



Wings

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

Volume 4, No. 2

July, 1991

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

Robert Jeffers

PRESIDENTS COMMENTS

June 25, 1991

Greetings! This is a great time of year in Kansas; with wheat harvest winding down, construction projects in full swing, vacation schedules hectic and we City Clerks and Finance Officers working our budgets to the max.

The Executive Committee and the Planning Committee met in Wichita on June 21st to prepare for the coming year. Reflecting on the good suggestions and input offered from members of these Committees, we can look forward to an excellent year at both the November Certification Institute and the March City Clerk School.

Two important days have just passed that bring to mind the City Clerks and Municipal Finance Officers Association. Those being, Mother's Day and Father's Day. The reason these two days bring the Association to mind, is that our group is much like a family. We have members who are the old-timers, with invaluable experience, who are very willing to share that experience with the younger clerks and new members in our

family. In turn, the young clerks bring new and innovative ideas to share with the Association. This organization continues to grow and change, and as the organization grows, I believe that we become stronger because of our family affiliation and the high values that we set for our Association. Be sure to pass the word along to your fellow employees and neighboring cities that you are willing to lend a hand when possible. Don't be afraid to ask a neighbor or a friend, whether they are members of the CCMFOA or not, if you need a helping hand. Together, our Association can work for the highest level of professionalism.

This summer represents that America, and more importantly Kansas, truly is a great place to live and work.

Yours until the next time!

Ron Thornburg
CCMFOA President

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.

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LET'S ADJOURN

The City Council

Impeccably groomed, with a smile on each face,

They enter the chamber and rush into place;

Five Councilmen seating, with airs most sedate,

All glancing at watches, afraid to be late.

With bang of the gavel, they're ready for work,

And answer, with gusto, the call of the Clerk;

Then vote on the warrants and minutes and dates

Before all the hearings and lengthy debates.

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Wings

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But soon City Fathers, so eager
and wise,

Like flowers, start wilting and
rubbing their eyes

And, little by little, are slouching
a bit.

Their eyelids start drooping as
gamely they sit

To listen and argue and vote to
decide

While hair becomes tousled and
ties move and slide.

They drink all the water their
pitchers possess,

For want -- not of drink -- but,
excuse for recess.

Then, on with the battles and on
with the bore;

Same speakers and viewpoints
heard often before

While elbow on table with fist
under chin

Keeps each human body from
caving right in.

And glances at watches show
spouses will think

They fell off the wagon and
stopped for a drink.

They're too tired to stay and
they're too weak to leave.

There's nothing they'll say that
their wives will believe.

The moral of this story is, if you
aspire

To run for the Council, suppress
the desire

(Unless you have nothing but time
to devote

And don't have a friend you
might lose by a vote

And don't have a job that means
early arise

And don't have a wife to count
hours you lose

Or care if you sometimes drown
sorrows in "booze."

But -- run for the Council if you
are sincere

In seeking improvement to that
which is here.

It's more work than glory. Some
might call you crooks.

Just God reads the records in old
Minute books.

James W. McLaughlin
City Clerk, Belmont, Calif.

HOW EMPLOYEES BENEFIT FROM TRAINING

by **Mary Haynes**, Director

Business & Industry Institute of
Butler Country Community
College

Managers requesting or
requiring employees to participate
in training, can increase the
effectiveness of the training by
communicating these benefits to
employees. This is because
adults learn best when they
anticipate some use for the
training. Adult learners have
little tolerance for information
with no apparent, immediate
value. Managers who
demonstrate how training will
help workers accomplish a
personal goal or satisfy a need,
will discover that their employees
want to participate in training
activities. Managers and
employees can only receive
maximum benefit from training if
employees want to be trained.

Company provided or
company sponsored training (i.e.
the employer is picking up the
tab) is rarely a philanthropic
effort, but one intended to
improve or maintain productivity.
While becoming more productive
workers, it's possible for
employees to realize personal
benefit from company sponsored
training.

Here are some potential
benefits of training to the
employee.

Promotion

Happier customers

Wage increase

More tips

Job security

Fewer complaints

Less anxiety about
performance appraisals

Less stress

Better relationship with
management

Greater job satisfaction

Safety - freedom from
accidents

Respect of co-workers

Personal fulfillment of
knowing you're doing
your job well

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More FUN at work

All of these will not apply every time in every organization. Before you send employees to training, determine the benefits for your situation and convey them to employees. Then, prepare yourself for RESULTS!

TRAVEL AND TOURISM

by Leslie Davis
Butler County Economic Development

Travel and tourism is not just a catch phrase; it's more than a family trip for fun and relaxation. In fact, for many areas, tourists are the economy. Tourism is big business and wherever you go, there's a real battle for the tourist dollar.

Kansas is joining the competition and doing quite well. Between 1985 and 1990, our state had the largest percentage of increase in vacationing foreigners -- 213%. But folks, we're only scratching the surface.

Promotions by the state focus on the obvious attractions that are known to outsiders . . . but there's so much more. Right here in Kansas, literally days can be spent driving through countryside like no other; watersports, fishing, camping at area lakes; visiting historic sites in nearly every community, many with state and national recognition; enjoying the variety of activities.

All of these examples, and more, should and must be developed and promoted. Coordination among the various localities could produce an attraction package like no family from New York or CEO from Seattle has ever seen. We have the potential and it just might be the resource to help some struggling rural areas survive. We all become so accustomed to our surroundings that it's hard to imagine the stately building on the corner as being a tourist magnet, or appreciating the artistic beauty of an abandoned barn in its solitude.

"Travel and Tourism" -- a possible solution to be explored.

From Disastrous to Award-Winning

Merriam City Clerk gains recognition for revamping city's files.

by Kristina Johnson

Special to The Kansas City Star, Wednesday, April 24, 1991

Merriam's city records in the spring of 1989 were, in a word, bedlam.

"It was just an absolute mess," City Clerk Connie Schmidt said. "The city had a storage unit full of boxes full of records. There was no way anyone could possibly find anything."

So Schmidt and the city's staff set out to change that. Now, she and her records management program can be described this way: award-winning.

Schmidt was notified Monday that she had received the Record Management Award for Exceptional Municipal Programs from the International Institute of Municipal Clerks.

Such honors are in recognition of outstanding achievement in records management, said Vicky Miel, head of the institute awards committee.

Schmidt and Merriam were awarded the grand prize, and she will accept the award May 21 in Grand Rapids, Mich., at the organization's annual conference.

"Her work was exceptional,"

Miel said. "The committee was impressed with Connie and the city of Merriam. What was done with such very limited resources was extremely impressive."

Schmidt, who has worked in city government since 1974, has been the Merriam city clerk since August 1988. She said the clerk's job was to keep records.

But finding anything in the more than 250 storage boxes and 13 filing cabinets containing Merriam's records was impossible, she said.

"A lot of times small cities don't have the time, the money or the space to devote to records," Schmidt said. "We had to find a way to organize in the most inexpensive way for the city."

Finding that way took 18 months. She and her staff worked weekends organizing the records, which included building plans, City Council minutes and zoning ordinances dating to the city's incorporation in 1950.

Schmidt developed a filing system that she calls "filing by

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It took more than a year to complete, but Merriam City Clerk Connie Schmidt turned a filing disaster into neatly organized city archives that can be retrieved by computer. Schmidt, who was assisted by recording secretary Carol Hein, was notified this week that she won a top records management award from the International Institute of Municipal Clerks.

BEVERLY POTTER/The Star

GETTING TO KNOW YOU

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

responsibility." This system assigns filing to the department responsible for the program, contract or service that the file relates to.

