

City Clerks & Municipal Finance Officers Association  
Business Meeting Agenda  
Thursday, March 13, 2014  
12:00 p.m.  
Wichita Marriott

1. Call to Order – Debra Mootz
2. Approval of Minutes
  - A. Business Meeting November 14, 2013
3. Approval of Treasurer’s Report
  - A. Revenue & Expenses for November 1, 2013 to February 28, 2014 – Tabitha Sharp
4. Introduction of IIMC President Elect – Brenda Young
5. Recognition of retiring clerks – Debra Mootz
6. Committee Reports:
  - A. Education/Certification & Education/Program Planning – Bobby Busch
  - B. Historian/Archive Committee – Brenda Younger
  - C. Hospitality – Amy Zortz
  - D. Legislative Committee – Elizabeth Kelley
  - E. Manual & Bylaws – Stephanie Ax
  - F. Membership/Mentoring/Regional –Stacey Crum & Tabitha Sharp
  - G. Newsletter & Publicity – David Bryant
  - H. Silent Auction/Promotional Sales – Martha Sumrall & Debbie Price
7. Report from IIMC Region VII Director – Lana McPherson
8. Awards/Scholarships
  - A. 2014 Spring Conference Scholarship Recipients – Stacey Crum
  - B. 2014 Certification Institute/Master Municipal Clerk Academy – Scholarships/Timeline – Stacey Crum
  - C. 2014 IIMC Annual Conference Scholarship– 2014 Awardee and Timeline for 2015 Award – Debbie Price
9. Board of Directors Meeting Report – Debra Mootz
10. New Business
  - A. Announcement of the 2014 Mildred Vance City Clerk/Finance Officer of the Year Award – Marian Cook
  - B. Nominating Committee Report – Brenda Davis
  - C. Election of Officers and Board Members
  - D. Oath of Office to Newly Elected Officers/Board Members – Brenda Young
  - E. Passing of the Gavel
11. Announcements
12. Adjournment

**City Clerks & Municipal Finance Officers Association  
Business Meeting Minutes  
November 14, 2013      Wichita Marriott**

**Call to Order** – Debra Mootz

President Mootz recognized the four classes, as well as new certifications and retiring clerks.

**Approval of Minutes - Business Meeting March 14, 2013** – Stacey Crum

Motion to approve Minutes of March 14, 2013, by Lana McPherson, DeSoto; seconded by Bobby Busch, Neodesha. Motion carried.

**Approval of Treasurer Report** – Tabitha Sharp

Motion to approve Treasurer Report for March 1, 2013, to October 31, 2013, by Denise Duerksen, Newton; seconded by Doreen Pesek, Olathe. Motion carried.

**Committee Reports**

- *Education/Program Planning & Education/Certification Committees* – Bobby Busch  
The Education Certification committee will be meeting after the conference.
- *Historian/Archive Committee* – Brenda Younger  
A retention schedule has been approved, and the committee is looking for permanent records storage space.
- *Hospitality Committee* – Amy Zortz  
Hospitality Room will be open until 10:30 or later.
- *Legislative Committee* – Elizabeth Kelly  
Encouraged clerks to sign up for the League alerts emails.
- *Manual/By-Laws Committee* – No report
- *Membership/Mentoring/Regional Committee* – Tabitha Sharp  
434 Members. Encouraged regional meetings. The 2014 dues statement is now available.
- *Newsletter/Publicity Committee* – Elizabeth Kelly  
Provide current email address to the treasurer. Submit write ups for region meetings.
- *Nominating Committee* – Kerry Rozman  
Next year's officers and board members were introduced and are as follows:

*Executive Board:*

Bobby Busch, Neodesha	President
Stacey Crum, Concordia	Vice President
Tabitha Sharp, El Dorado	Secretary
Angela Lange, Marion	Treasurer
Deb Mootz, Roeland Park	Past President

*Board of Directors:*

Tiffany Neel, Meade	2015
Amy Burton, Ellis	2015 (unexpired term)
Lieu Ann Elsey, Salina	2016

Martha Sumrall, Mission	2016
Johnna Stanford, St. John	2017
Danielle Young, Cheney	2017

- *Silent Auction/Promotional Sales Committee* – Martha Sumrall  
The booth at the LKM conference promoted the organization. Will again have the silent auction at our spring conference.

### **Awards/Scholarships**

- *2013 Institute Scholarship Recipients* – Tabitha Sharp

Jennifer Jones Lacy	Tonganoxie	City Clerk
Tammie Fisher	Plainville	City Clerk
Jennifer Montgomery	Howard	Deputy Clerk
Ruth Becker	Scott City	Asst. City Clerk
Mindy Mages	Argonia	City Clerk
Samantha Green	Inman	Deputy Clerk
Julia Loving	Burden	City Clerk
- *2013 Master Academy Scholarship Recipients* – Tabitha Sharp

Roxanne Hutton	Iola	City Clerk
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- *2014 Spring Conference Scholarship* – Tabitha Sharp  
Applications will be accepted from December 1<sup>st</sup> through February 1<sup>st</sup>.
- *2014 Mildred Vance/Clerk of the Year Nominations* – Marian Cook  
The nomination process was discussed. Applications will be accepted through December 31.
- *2014 IIMC Annual Conference Scholarship* – Debbie Price  
The recipient of the 2014 scholarship is Johnna Stanford of St. John.

