIAM
900 W. 62ND TERRACE
MERRIAM, KS 66202

(Signature)

(Date)