She then worked with Dan Fitzgerald, a records archivist with the Kansas State Historical Society, to build a records retention schedule. The state requires that certain records, such as city council minutes and resolutions, be kept forever, Schmidt said. Other records may be discarded after a certain period.



Merriam's city records in the spring of 1989 were "an absolute mess" because of poor organization. Courtesy city of Merriam

Older records were moved to another building. Records that had to be immediately accessible were kept at City Hall.

Finally, Schmidt distributed to each city department a manual explaining the program. The records now are indexed, by department, subject, date and box number. Records can easily be located on computer, Schmidt said.

"It's a really unique system," she said. "I've had calls from Lenexa, Prairie Village and Coffeyville, all requesting copies of the manual."

Merriam Mayor Irene B. French said Schmidt was "one of the finest employees in all the county. I think it is marvelous that she won the award."

Brenda Chance has had several positions, all with the City of Phillipsburg. She has presently been the City Clerk for 3½ years. Prior to that, she was accounts payable clerk for one year, utility billing clerk for one year, and wastewater treatment plant operator for four years. Brenda attended Colby Community College and has completed the Michigan State University home study course, "Supervisory Management for Municipal Clerks." She is a member of IIMC, and has recently completed her third year at the certification institute. Brenda is a native of Phillips County, and was raised on a farm in the Glade area. Her husband Brian owns the Horseshoe, a private club in Phillipsburg, and also does some pipeline construction work. She has a stepdaughter Kelle, age 14. Brenda is a member of the Glade United Methodist Church, Pleiades Chapter #168 Order of the Eastern Star, Phillipsburg Area Chamber of Commerce, PRIDE, and the CCMFO hospitality and membership committees. She also served on the Phillipsburg Chautauqua Steering Committee which brought the Great Plains Chautauqua to Phillipsburg this past summer. Her hobbies include quilting, embroidery,

antiques, bowling, and rodeo (spectator only!). Brenda enjoys the outdoors -- riding horses and helping on her parents farm when time allows. Other activities include keeping up with her husband's sporting events (a fulltime job in itself), watching her stepdaughter run cross country for Phillipsburg High, and spending time with her two nephews, Nathan, 5; and Joseph, 3.

Vernon Stallman became the City Clerk/Finance Director of Hutchinson eight years ago. Prior to that, he was the City Clerk of Larned for five years, in private business for two years, an accounting instructor at Nebraska Western College in Scottsbluff, Nebraska for four years, an instructor in business subjects at Ft. Hays State College for two years, and a High School business instructor for nine years. He also owned and operated a custom combining business for eleven summers. Vernon is presently teaching night accounting at Hutchinson Community College. He has a BS in Business Education from Northwestern State College, Alva, OK, an MS in Business Education from KSTC, Emporia, and has done advanced graduate study at

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GETTING TO KNOW YOU
from 4

Colorado University and Northern Colorado State. Vernon attained his CMC in 1982, became a member of the Advanced Academy in 1985, and renewed in 1989. He was born in Alva, OK, and lived and attended school at Cheyenne Valley Rural High School, 20 miles northwest of Fairview, OK. He taught school in Oklahoma, Kansas, and Nebraska for 15 years. His wife Karla is a receptionist at the Reno County Health Department. They have three children -- Shandi Cay, 19, a sophomore at K-State; Shawnda Dee, 15, a high school sophomore; and Jason Scott, 11, a 6th grader. Vernon is a member of Faith Methodist Church where he is on the finance committee, a former member of the Administrative Board, and active in Methodist Men. He is a member of IIMC and past chairperson of the Financial Management Committee, and also has served as secretary/treasurer, vice-president, and president of the CCMFO. He is a past Lions Club and Chamber of Commerce member. Vernon has attended the last 12 City Clerks Schools, most of the Advanced Academies, and seven IIMC conferences. He coaches YMCA basketball and is a rocketry leader in the Hutch 4-Leaf Clovers 4-H Club. In his leisure time, Vernon enjoys yard work and helping with the family garden, tinkering with cars, and walking two miles each morning. He has also wallpapered most of the rooms in his home.

Gail Houser has been the City Clerk of Columbus for 15 years. From 1971-75 she was appointed to two terms as a deputy probate judge of Cherokee County, until she was appointed City Clerk in 1975. Prior to that, she worked as a dental assistant in Amarillo, and owned and operated a Montgomery Ward Catalog store for 10 years with her husband in Columbus. Gail is a member of IIMC and completed certification school in 1983. Gail was born in Amarillo, Texas, and lived there until moving to Miami, Oklahoma in 1963. She moved to Columbus in 1965. She graduated from Amarillo High School in 1954 and has taken some college courses. Gail's husband David is a salesman for Houser Building Supply. They have three sons -- Mike, 31; Steven, 29; and Todd, 26; and two grandsons -- Christopher, 5, and Jordan, 3. She has been active in Jaycee Jaynes, Jr. BPW (now CNO), and is a member of the First Christian Church. Gail says that she likes crafts, photography, sewing, gardening, fishing, boating, and reading (not necessarily in that order).



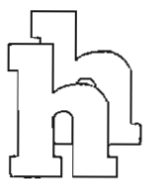
Don Drennan is currently the City Clerk/Director of Finance for the City of Winfield, a position he has held since October 1, 1981. Prior to that, he spent 10 years as data processing manager. Don is a

member of IIMC, a graduate of certification school, and attained his CMC April 13, 1990. He has lived in Winfield all of his life with the exception of the time in the US Air Force in San Antonio, Texas and Ramstien, Germany. Don is a graduate of Winfield High School, Southwestern College in math and business, and the General Motors Institute of Technology. He has also taken various IBM Systems Design and Programming courses. His wife Betsy is a teacher and the Drennans have three sons -- Doug, 34; David, 32; and Darrel, 31; and a new granddaughter, Elise Elizabeth, born July 20, 1990. Don is a member of the Grace United Methodist Church, member and past president (1967-68) of the Winfield Rotary Club (28 years perfect attendance), Southwestern College Alumni Board, and secretary of the Wm. Newton Memorial Hospital Board of Trustees. Don enjoys travel, collecting tools, woodworking, photography, computers, Western swing and Ballroom dancing, and most of all his new granddaughter.

Cyndi Wixson started her career with the City of S. Hutchinson in 1981 as a part-time office clerk. She became



Associate City Clerk in 1985, and City Clerk in 1988. Cyndi is a member of IIMC and CCMFO and also works as a bookkeeper for her husband Dave's business. The Wixson's have two children Carrie, 12; and Derek, 10. Cyndi is a native of South Hutchinson.



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Clerk/Finance Officer Scholarship Award Winners

"My Once in a Lifetime Experience" is my first thought whenever I think about my experiences at the 45th Annual International Conference of the IIMC held in Grand Rapids, Michigan, May 19th-23rd. This trip all came about because of the generosity of a vote taken by the members of the City Clerks and Finance Officers Association of Kansas who attended the Annual Meeting in March.

"Thank You One and All" seems such small words to use to express the many feelings I am still trying to sort through since returning home. I reveled in the luxurious setting of my stay at the Amway Grand Plaza. The conference itself was tremendous from the Opening Session to the last day. Who could forget the invocation by Ramona Hudson, CMC, from Salem, Oregon, as she sang and signed The Lord's Prayer, dressed in Native Indian regalia of the Confederated Tribes of Siletz. I will never forget how I felt during the Presentation of Colors, the Parade of International Flags, the singing of the National Anthems, the Parade of State and Province Flags and the Chorale Finale. It was inspirational to say the least.

