

CCMFOA Board Meeting Minutes
June 24, 2016

The CCMFOA Board met on Friday, June 24, 2016, at Wichita State University with the following members present: President Martha Sumrall, City of Mission; Vice President Debbie Price, City of Marysville; Secretary Amy Burton, City of Ellis; Treasurer Stephen Powell, City of Shawnee; and Past President Stacey Crum, City of Concordia.

Board Members Present: Karen Sublett, Wichita, Amy Zortz, Weir, Christy Pyatt, Greensburg, Danielle Young, Cheney, and Celyn Hurtado, Garden City. Also present: Tiffany Hartson, Harper, Donita Crutcher, Hoisington, Lana McPherson, De Soto, Denise Duerkson, Newton, Marian Cook, Overland Park, Jerry Lovett-Sperling, Lindsborg, and from Wichita State University, Misty Bruckner, Director, Public Policy and Management Center, Deanna Carrithers, Director of Operations, Paula Downs, Professional Development Manager, and Gayle Martin, Institute Director.

Call to Order

The meeting was called to order at 8:06 a.m. by President Martha Sumrall.

Board Orientation

Jerry Lovett-Sperling and Marian Cook provided orientation to board members including some of the past history of CCMFOA and their partnership with Wichita State University. The contract with Wichita State University ends December 2017; therefore, the Board discussed continuing the contract or searching for other providers. The Board also discussed reimbursements for IIMC conferences and scholarship reimbursements for Institute, Academy and Spring Conference.

Approval of Minutes

The minutes from the March 15, 2016 Board Meeting and the minutes from the May 20, 2016 Special Board Meeting were reviewed. Stephen moved to approve the minutes from both the March 15, 2016 and the May 20, 2016 Board Meetings. Stacey seconded the motion. The motion carried unanimously.

Treasurer's Report for March 1 – May 31, 2016

The Treasurer's Report as of May 31, 2016 was presented by Stephen Powell and reviewed by the Board. The funds available at May 31, 2016 was \$115,540.57, including CD's. No action needed.

Hugo Wall School Update

Misty Bruckner, Deanna Carrithers and Paula Downs provided an update from the Hugo Wall School. Paula discussed changes in the administration of professional development and Misty stressed the importance of contract relationships as the State continues to significantly reduce funding. Deanna explained the presented financial statements for Institute, Academy and Spring Conference. The Board discussed options for reducing expenses in administering the conferences, including copying and printing fees, break food and drinks, and credit card fees.

2015 Institute/Academy Evaluations, Financials, and 2016 Projected Budget

The Board entered into an extensive discussion on how to reduce the cost of providing meals and snacks during the conferences. Each conference calculated a loss for 2015/2016, and the meals/refreshments line item was the largest expense. Board members discussed putting snacks in

the conference bags, having participants bring their own snacks, or inquiring if a vendor would like to sponsor breakfast and/or snacks. Stephen moved to reduce break food expenditures by 25% for Institute, Academy, and Spring Conference, and for Gayle to determine the best use of those reduced funds. The Board will also inquire about a vendor sponsorship. Amy Z. seconded the motion. The motion carried unanimously.

Possible Training Partnership for Session on Property Tax Lid

Gayle asked if the City Clerks might be interested in a joint training session with the County Clerks regarding the new tax lid legislature. The training would be in a central location and a registration fee would be charged to cover the training; therefore, CCMFOA would not bear any cost. Board members voiced support for Gayle to continue to explore holding the training session sometime next spring.

Academy/Spring Conference Speaker Proposal

The Board considered a proposal from Nate Regier for presenting at both Academy and Spring Conference. The proposal for Academy includes the purchase of 35 books (\$700) by CCMFOA. It was the consensus of the Board to have Mr. Regier submit another proposal without the purchase of the books.

Membership Survey Regarding Organization's Logo/Brand

Martha presented the results from the survey regarding the CCMFOA logo and brand. The majority of the respondents expressed interest in replacing or updating the current logo. The Board is in favor of setting up a task force but stated it would be better to wait and see what our budget would allow. Amy Z. moved to table consideration of establishing a task force to explore an updated or new logo and brand until November when more financial information will be available. Stacey seconded the motion. The motion carried unanimously.

Establishing a CCMFOA Facebook Page – Stephen Powell

Martha asked if the Board was interested in setting up a Facebook page for announcements. The Communications Committee would be the individuals tasked with administering the page. The Board would need to adopt a policy stating provisions for the page's use. Danielle moved to direct the Communications Committee to explore setting up a Facebook page and for that committee to draft a policy for the page's use by the November Board meeting. Stephen seconded the motion. The motion carried unanimously.

Consider Addition of "Clerk's Spotlight" to WINGS Newsletter – Stephen Powell

The Board considered adding a "Clerk's Spotlight" to the WINGS newsletter. The selected clerk would be asked to answer 4-5 questions. This would be a good way to get to know fellow clerks. Board members were asked to reach out to their Region Chairs and encourage holding a Region meeting by March.

City Clerk's Manual – Feedback to LKM on 2016 Update

The League of Kansas Municipalities requested feedback from the clerks on how to make the *City Clerk's Manual* a better resource tool. One idea suggested was to combine the *Governing Body Handbook* and the *City Clerk's Manual* into one handbook.

Reports from Board Members

None

Break Food Provided at Training Events and New Hospitality Suite Requirements

Martha discussed many of the comments submitted regarding the new hospitality suite at the DoubleTree. The majority of the respondents spoke favorably about the control tower room; however, many did not like that a bartender had to be present. The new requirements include a \$2.50 corkage fee for each person entering the room, regardless if it is in a private room or the control tower. Members discussed the increasing cost of hosting a hospitality room with the \$200 budget for alcohol, plus the bartender's fees and now the per person corkage fee. Members discussed shortening the hours or days the hospitality room would be available or changing the hospitality room format to a cash bar only. It was also discussed only offering the hospitality room during Institute/Academy and not Spring Conference where the vendor reception and Thursday entertainment would provide social events. The Board directed Gayle to check on prices for a cash bar and bartender and report back.

Spring Conference Social Event – Update

Members discussed hosting the Thursday night Spring Conference event in-house again or planning something off premises. It was decided that with the location of the hotel, staying on premises would be best. Varney's has already stated they would like to be the main sponsor of the event again. Several themes were discussed to be decided on at the November board meeting.

Athenian Dialogue at LKM Meeting - Update

It was reported that the League was hesitant to offer an Athenian Dialogue at the annual LKM meeting due to the valued relationship with Wichita State University and the risk of stepping on toes.

Announcements

Region VII Meeting, St. Louis Union Station: September 10-11, 2016

LKM Annual Conference, Overland Park Convention Center: October 8-10, 2016

Institute (Years 1-3), Wichita DoubleTree Hotel: November 14-18, 2016

Institute (Year 4), Wichita DoubleTree Hotel: November 16-18, 2016

Academy, Wichita DoubleTree Hotel: November 17-18, 2016

Spring Conference, Wichita DoubleTree Hotel: March 15-17, 2017

Adjournment

Debbie moved to adjourn the meeting. Stephen seconded the motion. The motion carried unanimously. The meeting adjourned at 12: 31 p.m.

Respectfully submitted,

Amy Burton, CPA
City of Ellis
CCMFOA Secretary