

## **CCMFOA BOARD MEETING MINUTES**

**November 16, 2016**

The CCMFOA Board met on Wednesday, November 16, 2016 at the DoubleTree by Hilton Hotel 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 Smith, City of Concordia.

Board Members Present: Amy Zortz, City of Weir; Christy Pyatt, City of Greensburg; Danielle Young, City of Cheney; Celyn Hurtado, City of Garden City; and Tammy Seely, City of McPherson.

Also present: Gayle Martin, Institute Director – Wichita State University; Paula Downs, Director of Professional Development - Wichita State University; Lana McPherson, City of De Soto; Bobby Busch, City of Neodesha; and Sherri Wedel, City of Potwin.

### **Call to Order**

The meeting was called to order at 5:15 p.m. by President Martha Sumrall.

### **Approval of Minutes**

The minutes from the June 24, 2016 Board Meeting and the minutes from the October 18, 2016 Special Board Meeting were reviewed. Danielle Young moved to approve the minutes from both the June 24, 2016 and the October 18, 2016 Board Meetings. Stephen Powell seconded the motion. The motion carried unanimously.

### **Treasurer's Report for June 1 – October 31, 2016**

The Treasurer's Report as of October 31, 2016 was presented by Stephen Powell and reviewed by the Board. The funds available at October 31, 2016 were \$104,672.40, including CD's. No action needed.

### **Five-Year Financial Forecast**

Stephen Powell updated the Board on the progress of the 5-year Financial Forecast. He wants to review some of the numbers before formally presenting the forecast to the Board. He noted that the revenues didn't appear adequate to continue to cover expenses over the 5-year period. Stephen asked for Board consideration to purchase a cloud-based QuickBooks program to manage the Association's finances more efficiently. Stacey Smith moved and Amy Zortz seconded a motion to purchase the cloud-based QuickBooks program at a cost of \$39 per month. The motion passed unanimously.

### **Funding of Hospitality Suite**

Hospitality Room Chair Sherri Wedel reported the Hospitality Room usually is very well attended. The Board discussed options to keep costs down such as moving to a cash bar or

issuing drink tickets. Having a cash bar would also remove any liability from the Association. The Board also discussed if a Hospitality Suite was needed for the Spring Conference since we offer the Vendor Reception on Wednesday and the Thursday night event. It was the consensus of the Board to not offer the Hospitality Suite in March to reduce costs. The Board will revisit discussion on the Hospitality Suite for Institute/Academy at the March Board meeting.

### **Facebook Policy**

Christy Pyatt presented the proposed Facebook Policy as drafted by the Communications Committee. After review and discussion, Danielle Young moved and Debbie Price seconded a motion to approve the Facebook Policy as presented. The motion carried unanimously.

### **Continued Discussion on Association's Logo/Branding**

Discussion will be tabled until the 5-year Financial Forecast is completed.

### **Reports from Committees**

The Nominating Committee will present for approval the following slate of officers for the March business meeting:

- Executive Committee: President Debbie Price, Vice President Amy Burton, Secretary Stephen Powell, Treasurer Christy Pyatt, Immediate Past President Martha Sumrall.
- Board of Directors: Keri Reiner (2018 - fill the unexpired term from Christy Pyatt), Amy Zortz (2018), Celyn Hurtado (2019), Tammy Seely (2019), Karen Sublett (2020), Danielle Young (2020).

### **Reports from Board Members**

None

### **Update on Scholarships – IIMC, Spring, Fall Institute and Academy**

Stephen Powell reported that eight scholarships were awarded for Institute and one scholarship was awarded for Academy. Three scholarships will be awarded for Spring Conference. The IIMC Scholarship Committee had 9 applicants and has selected Jamie Boese from Fowler for the award.

### **Policy Updates**

The Board reviewed policy updates for the Hospitality Committee and the Selection of IIMC Board Members. Tammy Seely moved and Celyn Hurtado seconded a motion to approve the policy updates for the Hospitality Committee duties as presented. The motion carried unanimously. Debbie Price moved and Christy Pyatt seconded a motion to approve the policy updates for the Selection of IIMC Board Members as presented. The motion carried unanimously.

### **IIMC Region 7 Director**

Bobby Busch has submitted a Letter of Intent to apply for the Region VII Director's position. The Association will send a letter of support on his behalf. No action is needed at the Board Meeting; a vote will take place during the Business Meeting on Thursday.

### **Resolution in Support of Lana McPherson for IIMC Vice President**

Lana McPherson has announced her candidacy for IIMC Vice-President. The Association has drafted a Resolution of Support for Lana and will vote to approve the Resolution at the Business Meeting on Thursday. Proceeds from the raffle baskets will be donated to Lana to support her candidacy.

### **Approval for Gayle Martin to Attend 2017 IIMC Conference**

Gayle Martin has submitted a list of projected expenses for her to attend the 2017 IIMC Conference in Montreal, Canada. Amy Zortz moved and Celyn Hurtado seconded a motion to approve Gayle Martin's attendance at the 2017 IIMC Conference and to reimburse travel expenses up to \$2,250.

### **2017 CCMFOA Pins and Spring Conference Theme**

Martha Sumrall shared the image for the 2017 CCMFOA pins and asked for ideas on a theme for the Spring Conference. She has chosen the Gatekeeper from the Wizard of Oz for the pin design. It was decided to use the "Key to Effective Government" slogan for the Spring Conference theme.

### **Vendor Fair Update**

Amy Burton updated the Board on the Vendor Fair for Spring Conference. Approximately 1/3 of the estimated vendors have committed to the Vendor Fair so far. Several vendors have expressed interest in being a Premier or Platinum sponsor.

### **Spring Conference Social Event**

The Board discussed possible themes for the Spring Conference Thursday night social event. After considering several options it was decided to go with an 80's theme and karaoke with a DJ.

### **2017 IIMC Region 7 Meeting Hosted by CCMFOA**

It is Kansas' turn to host the IIMC Region 7 meeting. The Board discussed adding the meeting onto the end of Spring Conference or hosting a separate event. It was decided to add the Region 7 meeting onto Spring Conference in order to increase attendance. Wichita State University will draft a separate contract to administer and plan the IIMC Region 7 meeting.

### **WSU Contract Renewal Update**

The Association's contract with Wichita State University expires in December 2017. Paula Downs reported the University is not proposing any changes and encouraged the Board to review the current contract and suggest revisions, if needed. The Board would like to review a draft of the new contract in March, and then finalize that contract at the June Board meeting.

### **Report by Institute Director**

Gayle Martin gave her report on the 2016 Institute/Academy and the 2017 Spring Conference. Rex Osborn has been hired as the keynote speaker for Spring Conference at a cost of \$2,300. Several clerks recommended Mr. Osborn after hearing him speak at the IIMC Conference in

Omaha. Gayle also reviewed the projected budgets for Institute/Academy and the Spring Conference.

**Announcements**

Spring Conference – March 15-17, 2017

IIMC Conference – May 21-24, 2017

June Board Meeting – TBA

Institute, Years 1-3 – November 13-17, 2017

Institute, Year 4 – November 15-17, 2017

Academy – November 16-17, 2017

**Adjournment**

Stephen Powell moved and Amy Zortz seconded a motion to adjourn. The motion carried unanimously. The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Amy Burton, CPA  
City of Ellis  
CCMFOA Secretary