Our Keynote Speaker on "The Humor Option" was just what I needed. A plan I could use to relieve stress through the use of humor. "I've had some fun with this already." The "Gay

'90s" Presidential Reception held at the Grand Rapids Museum. The sessions themselves and the useful methods given whereby what you learned could be put into practice. The warm friendly feeling I had as I met and shared thoughts with other city clerks from around the world. The fun of exchanging pins. The three tours I took Grand Haven, Holland, and the Amway Company, and my visit to the Gerald Ford Museum. The receptions held by those running for offices. It was a delight to see all the various ideas used in putting together campaigns.

The result of the State/Province Education Chairs Meeting saw the forming of a committee to work with Frank Adshead, Director of Education IIMC. I, a city clerk from Florida and one from California will be working on putting together notebooks, which will be sent to the chairman of the State/Province Education Committees. These can be passed on to each successor.

Last but not least, I want to publicly "Thank" Sharon Peterson, city clerk of Newton, and her husband for allowing me to share their van for traveling purposes, to Jean Krehbiel, Hesston and Alice Considine, Halstead, for sharing of room, laughter and just plain good fun. Without them I would have felt lost and my trip would have not been so

enjoyable. I also want to "Thank" my governing body for their support and to say "Thank You" to all the city staff who saw to the needs of the City Office during my absence.

Patty Brooner, CMC
City Clerk
City of Sedgwick

WILL ELECTION DAY WORKERS BE TAXED?

Dear Association Newsletter Editor:

As Chairperson for the IIMC Election/Legislation Committee, I am writing to update you as to the current status of efforts to exempt poll workers (election judges) from the social security tax. As you are aware, beginning in July 1991, social security tax applies to all poll worker (election judge) income of \$100 or more per year.

I would request that you include in your earliest newsletter a reprint of this letter or excerpts sufficient to inform association members of the contents in order that as municipal "election officials" we may contact our Members of Congress to encourage their support for legislation which would increase the income level subjected to social security for poll workers (election judges). Passage of legislation in this regard would also exempt local governments from the administrative burden to collect/report social security for each election.

Personally, as an election administrator, I find it difficult enough finding voters willing to be election judges without adding the "disincentive" that their "election pay" possibly may be subject to social security tax. Also I am concerned with how to implement the collection of the social security tax. Should I only have one election in a year, the tax would not be due (we pay less than \$100/day/judge); however, should I conduct the regular election and then have need to conduct a special election,

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I must collect the tax for both elections. *And the paperwork nightmare begins!*

Representative Al Swift, Chairman of the House Subcommittee on Elections, has, for example, introduced H.R. 1771 which would raise the income threshold subject to social security for poll workers to \$500 annually -- this would solve the problem for the immediate foreseeable future. I believe we should support an income level of at least \$500, if not more, in order to solve the issue for as long as we can. Senator Patrick Moynihan, Chairman of the Senate Subcommittee on Social Security, is believed to be supporting \$1,000 as an income threshold for election workers.

I feel that part of the problem is that Congress does not fully understand the effort that it takes on the part of election officials to secure poll workers (election judges); that the average age of these "workers/judges" is 54 years (and most retirees -- many on social security); and the administrative (cost) impacts to local governments to implement accounting procedures for the paltry sum which would be added to the Social Security fund.

Please review this issue. As Chairman of the Election/Legislation Committee, I would appreciate any documented information (how many poll workers you need to conduct an election, the "average" age, your best estimate as to the administrative cost impacts to your municipality) you may provide your Members of Congress so that I could include it in the Election/Legislation Committee Report for the 1992 IIMC annual meeting. It may be helpful, as well, if you copy Senator Moynihan and Representative Swift with this information.

Thank you for your immediate attention to this matter as Congress may be acting on this matter very soon.

Sincerely,

Donna L. Young, CMC/AAE
Chairman, IIMC
Election/Legislation Committee
FAX (303) 695-7123

Region 1

Region 1 City Clerks held a Regional Clerks meeting on May 9, 1991 in Colby, Kansas from 10 a.m. until 1 p.m., CDT, with Donna Greenlee, Colby City Clerk hosting the meeting. There were nine City Clerks and two City Treasurers in attendance.

Donna showed us Colby's new computer system and the current programs that they are using. She then took us on a tour of the Colby Municipal building, after which we all moved to the Sirloin Stockade meeting room for the balance of our meeting, at which time we discussed a variety of topics and problems which were of a concern to some of the clerks, and hopefully came up with some suggestions that were of some help to them in their daily jobs.

It was decided to hold our next meeting in October, 1991, with Lorraine Bliss of Atwood hosting the meeting. A definite date and time will be set later for the meeting.

Archie Wicke
City Clerk, Goodland, KS

Region 4

Region 4 City Clerks met on April 25, 1991 at Great Bend for their regional meeting. Jim Vonfeldt, CPA from Larned was the guest speaker. He gave a very interesting program on the budget and audit processes. He explained the general budgeting process, what a city can expect from an audit and ways to help your audit process run smoother. After the speaker a general round-table discussion took place on several current areas of concern to the clerks present.

Region 4 Clerks met again on July 24th for lunch in Great Bend. Debbie Durler, City Clerk of Great Bend, hosted a demonstration of her Display Write word processing program.

The next meeting will be held in October.

Region 8

Region 8 City Clerks & Municipal Finance Officers from Harper, Harvey, Kingman and Reno Counties met for lunch at the Downtown Kountry Kitchen, Hutchinson, Kansas followed with a meeting in the First National Bank Boardroom. We assembled to share in a *Surprise Celebration Of Retirement* for City Clerk Mildred Boswell who retired April 1, 1991 after 29 years of dedicated service to the City of Kingman. A wall plaque of "Kindergarten Rules" was presented to Mildred. Mildred shared with us her history and experiences while City Clerk. The round table discussion was later opened with a variety of questions and answers shared.

We wish Mildred the very best in her retirement and would hope that our *Wings* publication would give her the publicity that she so richly deserves.

Region 9

How can you increase your own ability to understand as well as be understood -- and thereby increase your effectiveness on the job and in your community? How are communication, leadership, and power related?

Carol W. Konek, Ph.D., offered thought-provoking answers to these questions during her presentation to city clerks and municipal finance officers from the South Central Region of Kansas. Dr. Konek's May 10, 1991, seminar was appropriately titled "The Connective Imagination: Communication and Power." She held her audience's attention and elicited active participation with a subject and style that encouraged people to see the possibilities of their own talents.

Dr. Konek is the Associate Dean of the Fairmount College of Arts and Sciences at The Wichita State University (WSU). Her afternoon seminar was organized by the Hugo Wall Center for

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Regional News from 7

Urban Studies at WSU and the City Clerks and Municipal Finance Officers Association of Kansas (South Central Region).

Four seminars are offered each year; approximately 25 clerks and finance officers attend each event. If you are not on the mailing list and would like to attend the next seminar on September 13, 1991, please call Lynne Schall at the Hugo Wall Center for Urban Studies (316) 689-3737.

Region 10

City Clerks from the area covered by Sumner, Cowley, Chautauqua, and Elk Counties held an informal Regional meeting on Wednesday, April 24 at the Winfield Community Center, 8th and College Streets. This is on the old St. Johns Campus. The meeting was attended by 9 clerks from the area. We had an excellent dinner provided by the Southwestern College Food Service and two hours of fun and fellowship. The discussion was free form and ranged from whether we wanted to continue with regular meetings (the consensus was yes, from 2 to 4 times per year) to water billing practices, refuse services, nursing homes, newspaper coverage of meetings, workers compensation insurance, the Spring City Clerks School in Wichita, and miscellaneous other topics. Hopefully, everybody learned something useful.

