

CCMFOA Board Meeting Minutes March 12, 2013

The CCMFOA Board met on Tuesday, March 12, 2013 with the following members present: Brenda Davis, City of Scott City, President; Deb Mootz, City of Roeland Park, Vice President; Bobby Busch, City of Neodesha, Secretary; Stacey Crum, City of Concordia, Treasurer; Kerry Rozman, City of Clay Center, Immediate Past President; Donita Crutcher, City of Hoisington, Board Member; and Tiffany Neel, City of Meade, Board Member.

Discussion was held regarding a new contract with WSU to begin January 2014. The proposed contract has been reviewed and no changes are recommended. Gayle discussed the possibility that IIMC will approve 12 hours of education outside of Institute. This requires additional paperwork and possibly an exam to be given. If we decide to do this in Kansas WSU may discuss the addition of 10% to the contract for the additional workload.

Kerry moved to approve the minutes of the November 14, 2012 Board meeting. Seconded by Deb. Motion carried.

Tiffany moved to approve the Treasurer's report from November 1, 2012 to February 28, 2013. Seconded by Deb. Motion carried.

Old Business:

Deb discussed the calendar of tasks remaining on the Strategic Plan that may be of interest to City Clerks. It was suggested that we add HRMAK's conference to the calendar. Deb will also look at updating our brochure and memberships on other Kansas boards such as LKM.

Deb discussed the retention schedule we received from the Archive Committee. She recommended we add the following items: Treasurer/Financial Reports; Form 990 and other tax returns; Affiliation agreement statements; Accounts payable invoices including canceled checks, vouchers and travel expense reports; check registers; Accounts payable ledger; and Cash Receipt books.

Deb moved to accept the March 11, 2013 retention schedule sent by Brenda Younger with the additional items as presented. Seconded by Kerry. Motion carried.

Discussion was held regarding the wording in our handbook for the IIMC Conference Scholarship. Bobby moved to change the wording in the section on IIMC Conference Scholarships to read:

The Association will award one scholarship each year for the IIMC Conference. During any year that the Association's Region VII Director's City will pay the director's expenses to the conference, the Association will award a second scholarship. The recipient winners will be announced at the November business meeting.

Seconded by Donita. Motion carried.

Deb and Bobby reported that they had met with Kristine Polian to discuss conference sharing with KSGFOA. There is some possibilities that we can pursue that may tie in with Spring Conference. We'll form a task force when we get closer on this project. Sharing with the County Clerks is being dropped. It does not appear to be of interest to them and their topics of discussion are too varied from ours.

New Business:

1. Reports from Officers
 - a. On behalf of the Nominating Committee, Kerry gave the following slate of officers that will be presented at the March 13, 2013 Business meeting:
 - Executive Board:
 - Deb Mootz, City of Roeland Park, President
 - Bobby Busch, City of Neodesha, Vice President
 - Stacey Crum, City of Concordia, Secretary
 - Tabitha Sharp, City of El Dorado, Treasurer
 - Board Members:
 - Donita Crutcher, City of Hoisington, term expiring 2014
 - Johnna Stafford, City of St. John, term expiring 2014
 - Tiffany Neel, City of Meade, term expiring 2015
 - Angela Lange, City of Marion, term expiring 2015
 - Lieu Ann Elsey, City of Salina, term expiring 2016
 - Martha Sumrall, City of Mission, term expiring 2016
2. The Board reviewed the Disaster Plan as revised by John Sweet, City Manager of the City of Lyons. Bobby moved to approve the document as an educational resource to be provided to City Clerks by CCMFOA. Seconded by Deb. Motion carried.
3. 2013 CCMFOA Education Program Budgets: Gayle provided copies of the budget which were reviewed under the Institute Directors report. Kerry moved to approve the Education Program Budget as presented by Gayle. Seconded by Deb. Motion carried.
4. 2013 CCMFOA Pins: The Board looked over the finished pins for 2013 and a rough sketch of the proposed 2014 pin. No action.
5. IIMC Conference Expenses for the Educational Director were discussed. Kerry moved that we approve up to \$2,000 for expenses to the Educational Director for the 2013 IIMC Conference in Atlantic City to be used towards registration, travel, meals and lodging. Seconded by Deb. Motion carried.
6. The Board reviewed how mentoring of new attendees and members was going. The Officers reported that it had been received very well and they were continuing contact with the clerks who had been assigned to them.
7. Discussion was held regarding the Vendor Booth at the annual LKM Conference. It was decided that although the revenues were not extremely high and were generated mostly by clerks themselves, the important thing was that CCMFOA was being seen by elected officials and City Administrators/Managers.
8. Bobby reported that the Spring Conference Vendor Fair would gross approximately \$14,000.
9. Stacey reported that as of this date 2013 membership was 407.
10. We do not have any information from Missouri on the 2013 IIMC Region VII meeting at this time.

Announcements:

1. Education/Program Planning meeting: Friday, March 15th immediately after Conference in Cinnabar Cafe
2. June Board Meeting: Date has not been set yet.
3. Institute: November 11-15, 2013
4. Academy: November 14-15, 2013
5. Fund Raisers:
 - a. Silent Auction closes Thursday at 5:15 p.m. & 50/50 Raffle drawing on Friday. The Auction Committee will be helping us with this.
 - b. Promotional items: Two items this year. The pad folio which has been very popular and a very nice fleece blanket.