

**CCFMOA Board Meeting Minutes**  
**June 19, 2015**  
**9:00 a.m.**

The CCMFOA Board met on Friday, June 19, 2015, at Wichita State University with the following members present: President Stacey Crum, City of Concordia; Vice President Martha Sumrall, City of Mission; Treasurer Amy Burton, City of Ellis; Secretary Debbie Price, City of Marysville. Absent: Bobby Busch, Immediate Past President.

Also present: Board Members Johnna Stanford, Wanda Gabel, Danielle Young, Tammy Seely, Amy Zortz and David Bryant. Also present was outgoing IIMC Region VII Director, Lana McPherson and from Wichita State University, Gayle Martin, Institute Director.

The minutes from the March 10, 2015 Board Meeting were presented for approval. Amy B. moved, Martha seconded to approve the minutes as presented. Motion carried unanimously.

The minutes from the Special Meeting on April 1, 2015 were presented for approval. Amy Z. moved, Johnna seconded to approve the minutes as presented. Motion carried unanimously.

The Treasurer's Report as of May 31, 2015 was presented by Amy B. and reviewed by the Board.

**Old Business:**

1. Historian Committee. After much discussion on duties of this committee, scanning and records management, Board Consensus was to ask the Committee to draft a retention policy, to be available at the November meeting. The Board also discussed future establishment of a Marketing Committee.

RE-ORGANIZATION OF CENTER: Misty Bruckner, Associate Director spoke of some recent name changes and restructuring at WSU. No action was taken.

**Old Business Continued:**

2. Update on IIMC Conference Bids. Lana reported that Wichita submitted a bid and she outlined the IIMC process for review of the bids and how cities are chosen.
3. Quill Award. Stacey reported that Jerry Lovett-Sperling, City of Lindsborg was chosen as the 2015 Quill recipient and awarded at the IIMC Conference in Hartford, Connecticut.
4. CD's and Investments. Amy B. reported on current CD's and provided a few options to earn more interest. The Board consensus was to leave the CD's with Central

National Bank due to the relationship on handling the dues and not charging extra fees.

5. IIMC SCHOLARSHIPS. The Board discussed issuing more scholarships at length. Due to the financial stability of the organization and with the 2016 IIMC Conference being in Omaha, Nebraska, *Lana moved to award ten \$1,000 scholarships for the 2016 IIMC Conference in addition to the two full scholarships already provided. Amy Z seconded. Motion carried unanimously.*

#### CCMFOA Education Director's Report

1. 2014 Institute/Academy. Gayle provided an overview of evaluations, which indicated mostly positive comments. She also discussed the positive reactions to using clerks for panel discussions.
2. 2014 IIMC Regional Meeting/Athenian Dialogue. Gayle congratulated Lana McPherson for earning her Athenian Fellowship at the IIMC Conference in Hartford, CT this past May. The Board discussed having the Athenian take place before conference rather than after.
3. IIMC STAFF AT INSTITUTE/ACADEMY. Gayle reported that Ashley DiBlasi and Jane Long with IIMC would like to attend our Institute and Academy in 2015. They have asked for financial assistance. Board consensus was to provide motel rooms and that the two should be teaching a session while here.

#### New Business:

1. Reports from Officers: There were no officer reports.
2. Reports from Board Members: There were no reports from Board Members.
3. Vendor Fair Changes: Stacey reported there will be no increase in fees this year. The Board discussed eliminating the cash bar to save expenses. Debbie drafted a "Save the Date" notice to be sent to vendors.
4. Reduced Registration for CCMFOA Events for Officers: Martha explained members of the Executive Committee often missing sessions during Institute/Academy due to Judging of Capstones and other various tasks. She asked for a reduction in registration fees and the ability to keep all education contact hours. *Amy Z moved, David seconded that the entire Institute/Academy and Spring Conference registration fees be waived for the CCMFOA President and 50% of the registration fees be waived for the remaining Executive Board Officers, to include full education contact hours for all. Motion carried unanimously.*
5. Manual and Bylaws Changes: The Board discussed a change to the policy for the payment of expenses for the Executive Committee. This change provides travel expense will be sought the most economical way whenever possible. *Martha also moved, Wanda seconded changing the word "airfare" to "travel expense" in the policy. Motion carried by unanimous voice vote.*

6. Fill the Unexpired Term of Johnna Stanford (Expiring March 2017): David moved, Johnna seconded approval of Christy Pyatt, Greensburg to fill the term of Johnna Stanford, as she is resigning from the City of St. John. Motion carried unanimously.
7. Application Guidelines for Scholarships: Amy Z moved to authorize scholarship guidelines be changed to accept the applications via electronic mail and/or fax. Danielle seconded. Motion carried by unanimous voice vote.
8. CCMFOA Code of Ethics' Activity: Gayle reported she would be passing around Code of Ethics forms for all Clerks to sign at Institute and Academy.

Announcements:

1. Region VII Meeting, Grafton, IL: July 16 & 17, 2015
2. LKM Meeting, Topeka: October 10-12, 2015
3. Institute: November 2-6, 2015/Years 1-3 (Wichita Marriott Hotel)
4. Institute: November 4-6, 2015/Year 4 (Wichita Marriott Hotel)
5. Academy: November 5-6, 2015 (Wichita Marriott Hotel)
6. Spring Conference: March 16-18, 2016 (Double Tree by Hilton/Wichita Airport)

Adjournment:

At 12:33 p.m., there being no further business, Amy B. moved to adjourn the meeting. Amy Z. seconded. Motion carried by unanimous voice vote.

Respectfully submitted,

Debbie M. Price, MMC-City of Marysville  
CCMFOA Secretary