One of the things I learned was that, much to my embarrassment, I overlooked a number of Cities in the area. I apologize to those of you I missed for this first meeting. I have added you to my list, and you should all be receiving a copy of this.

The next meeting has been tentatively set for September 11th, 6:30 p.m., at the Winfield Community Center again. Please mark this on your calendar, as we would like to have as much participation as possible. There will be another notice and reservation form going out to you about four weeks before the meeting date. I anticipate

another dinner meeting, with the cost about the same (\$8.00). We may try to have a slightly more organized program for the September meeting. One potential activity could be to have either Don Drennan, from Winfield, or myself show some of the ways we use computers in our respective Cities. I would appreciate hearing from you if you have other ideas for activities or programs, or if you have things that you would like to share with the group.

For several years the City Clerks and Municipal Finance Officers Association of Kansas has encouraged periodic regional meetings to foster professional relationships among Clerks, and to provide contacts with those Clerks, particularly from smaller communities, who choose not to participate in the State organization. We hope that these contacts will encourage the sharing of information, knowledge and skills among Clerks in the area, as well as provide a support group with common interests.

Rod Franz

Region 13

A meeting of the Clerk of Marion, Chase, Morris and Dickenson Counties was hosted by Susan Jacobs, City Clerk of Peabody on Wednesday, April 17, 1991. Everyone enjoyed a catered lunch of sandwiches and salads in the Ann Potter Room of the Peabody Township Library. Following lunch two local merchants, Marilyn Jones and Steve Hamous, answered questions about Peabody's Main Street Program. A tour of the historic downtown buildings had to be cancelled due to rain. A drawing was held before everyone left for home for the centerpiece, a jar of Grandma's Homemade Mustard, a lace heart and some geraniums. Everyone took a little time to run downtown and do some shopping, in the rain, before heading home.

Region 17

Cheri Hollingsworth, Oswego City Clerk, hosted 18 City Clerk's

to an enjoyable day on April 25th. 14 SEK City's were represented. All met at 10:15 at the Oswego City Hall/Community Building and were bused (Coon Mfg Bus -- manufactured in Oswego) to the Labette County Correctional Conservational Camp. Mr. Walter Wharton, Camp Administrator, gave a very educational program & tour of his facility. Lunch was provided, compliments of the City of Oswego. The menu included barbecue meatballs, numerous salads, homemade rolls, relishes & blackberry cobbler! After a short business meeting, all City Clerk's walked through downtown Oswego for a Gallery tour and presentation by renowned Sports Artist, Ted Watts.

The next meeting was scheduled for June 19th with Lizabeth Finley, Altamont, serving as Hostess.

City Clerk Lizabeth Finley and the City of Altamont hosted 19 SEK City Clerk's on Wednesday, June 19. Our noon meeting beginning with a session of Aqua-aerobics in the Altamont City Pool. What great fun -- an hours worth of dancing, relieving stress, getting a tan & teasing Darla Snook about being the only 1 of 19 wearing a bikini! (Can you imagine 18 envious women?)

After our work-out, a picnic lunch, compliments of the City of Altamont was served at the community center. Mrs. Dora Boore then gave the group a craft demonstration & exhibition.

The business meeting included ideas on recruiting new CCMFO membership and special invitations to the next regional meeting for our non-member cities.

The next meeting is scheduled for Tuesday, August 27th in the City of Baxter Springs, with Darla Snook serving as Hostess.

Note: Did you know that Darla owns only bikinis!



Tom Roberts,
Region VII Director

NEWS FROM IIMC

By Tom G. Roberts,
Region VII Director

The 45th annual IIMC Conference was held May 19-23, 1991, in Grand Rapids, Michigan. The conference was highly successful and followed the theme "Bridge to Excellence." It was the second largest conference ever held with 1,198 registered delegates and guests in attendance. There was much to learn and fun to be had. A whole week of educational sessions provided a wealth of knowledge to the delegates. Guest speaker C.W. Metcalf was outstanding in his presentation of "The Humor Option." Anyone who can hold your attention for three hours and keep you laughing almost nonstop is talented indeed. The Michigan beach party was an evening of great food and fun. The annual banquet was a chance to thank outgoing President Margery Price for her contributions and to give recognition to John Hunnewell, our Executive Director, who retired effective May 31.

Overall the conference was a superb experience and one with lasting memories. The chance to interact with our counterparts from all over the United States, Canada and other countries is an experience you will never forget.

The conference next year will be held in Salt Lake City, Utah, May 17-21, 1992. The President's reception will be held at Snowbird Ski and Summer Resort. Delegates will be able to enjoy a spectacular view from the Snowbird Tram to the top of 11,000 foot Hidden Valley. Also a full dress concert of the

—WHAT'S GOING ON?—

Mormon Tabernacle Choir will be presented especially for our group.

An executive search firm has been hired for assistance in conducting a recruitment effort for our new executive director. If all goes according to plan, we hope to have a new chief executive by the end of September.

The Region VII meeting this year will be held in Wichita, Kansas, November 15 and 16. The CCMFOA is sponsoring the meeting and we hope it will be well attended and that we extend a warm welcome to our guests from Missouri and Illinois. Linda Medlock, Region VII Director from St. Charles, Missouri and I will be chairing the meeting. It will be approximately one month after the mid-year IIMC Board Meeting so there will be much information to share and the interaction between the three states is always enlightening. Please make plans to attend.

As always feel free to contact me if I can be of assistance in any way.

Membership Committee Report

The Membership Committee is in the process of putting together Membership Packets to be distributed to new members. The packets will contain information about the City Clerks and Municipal Finance Officers Association of Kansas, The International Institute of Municipal Clerks, District Meetings, and all other programs and benefits available by being a member of both.

Chairman **Don Drennan**
City Clerk/Finance Director of
Winfield

Seminars For City Clerks

The education committee is really excited about the coming

year. Our organization has been working very hard to provide you with quality educational meetings, and I strongly encourage each of you to make a special effort to attend as many meetings as you can.

We are currently working with Fort Hays State University to establish a series of 1-day seminars for area city clerks, much like the program in effect at Wichita State University, which has proven to be very successful. After the FHSU program is finalized we plan to try to organize similar programs in other areas of the state.

If anyone has ideas or suggestions for our committee, please do not hesitate to contact me.

Alice K. Sander CMC/AE
Education Committee Chairman

IIMC Appointment

Paula Holle, City Clerk, City of Marysville, was appointed to serve as a member of the IIMC Education/Personal Growth Committee for 1991-1992 at the Grand Rapids International Conference. Duties of the committee are to recommend programs and projects which will enhance the educational opportunities for municipal clerks; review, recommend and evaluate continuing education programs that lead to CMC and AAE designations; set goals and objectives that give direction to members who are preparing their professional career development; and undertake special projects involving expanding the training opportunities for IIMC, both at the beginning and advanced levels.

State Pins

The executive board would like to have an inventory on how many of those blue Kansas pins are out and have not been sold. Also some of you may have

some money that has not been turned in. Please let our treasurer Howard Pevehouse of Olathe know right away. We may need to get more ordered or if money doesn't come in they probably cost us more than we can make and the Board will need to take another look at finding something else.

I think they are a beautiful pin and would like to see them stay with our association, so lets work together and make this a feasible project.

Here's The Scoop

Our Association is going to sell polo shirts for a fundraiser. You never know when we will need the money for greater things so we want to be prepared. We have ordered 200 polo shirts, the color will be Royal Blue and Gold, President Ron will be decorating them. Everyone will want one and you don't want to be missed so keep tuned to the City Clerk/Finance Officers grape vine for the first appearance and buy one.

"HOT NEWS" Look At Us!