### **New Business**

- *2014 Dues* – Tabitha Sharp
- *2014 Vendor Fair* – Bobby Busch
- *Board of Directors Report* – Deb Mootz  
The board approved the three year contract with Wichita State.
- *Region VII Report* – Lana McPherson  
The 2014 IIMC Conference will be in Milwaukee. Dr. Marshe of WSU will be a speaker.

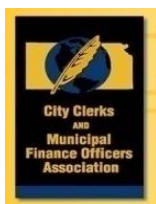
### **Announcements**

- *Spring Conference, Wichita, March 12-14, 2014*
- *Institute, Wichita, November 10-14, 2014*
- *Academy, Wichita, November 12-14, 2014*
- *Next Board Meeting, Tuesday, March 11, 2014*

### **Adjournment**

Motion by Kerry Rozman, Clay Center, seconded by Jerry Lovett-Sperling, Lindsborg. Meeting Adjourned.

Respectfully submitted,  
Stacey Crum  
CCMFOA Secretary



# CCMFOA OF KANSAS

## TREASURER'S REPORT

11/1/13 -3/1/14

<b>Beginning Balance Checking Account: November 1, 2013</b>	<b>\$ 65,270.75</b>
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### Income (Deposits):

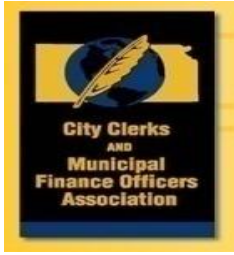
<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/30/2013	Membership Dues - See List	\$ 10,656.50
2/28/2014	Membership Dues - See List	\$ 13,900.00
2/28/2014	Vendor Fair Sponsorships - See List	\$ 7,175.00
<b>Total Income</b>		<b>\$ 31,731.50</b>

### Expenses:

<u>Date</u>	<u>Check No</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>
10/18/2013	1683	Amy Zortz	Hospitality Room	\$ 200.00
12/30/2013		Central National Bank	CD	\$ 30,000.00
1/2/2014	1684	Deb Mootz	Gift	\$ 27.47
1/2/2014	1685	Jerry Lovett-Sperling	Plaque	\$ 61.00
1/3/2014	1686	Lana McPherson	IIMC Ticket	\$ 178.00
1/6/2014	1687	WSU	Fall Conference	\$ 3,615.00
1/31/2014	1688	IIMC	Bobby, Lana and Johnna 2014	\$ 1,650.00
2/28/2014		Central National Bank	Service Charge	\$ 11.19
<b>Total Expenses</b>				<b>\$ 35,742.66</b>
<b>Ending Balance Checking Account: March 1, 2014</b>				<b>\$ 61,259.59</b>

Note: Dorothy Soderblom Memorial \$350.00 included in checking

<b>Balance in Checking</b>	<b>\$ 61,259.59</b>
<b>Central National Bank CD @ .24% - matures 11-19-13</b>	<b>\$ 40,368.28</b>
<b>Central National Bank CD @ .24% - matures 12-30-15</b>	<b>\$ 30,000.00</b>
<b>Total funds as of March 1, 2014</b>	<b>\$ 131,627.87</b>



# CCMFOA OF KANSAS

## TREASURER'S REPORT

11/1/13 -3/1/14

### Summary of Income and Expenses by Category

<b>Beginning Balance Checking Account: November 1, 2013</b>		<b>\$ 65,270.75</b>
<b>Income:</b>	Membership Dues	\$ 24,556.50
	Retirees Membership Dues	
	Vendors/Sponsors/Lunches	\$ 7,175.00
	Region Baskets (Institute)	
	Misc.*	\$ -
<b>Total Income</b>		<b>\$ 31,731.50</b>
<b>Expenses:</b>	Institute-Hugo Wall School Shortfall	\$ 3,615.00
	IIMC Conference	\$ 1,828.00
	Gifts	\$ 88.47
	Supplies (Pins/Postage)	
	Hospitality Room	\$ 200.00
	League of Kansas Municipalities Booth and Table	
	Banking Expenses	\$ 30,011.19
	Promotional Items	
	Misc.*	
<b>Total Expenses</b>		<b>\$ 35,742.66</b>
<b>Ending Balance Checking Account: March 1, 2014</b>		<b>\$ 61,259.59</b>

\* Cash for Vendor Reception