

## President's Message

As I write this, it's 60 degrees, down from 95 yesterday. I'd say fall has arrived! I hope everyone had a successful budget season, and found that you have funds to do those projects you've been putting off.

The vendor committee has already begun contacting sponsors for our March spring conference, and is already taking reservations for booth space. I'm excited to move our conference to the west side of Wichita, to the DoubleTree by the airport. Mark your calendars for March 16-18, 2016, and make sure to attend spring conference!

In our immediate future, Fall Institute and Master Academy will be held the week of November 2. I hope you are making plans to attend. We have some surprises in store for our graduation banquet. As of the time of this writing, we have 39 clerks signed up for Year 1! Gayle tells me this is a record in her tenure.

That brings me to my next topic, which is the turnover in our profession. Sometimes, due to the governing body and politics, it's unavoidable. Some move for a spouse's job change. But the numbers this past year have been concerning to me. However, what's been exciting are the brand new clerks I've spoken to personally, who are enthusiastic for the challenge and plan to attend Institute right away. I hope you will find those new clerks in November, and personally welcome them. If even one clerk decides to "stick it out" because they realize they aren't in this alone, then mission accomplished. New clerks, if you haven't yet been asked, we have a mentoring program, assigning a veteran clerk to you for guidance and sometimes simply moral support. You will be amazed how much it means to you to have someone on your side. I hope all of you know you can call me as well, or any of the other officers and board members.

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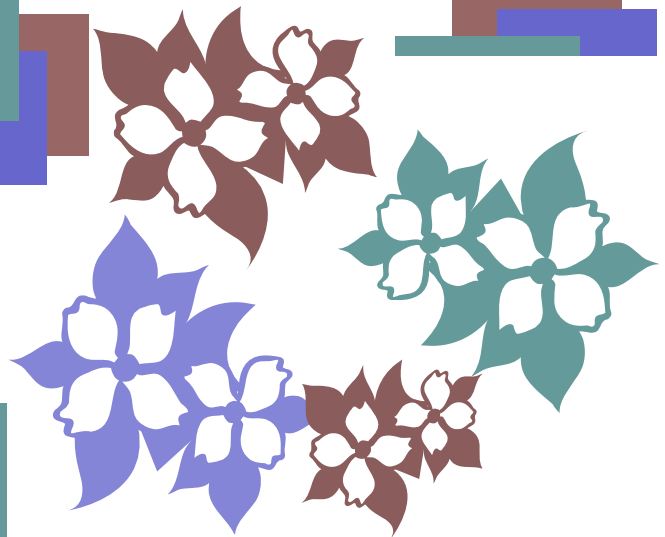
## President's Message — Continued

We are in need of region chairs. That includes regions 1, 2, 5, and 8. If you are in one of these regions, and feel you can lend a hand by getting the word out to your membership, or setting up a region meeting, contact Martha Sumrall at [msumrall@missionks.org](mailto:msumrall@missionks.org). Please do what you can to serve our organization! It will be greatly appreciated. Remember, if you are working towards your certification, these committees give you valuable points. I would also encourage you to contact the nominating committee if you find you are ready to serve in a bigger way. Yearly, new board members and officers are approved by the organization. You might be amazed what serving can do for you. I didn't know what was in store when I agreed to be treasurer in 2012. I was nervous about agreeing to stay on for the next 4 years. However, all my fears were laid to rest. It has been more than satisfying for me! I dare say it's actually changed my life - the rewards are hard to even put into words. One thing I can say with all certainty - I'm coming out of this with more confidence for my job and in my abilities, both on a professional as well as a personal level. Volunteer before you are asked! The nominating committee consists of Bobby Busch from Neodesha, Kerry Rozman from Clay Center, and Gary Fees from Manhattan. **A huge THANKS to all who are volunteering on committees and the board now. What a great job you do for our membership!**

I wasn't able to attend the League conference this year, but did travel to Topeka to announce this year's Clerk of the Year, Kerry Rozman of Clay Center. That was a thrill, and how great for Kerry to have her husband, mother, and sister in attendance. She has a wonderful support team in them! I came pretty close to saying she'd received the Vivian Vance award, when in fact it's the Mildred Vance award. Kerry is no Ethel Mertz, and I'm definitely not Lucy Ricardo! (for you youngsters, please Google who Vivian Vance was, then ask your mother or grandmother about her)

I hope you all feel the same sense of importance with your jobs that I do. You are recording your city's history! What an honor we have. Don't take that responsibility lightly. Thanks to each of you for what you do in your community every day.