We are going to host a region meeting! It has been a long time since we hosted the region 7 meeting for the States of Kansas, Illinois and Missouri. They always hold it in the big city's like Chicago, St. Louis, etc. NOW ITS OUR TURN.

We need all of you to attend. Come on down to Wichita and meet your clerk/finance director friends from our IIMC region. There will be a program and plenty of entertainment.

This meeting will be held at the Hilton East in Wichita on November 15th and 16th, 1991. Mark your calendars now and plan to attend.

Watch for the October issue for the registration and details. We would like to have a good attendance from our State.

Board of Directors Meeting June 21, 1991

The Board of Directors for the City Clerks and Municipal Finance Officers Association of Kansas met in Wichita on June 21, 1991. Several items of interest to the general membership were discussed:

**Region VII director, Tom Roberts reported that a region meeting will be held in Wichita on November 15 and 16, 1991.

**A discussion of whether anyone can attend the Advanced Academy and if membership of the CCMFOA was a requirement was brought up by Mary Reed. It was a consensus that anyone can attend the sessions and that membership is not a requirement, however if the class is full and someone needs the space to attain their AAE they will be given first chance. It was further decided that anyone that is not a member of the State Association will pay higher registration fees.

**It was decided by the board that the scholarships will be raised from the present \$100.00 to \$240.00 or the price of the registration in the certification school. This will still be the first ten participants on a first come first served basis. Howard Pevehouse was asked to write a policy for the scholarships.

**It was recommended that C.W. Metcalf be a featured speaker at the League of Municipalities meeting in October. President Thornburg will write a letter to the League making this recommendation.

**A fund raiser was discussed, it was decided to order 200 polo shirts in Royal Blue and Gold and to make a profit of 3 or 4 dollars.

**Norma Robbins was selected as a recommendation to Governor Finney to be on the KPERS board.

**Mary Reed was selected as a replacement to be recommended for out going Bill Goering to be on the League Governing Body Board.

**The Hand book which had been updated was handed out to each member of the Board. This also

goes to chairpersons of all the committees.

**President Ron Thornburg announced he will try to visit all the region meetings.

**The Program Planning Committee met at 1:00 p.m. following the Board of Directors Meeting.

Certification Institute Scholarships

At the Executive Committee meeting in Wichita on June 21, 1991, a decision was made to increase the scholarship amount to cover the registration fee for the November Certification Institute. That amount is currently \$240.00. The change is effective immediately, and will apply to the scholarships awarded for the 1991 institute.

The association will award ten scholarships this year on a first come first served basis, with no restriction on the size of city that can apply.

Treasurer, Howard Pevehouse, advised that only three requests have been received to date. Those who wish to receive 1991 scholarships are encouraged to apply. Send letters of request to:

Howard Pevehouse
City Clerk
City of Olathe
P.O. Box 768
Olathe, KS 66061

International Institute Of Municipal Clerks

Professional Development will be a necessary part of career advancement for the 90's. How are you going to further your career? Two hundred seventy-four members of this International organization are from the state of Kansas; why don't you join them so that you, too, can benefit from membership in IIMC.

Some of the benefits are: a monthly News Digest with articles

continued on page 11

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IIMC from 10

and sources of information pertaining to duties of Municipal Clerks, sample ordinances, technical bulletins, case studies, an annual conference where approximately 50 educational programs are presented, yearly Academy for Advanced Education, Certification School and title upon meeting requirements, etc.

Annual dues are based upon municipal population. In this way, anyone from any sized municipality will be able to take advantage of the services of IIMC. If you are interested in further information or would like a new member packet, please contact me.

Norma L. Moffet

CMC, AAE

Assistant City Clerk

City of Overland Park

8500 Sante Fe Drive Overland
Park, Ks. 66212

NEW CMC'S

Four Kansas City Clerks have been awarded the designation of "Certified Municipal Clerk" [CMC] from the International Institute of Municipal Clerks [IIMC] for achieving its high educational, experience, and service requirements.

Iris Clubb has been City Clerk for the City of Kechi since 1982. Previously she was Kechi's City Treasurer 1980-82.

Her professional affiliations include membership in the City Clerk and Finance Officers Association and the International Institute of Municipal Clerks. Her community activities include

membership in the Park City Church of the Nazarene and Fair Committee of Kechi.

Iris and her husband, James, have two sons and 10 grandchildren.

Vicki Daise has been City Clerk for the City of Osborne since 1980. Previously she was Osborne's City Treasurer [1979-80]. Prior job experience includes, Secretarial and Elementary Teaching. Vicki has a Bachelor of Science degree from Sterling College, Sterling, Kansas.

Her professional affiliations include membership in the City Clerks and Municipal Finance Officers Association of Kansas and the International Institute of Municipal Clerks.

Vicki's community activities include membership of the United Methodist Church, member of the Church Choir and P.E.O. Chapter CR.

Shirley J. Stuever has been City Clerk for the City of Andale since 1979. She also has attended a number of workshops relating to her position, including Budgets and several annual schools sponsored by KPERS and CCMFO.

Professional affiliations include membership in the City Clerks and Municipal Finance Officers of Kansas, State of Kansas Notary Clerk Association, and the International Institute of Municipal Clerks.

Shirley is active as a member of St. Joseph Church Altar Society, Andale Extension Homemakers Unit, and leader of the Andale 4-H Club for twenty years.

She and her husband, Max, have eight children and four grandchildren, [and another "On the Way"].

Martha Heizer has been City Clerk for the City of Leawood since 1987. She began her career with the City in 1973 as Assistant City Clerk, a position she held until she was appointed City Clerk. Martha has a Bachelor of Arts degree in Psychology from the University of Colorado.

Her professional affiliations include membership in the City Clerks and Municipal Finance Officers Association of Kansas, Association of Records Managers and Administrators, Inc. [ARMA-

continued on page 12

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Greater Kansas City Chapter], and the International Institute of Municipal Clerks.

These individuals have completed the Municipal Clerks Institute, offered by the University of Kansas. This program provides over 100 student/instructor contact hours of in-depth courses in managerial leadership skills, social and interpersonal concerns, and functionally-related subjects. It gives perspective, information, and technical training needed to deal with changes taking place in local government today.

The unique Certification Program of the IIMC was launched in 1970, climaxing a decade of planning. The program aids municipal clerks and deputy clerks in improving their job performance and recognizes the professionalization of the Municipal Clerk's office. Completion of a recognized career development institute or a baccalaureate degree in public administration or related field, responsible experience in local government, and participation in conferences, meetings, and education seminars are required to achieve this prestigious Certified Municipal Clerk designation. Qualifications of applicants are reviewed and approved by the IIMC Certification Committee.

IIMC Academy for Advanced Education

Laurie E. Neemann, CMC/AEE, City Clerk of the City of Hiawatha, has been accepted as a member 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 W. Douglas Armstrong, CMC, Administrator Clerk/Treasurer of

Peterborough County, Ontario, announced, "I am pleased to welcome Ms. Neemann as a member in the IIMC Academy for Advanced Education. She is an inspiration to all members of our profession and a fine example of a dedicated public servant."

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. Neemann has been with the City of Hiawatha since 1983, where she serves as City Clerk.

She completed the three-year Municipal Clerks Institute Program sponsored by the University of Kansas, and in September 1989, received her Certified Municipal Clerk [CMC] Award.

Continuing her education through the University of Kansas, she has completed two Advanced Academy Programs. Other courses include Supervisory Management For Municipal Clerks through Michigan State University and How To Be A Better Proofreader sponsored by Fred Pryor Seminars. Active in professional organizations, she is a member of the Government Finance Officers Association and the Kansas City Clerks and Municipal Finance Officers Association where she serves on the Board of Directors [1990-1994].

Ms. Neemann has been a member of the International Institute of Municipal Clerks since 1984.

Which Region Are You In?

Region 1

Cheyenne
Decatur
Gove
Logan
Rawlins
Sheridan
Sherman
Thomas
Wallace

Region 2

Clark
Finney
Ford
Grant
Gray
Greeley
Hamilton
Haskell
Hodgeman
Kearney
Lane
Meade
Morton

Region 3

Ellis
Graham
Norton

Phillips

Rooks
Trego

Region 4

Barton
Edwards
Pawnee
Rush
Russell
Stafford

Region 6

Cloud
Jewell
Lincoln
Mitchell
Osborne
Ottawa

Region 7

Ellsworth
McPherson
Rice
Saline

Region 8

Harvey
Kingman
Reno

Harper

Region 9

Butler
Sedgwick
Greenwood

Region 10

Chautauqua
Cowley
Elk
Sumner

Region 11

Atchinson
Brown
Doniphan
Jackson
Jefferson

Region 12

Clay Geary
Pottawatomie
Riley
Wabaunsee

Region 13

Chase
Dickinson
Marion

Morris

Region 15

Douglas
Johnson
Leavenworth
Shawnee
Wyandotte

Region 16

Anderson
Coffey
Franklin
Linn
Miami
Osage

Region 17

Allen
Bourlion
Cerokee
Crawford
Lebette
Montgomery
Neosho
Wilson
Woodson

REGIONAL COORDINATORS LIST

If you would like to attend the meetings in your region, please contact your regional chairperson. If you are unsure of which region you are in, contact Stacy Johnston, Regional Committee Chairperson, [316]251-7000.

Region

1. Archie Wicke, Goodland [913]899-2372
2. Cindy Burnbeck, Lakin [316]355-6252
3. Carol Jones, Hill City [913]674-3437
4. Vickie Gillett, Larned [316]285-2149
6. Verna Ferguson, Concordia [913]243-2670
7. Jackle Shiever, Salina [913]827-9653
8. Marilyn Prather, Buhler [316]543-2253
9. Carol McBeath, Haysville [316]524-3243
10. Rod Franz, Arkansas City [316]442-0280
11. Jane Buessing, Axtell [913]736-2834
12. Leroy Stewart, Wamego [913]456-9119
13. Jan Meisinger, Hillsboro [316]947-3162
15. Donna Teasley, Kansas City [913]573-5000
- Lisa Lene, Westwood [913]362-1550
16. Nancy Peters, Lebo [316]256-6622
17. Stacy Johnston, Coffeerville [316]251-7000



"If I were a Cowboy I'd say a discouraging word"

NON-MEMBER CITIES

CITY REGION

Admire 16	Cassoday 9	Fairview 11	Lancaster 11	Neosha Rapids 16	Severy 9
Agenda 6	Cedar 6	Frederick 7	Lane 16	Netawaka 11	Seward 4
Agra 3	Cedar Point 13	Freeport 5	Langdon 8	New Albany 17	Sharon 5
Alden 7	Chase 7	Fulton 17	Latham 9	New Cambria 7	Simpson 6
Alexander 4	Clayton 3	Galatia 4	Lathmer 13	Niotaze 10	Smolan 7
Allen 16	Climax 9	Garnet 16	Lecompton 15	Nortonville 11	Soldier 11
Almena 3	Clyde 6	Gaylord 6	Lehigh 13	Oak Hill 12	South Haven 10
Alton 6	Coats 5	Gem 1	Lenora 11	Offerle 4	Speed 3
Americus 16	Coldwater 5	Geuda Springs 10	Leona 11	Oketo 11	Splvey 8
Argonia 10	Collyer 3	Glade 3	Leonardville 12	Olivet 16	Stark 17
Assaria 7	Colony 16	Goessel 13	Lewis 4	Olsburg 12	Strong City 13
Athol 6	Coolidge 2	Goff 11	Liberty 17	Onelda 12	Sun City 5
Atlanta 10	Copeland 2	Gorham 4	Liebenthal 4	Oskaloosa 11	Susank 4
Aurora 6	Corning 11	Gove City 1	Lincolntonville 13	Ozawkie 11	Sylvia 8
Barnard 6	Coyville 17	Green 12	Lone Elm 16	Palco 3	Tampa 13
Barnes 6	Cuba 6	Haddam 6	Long Island 3	Paradise 4	Tescott 6
Bassett 17	Cullison 5	Hamlin 11	Longton 10	Park 1	Timken 4
Baxter Springs 17	Culver 6	Hanover 6	Lorraine 7	Paxico 12	Tipton 6
Beattie 11	Damar 3	Harris 16	Lost Springs 13	Penalosa 8	Tonganoxie 15
Belvue 12	Danville 5	Havana 17	Louisville 16	Peru 10	Tyro 17
Benedict 17	Dearing 17	Havensville 12	Mahaska 6	Pleasanton 16	Uniontown 17
Bennington 6	Della 11	Hazelton 5	Manchester 13	Plevna 8	Utica 2
Bern 11	Denton 11	Herdon 1	Manter 2	Powhattan 11	Vermillion 11
Beverly 6	Dexter 10	Hollenberg 6	Maple Hill 12	Prairie View 3	Vining 12
Bison 4	Dorrance 4	Holyrood 7	Matfield Green 13	Princeton 16	Viola 9
Bluff City 5	Dresden 1	Hope 13	Mayetta 11	Quenemo 16	Virgil 9
Bogue 3	Dunlap 13	Horton 11	Mayfield 10	Radium 4	Waldo 4
Bonner Springs 15	Durham 13	Hoyt 11	McCracken 4	Ramona 13	Waldron 5
Brookville 7	Dwight 13	Hudson 4	McDonald 1	Randall 6	Wallace 1
Brownell 2	Earlton 17	Hunnewell 10	McFarland 12	Randolph 12	Walton 8
Buffalo 17	Easton 15	Hunter 6	Menio 1	Rantoul 16	Waterville 11
Bunker Hill 4	Edmond 3	Huron 11	Meriden 11	Raymond 7	Waverly 16
Burden 10	Elbing 9	Inman 7	Milan 10	Redfield 17	Webber 6
Burdett 4	Elgin 10	Isabel 5	Mildred 17	Republic 6	Weir 17
Burr Oak 6	Elk City 17	Iuka 5	Milford 12	Reserve 11	Westmoreland 12
Burrton 8	Elk Falls 10	Jennings 1	Mineral 17	Rexford 1	Westphalia 16
Bushong 16	Elmdale 13	Kincaid 16	Minneola 2	Richfield 2	Wetmore 11
Bushton 7	Elsmore 17	Kirwin 3	Mission Woods 15	Richmond 16	Wheaton 12
Byers 7	Englewood 2	La Crosse 4	Morganville 12	Riley 12	White Cloud 11
Carbondale 16	Esbon 6	Labette 17	Morland 3	Robinson 11	Whiting 11
Carlton 13	Everest 11	Lake Quivera 15	Morrowville 6	Roseland 17	Williamsburg 16
			Moscow 2	Rozel 4	Willis 11
			Mound City 16	Rush Center 4	Willowbrook 8
			Mount Hope 9	Russell Springs 1	Wilsey 13
			Mulberry 17	Satanta 2	Woodbine 13
			Mullinville 5	Savonburg 17	Woodston 3
			Munden 6	Sawyer 5	Zenda 8
			Narka 6	Scammon 17	Zurich 3
			Nashville 8	Scandia 6	
			Natoma 6	Schoenchen 3	
			Neodesha 17	Scottsville 6	
			Neosha Falls 17	Severence 11	

BY LAWS
CITY CLERKS AND MUNICIPAL FINANCE OFFICERS
ASSOCIATION OF KANSAS

ARTICLE I-NAME

The name of this organization shall be the City Clerks and Municipal Finance Officers Association of Kansas.