Stacey Crum  
CCMFOA President



## News from the Silent Auction/ Promotions Committee:

The Silent Auction/Promotions Committee had a booth at the League of Kansas Municipalities Conference in October. The booth focused on the role of the clerk and provided informational items. Many new Clerks and Commission/Council members stopped by and chatted about Institute, the ListServ, certification, and the mentoring program. The "Made in Kansas" basket was a hit, thank you to everyone who donated! We also gave away a bench from Waste Connections, thanks to Susan Renner for organizing that. We look forward to seeing everyone at Institute, be sure to bring your dollars for the basket auction!





### IIMC Staffers Coming to Kansas Training:

Two IIMC staff members will be among presenters at the 2015 Kansas Master Municipal Clerks Academy in early November.

Jane Long, Ed.D., IIMC director of professional development; and Ashley DiBlasi, certification manager; are joining Kansas clerks attending the Academy November 5 and 6, 2015, at the Wichita Marriott Hotel.



Long will present "Crucial Conversations – High Stakes Communication" and "Blending Work Styles for Successful Teamwork." DiBlasi will present "Certification How To" sessions for both Academy and Institute participants and will be available for individual consultations.

Dr. John Bardo, president, Wichita State University, is the Thursday evening graduation speaker and Nicole Proulx Aiken, League of Kansas Municipalities will provide a legislative update on Friday.

Other Academy topics and speakers are:

- The State Budget: Effects of Tax Policy Changes - J. G. Scott, Kansas Legislative Research Department.
- Survival Skills for Workplace Audits – Scott Thompson and Diana Ashwill, Kansas Department of Labor.
- Vital Records: Working with your County Register of Deeds – Bill Meek, Sedgwick County Register of Deeds.
- Change is Mandatory, Stress is Optional – Dr. Marche Fleming-Randle, Wichita State University.
- Ethics in the Workplace

The Municipal Clerks Certification Institute is scheduled November 2 to 6 for Years 1 through 3.

Year 4 students will attend Institute classes on November 4 before participating in the Academy.

For more information, go to [www.ccmfoa.org](http://www.ccmfoa.org) or contact Gayle Martin, CCMFOA Education Director, (316) 978-6541; [gayle.martin@wichita.edu](mailto:gayle.martin@wichita.edu).

"Tell me and I forget, teach me and I may remember, involve me and I learn."

CCMFOA has established a mentoring program to pair more experienced clerks with newer clerks in our organization. As a mentor, this is a great opportunity to work with other clerks, sharing your expertise by answering questions and supporting a clerk who is new to our profession.



As a new clerk, please consider signing-up for the program - the List Serve is a great resource, but it is always helpful to also have that "go to" person for answers to questions about the many day-to-day requirements and duties of our jobs.

If you would like to participate in this program or need additional information, please email Stacey Crum, CCMFOA President at [cityclerk@concordiaks.org](mailto:cityclerk@concordiaks.org) or Martha Sumrall, CCMFOA Vice-President at [msumrall@missionks.org](mailto:msumrall@missionks.org).

# KANSAS / IIMC CERTIFICATION INSTITUTE AND ACADEMY TRAINING SCHEDULE



## Kansas/IIMC Certification Institute

November 2-6, 2015

Wichita Marriott Hotel  
9011 Corporate Hills Drive, Wichita, KS  
**Tentative Schedule**

### INSTITUTE YEARS 1, 2 and 3 (Nov. 2-6)

Continental breakfast 7 a.m. Classes will begin at 7:30 a.m. or 8:00 a.m. and conclude no later than 5:30 p.m.