ARTICLE II-PURPOSE

The purpose and objectives of this Association shall be to develop a better understanding of the official duties and obligations of its members and to promote the improvement of their offices by development of standard procedures, discussion of various problems arising in these offices, promotion of wider city consciousness concerning the importance of municipal government and its operation with particular reference to those services and facilities administered by the city clerks and the municipal finance officers, development of closer relationships and understanding within this organization dedicated to the improvement of municipal affairs.

ARTICLE III-MEMBERSHIP

Any person serving in the capacity of city clerk and/or municipal finance officer of any city or governmental agency of the State of Kansas, either elected or appointed; or any assistant city clerk, deputy city clerk, city treasurer, or assistant city treasurer, or assistant city finance officer shall be eligible for membership in this organization.

The annual membership dues of the City Clerks and Municipal Finance Officers Association of Kansas shall be established or amended when necessary by a majority vote of those members attending the annual meeting. The new dues structure shall become effective one year after approval. Dues may vary depending on the class of city; cities of the first class, cities of the second class and cities of the third class. Dues of other agencies shall be the same as established for cities of the second class.

Associate membership may be retained by any member no longer serving in a capacity described in the first paragraph of this Article III. Associate membership may be obtained by those holding full membership and voting rights in city clerk and municipal finance officer associations of other states. Annual dues for associate members shall be one-half the amount established for Kansas cities of the second class. Associate members shall have no voting privileges.

ARTICLE IV-OFFICERS

The officers of this Association shall be President; a Vice-President; a Secretary; a Treasurer; and six Directors. All officers shall be active members.

At each annual meeting the Association shall elect by ballot, where more than one person is nominated for an office, the officers enumerated in the Article. Nominations shall be made by a Nominating Committee of not less than four members, appointed by the President. The report of the Nominating Committee shall be given in writing to all members twenty days prior to the annual meeting. Additional nominations may be made from the floor. The Vice-President shall serve as chairman of the Program Committee. [Amended 3-14-90]

The terms of office of the President, Vice-President, Secretary and Treasurer shall be for one year. The term of office of the Directors shall be for three years and each officer shall hold his or her office until his or her successor is elected and qualified; provided no elective officer shall succeed himself or herself to the same office; and provided further that no elective officer shall hold office [more than 90 days] after he or she ceases to be an active member.

A vacancy in the office of President shall be filled by the Vice-President. Vacancies in other offices shall be filled for the remainder of the term of office by a majority vote of the Executive Committee present.

Except as otherwise provided, the powers and duties of the officers of this organization shall be such as by the title of their offices. The President shall have such other powers and duties as may be delegated to him by the Executive Committee, consistent with the provisions of these by-laws.

ARTICLE V-MEETINGS

The regular meeting held in conjunction with the City Clerks and Municipal Finance Officers School shall be designated as the annual meeting. Business, not specifically designated for the annual meeting, may be conducted at other open meetings of the Association i.e.; the city conference business meeting held in the Fall.

ARTICLE VI-EXECUTIVE COMMITTEE

The executive committee shall consist of the officers of the Association including the Directors and Immediate Past President. The President of the Association shall be exofficio Chairman of the Executive Committee. A majority of this Committee shall constitute a quorum for the transaction of official business. Transaction of official business may be conducted by meeting in group session or by conference call.

ARTICLE VII-COMMITTEES

The President shall appoint such committees as he may deem necessary. No committee shall be authorized to create financial liabilities unless approved both in nature and amount by the President and Treasurer.

ARTICLE VIII-OFFICIAL PUBLICATION

The official publication of this Association shall be the Kansas Government Journal.

ARTICLE IX-PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the proceedings of the Association in all cases in which they are applicable, and where they are not inconsistent with the By-laws or the special rules of order of this Association.

ARTICLE X-AMENDMENTS

These By-laws may be amended at any annual meeting of the Association by a two-thirds vote of the members present; provided that copies of the proposed amendments shall be given in writing to all members twenty days prior to such meeting.

PROPOSED BY-LAWS ADDITIONS

ARTICLE V-MEETINGS

The regular meeting held in conjunction with the City Clerks and Municipal Finance Officers School shall be designated as the annual meeting. Business, not designated specifically for the annual meeting, may be conducted at other open meetings of the Association i.e.; the city conference meeting held in the Fall. Business [including policy decisions] other than official business, as referred to in Article VI-Executive Committee, shall not be conducted by the Executive Committee unless they have been specifically authorized to conduct such business at either the annual meeting or the city conference business meeting held in the Fall. In all instances, any business conducted by the Executive Committee that makes any major changes in the affairs of the organization must be voted on by members present at one of the two above mentioned meetings. All members must be notified at least twenty days in advance of any major changes to be proposed and/or voted on at one of the meetings.

ARTICLE VI-EXECUTIVE COMMITTEE

The executive committee shall consist of the officers of the Association including the Directors and Immediate Past President. The President of the Association shall be exofficio Chairman of the Executive Committee. A majority of this Committee shall constitute a quorum for the transaction of official business. Transaction of official business may be conducted by meeting in group session or by conference call. Official business shall be construed to mean conducting financial affairs of the organization that must have immediate attention.



W. Douglas Armstrong,
IIMC President

W. Douglas Armstrong, CMC, Chief Administrative Officer, Clerk, and Treasurer, County of Peterborough, Ontario, assumed the Presidency of the International Institute of Municipal Clerks at the conclusion of the IIMC Annual Conference in Grand Rapids, Michigan. He will serve a one-year term ending in May 1992.

Mr. Armstrong has been a member of IIMC since 1975, served a three-year term on its Board of Directors as Region X Director [1985-88], and was elected Second Vice-President in 1989. His committee service included Region X Membership [Vice Chair] and Education [Vice Chair]. In 1988 he formed a Canadian group consisting of Directors from universities and colleges across Canada to discuss individual programs, delivery and content as they related to local government education.

He obtained the provincial certification of "AMCT" and "CMO" from the Association of Municipal Clerks and Treasurers of Ontario, as well as receiving the IIMC Certified Municipal Clerks designation in 1978.

Actively serving the Association of Municipal Clerks and Treasurers of Ontario in various capacities, he has served on many committees and its Board of Directors. He was President of that Association from 1981-82.

The Minister of Municipal Affairs of Ontario appointed Mr. Armstrong as Chairman of the Municipal Education and Training Secretariat [1988-90]. He is also a past Chairman of the Public Administration Advisory Committee of Sir Sandford Fleming College [1979-1985] and for seven years was an instructor for the Municipal Administration Program.

He started his career in local government in Public Works for the Township of Hay, Ontario [1961-64]; was in private industry for three years; and from 1967-74 served as Secretary-Treasurer and Manager, Public Utility Commission, and Clerk-Treasurer, Village of Zurich, Ontario. He then became Clerk-Treasurer for the Township of Smith, Ontario [1974-75] and in July 1975 assumed his present position.

Born and raised in Huron County, Ontario, he and his wife, Joyce, have three children. He is Past President of the Rotary Club of Peterborough; President designate of the Canadian Automobile Association, Peterborough; and has served on the local Historical Society, Hospitals Fund Raising Committee, and the County-City Disaster Trust Fund.

IIMC PRESIDENT'S MESSAGE

Dear IIMC Members:

I want to take this opportunity to thank you for the opportunity to be your President. To serve on a Board of Directors of an International Organization representing over 10,000 members in 15 different countries is an interesting and exciting experience. To become President of this organization is an overwhelming experience. I hope I can contribute to the forward growth of IIMC as it works on behalf of its members. The interest your Board of Directors has will certainly benefit IIMC.

1991 represents the end of an era in which John Hunnewell served IIMC as its Executive

Director. He nurtured the organization from 2,000 members to one well over 10,000 in less than twenty years. At the same time, John kept his hand in all aspects of the organization and provided invaluable assistance to the Board and Presidents.

John and Ann will be able to enjoy some free time and do a bit of traveling. We wish them the very best in the future.

An executive search firm has been engaged to assist in selecting a new Executive Director. We hope to be able to make a selection in the early Fall of 1991. The headquarters staff will be working extra duty until a new Executive Director is in place.

A management review at the headquarter operation is being conducted at this time. The results of this review will assist in establishing operational procedures of our Association. This review is being carried out at the same time as the annual financial audit.

We would ask that you bear with us until a new Executive Director is on staff. If you have any queries, please feel free to contact the office. Our staff will serve you as quickly as possible. Do not hesitate to submit documents, papers or other information to the office as you have in the past.

As I noted earlier, this is a transition period. Not only IIMC, but all levels of government are going through changes-changes brought about because of different interests and concerns of the public, and demands made on government bodies. Local governments [whether it be city, township, county or other unit of governing authority] are experiencing these pressures. A great deal of concern is being expressed about the administration of government units in all countries. We are very much a part of that concern and must be diligent in our efforts to carry out the duties entrusted to us.

What does the future hold? IIMC can assist its members to grapple these very serious

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Presidents Message from 16

questions. IIMC has a responsibility to improve the education of its members, highlighting the necessity for more educated and informed public officials. Our position is key to local government. The service we provide to our elected officials will indeed become more demanding.

To satisfy the identified needs and requirements, IIMC must undertake a soul-searching period to establish its goals and objectives clearly and work towards attaining those objectives. You are an integral part of this decision-making process. On behalf of the Board, I welcome your input. I would challenge all members, especially at your Regional meetings, to discuss this matter and assist the Regional Directors in bringing forward your thoughts to the Board.

I hope that through a similar newsletter on a routine basis, we can keep our members informed as to what the Board is doing. We look forward to this period of "transition", leading to very exciting times, and I look forward to serving IIMC as its President.

W.D. Armstrong, AMCT, CMC,
President
International Institute of
Municipal Clerks

CALENDAR

September 18-19

KMU School, Hutchinson

October 6-8

81st Annual League City Conference
Topeka

November 4-8

City Clerks Certification Institute
Wichita

November 11-15

City Clerks Certification Institute (level 2)
Wichita

November 14-15

Academy for Advanced Education
Wichita

CITY EVENTS CALENDAR

August 12-17

Interstate Fair and Rodeo
Coffeyville, Kansas

August 24

Lions Annual Watermelon
Festival
Potwin, Kansas

August 24

Iola Farm City Day
Iola, Kansas

September 21

Sedgwick Annual Fall
Festival
Sedgwick, Kansas

September 21-22

Funk Fly-In Industrial Park
Coffeyville, Kansas

September 26-29

45th Annual Celebration
Moran, Kansas

October 5

Dalton Defenders Day
Coffeyville, Kansas

October 5

Biblesta-A Celebration of the
Bible
Humboldt, Kansas

October 12-13

Columbus Day Celebration
Columbus, Kansas

October 18-26

Neewollah
Independance, Kansas

November 15-16

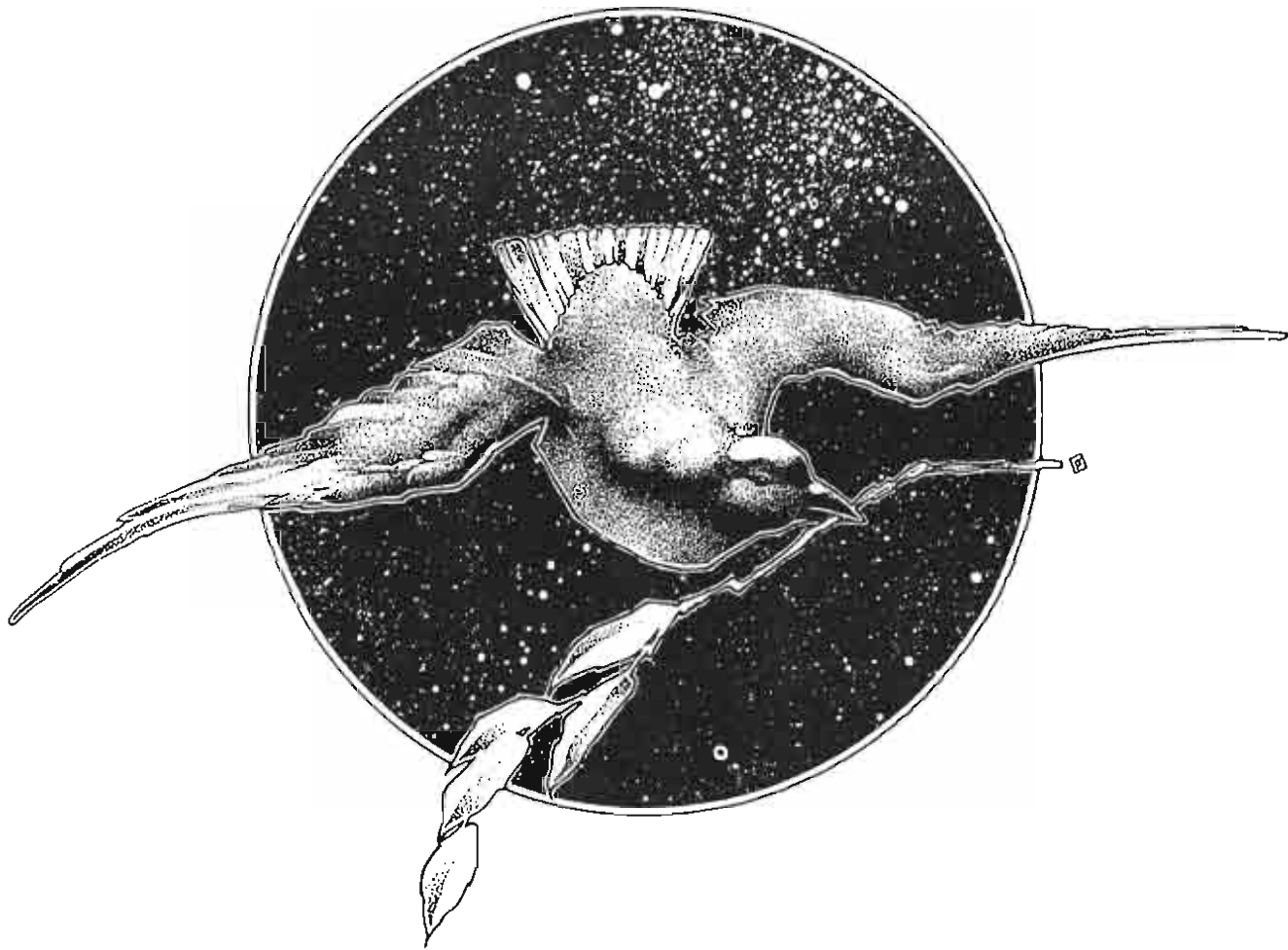
Pink Garter Follies
Coffeyville, Kansas

November 16-17

Arts and Crafts Festival
Walter Johnson Park
Coffeyville, Kansas

December 7

Christmas Parade
Coffeyville, Kansas



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