#### YEAR 1

- Introduction to Local Government
- Excellence in Customer Service
- Introduction to Municipal Law
- Municipal Accounting
- What Every Municipal Clerk Needs to Know About Elections
- How to Conduct a Job Interview
- Conducting the City's Business
- Working with Your Governing Body
- Parliamentary Procedure
- Conflict Resolution 101
- Agenda and Minutes
- Practical Tips for City Clerks & Finance Officer
- Maximize Use of List Serve
- Budgeting Basics
- Revenues & Fiscal Management
- Positive PR: Social Media
- Records Management
- Written Communication
- IIMC Certification How To\*

#### YEAR 2

- Written Communication
- The Performance Management Cycle
- Working Effectively in Teams
- Municipal Bond Basics
- Ethics & Values in Local Government
- Emergency Management
- Small Group Communication
- Legal Aspects of Human Resource Management
- Establishing Internal Controls
- Time Management
- Community & Government Partnerships
- Basic Principles of Government Procurement
- Security at City Hall
- Communication: Crossing Sex, Culture & Generation Boundaries
- Effective Presentation Skills
- Leadership Skills for Public Service Professionals
- IIMC Certification How To\*

#### YEAR 3

- Group Decision Making
- Assessing Your Work Style & Values: Myers Briggs Type Indicator
- Conflict Resolution & Group Dynamics
- Specialized Writing Skills
- Effective Public Speaking
- Planning and Zoning
- Projecting Revenues
- Working with the Media
- Setting & Achieving Goals
- The Clerk as Whisperer: Calming Down Abrasive Leaders
- Applying Your Knowledge at City Hall – Capstone Course
- Legal Aspects of the Administrative Process
- Government Technology Update – E-Gov Issues
- Working with the Legislature
- What's Your Career Path?
- IIMC Certification How To\*

#### YEAR 4 (Nov. 4 + Academy)

- City Clerk's Role in Identifying & Prioritizing Utility Projects
- Advanced Records Management
- Managing Personnel Policies
- Dealing with Difficult People
- All Municipal Clerk Master Academy classes (Nov. 5 & 6)

## Master Municipal Clerks Academy

November 5-6 2015

### Tentative Schedule

Thursday, Nov. 5

7:00 a.m. REGISTRATION & continental breakfast  
7:30 a.m. CMC, MMC – Certification How To\*  
8:00 a.m. – Crucial Conversations – High Stakes Communication – *Jane Long, Director of Professional Development, IIMC*

9:00 a.m. – Ethics in the Workplace

10:30 a.m. – Blending Workstyles for Successful Teamwork: Using DEC Profiling

12 noon LUNCH & CCMFOA BUSINESS MEETING\*

1:15 p.m. The State Budget: Effects of Tax Policy Changes

3:15 p.m. Survival Skills for Dept. of Labor Workplace Audits

5:15 p.m. ADJOURN

6:00 p.m. RECEPTION & GRADUATION BANQUET  
Speaker: Dr. John Bardo, Wichita State Univ. President

Friday, Nov. 6

7:00 a.m. Continental breakfast

7:30 a.m. CCMFOA committee meetings\*

8:00 a.m. Statehouse Legislative Update

9:45 a.m. – Vital Records: Working with your County Register of Deeds

11:00 a.m. – Change is Mandatory, Stress is Optional – Dr. Marche Fleming-Randle, Assistant Dean, WSU

12:30 p.m. – ADJOURN

\* No contact hours

## SPRING CONFERENCE SCHOLARSHIP OPPORTUNITY

Spring Conference is still months away, but it is not too early to consider applying for the conference scholarship. **The application period is December 1, 2015 through February 1, 2016.** Applicants must be an Association member in good standing with their dues paid for the current year with CCMFOA at the time of application. The applicant must be a City Clerk, Assistant City Clerk, Deputy City Clerk, or Finance Director; and must submit a written statement of why you want to receive the scholarship. There will be no restriction on the size of the city; cities of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> class are eligible. Only one scholarship will be awarded per city for the same year, and preference will be given to a first time attendee.

Application letters should be submitted by mail, e-mail, or fax to the Association Treasurer at the address listed below. For additional information on this scholarship, please feel free to contact Amy Burton, Association Treasurer.

City of Ellis Attn: Amy Burton, CPA  
815 Jefferson, Ellis, KS 67637  
[ellisclerk@eaglecom.net](mailto:ellisclerk@eaglecom.net)  
Phone: 785.726.4812  
Fax: 785.726.4159

## NEWS FROM AROUND THE STATE

### REGION 2 MEETING

The ladies of Lakin, Cindy Broeckelman, Amanda Reidl, Anna McPherson, and Jill Davenport played hostess to the Region 2 Quarterly Meeting on Wednesday, September 16, 2016, at the Veterans Memorial Building in Lakin.

Those also in attendance include: Deb McKivergen, Jetmore; Tom Hicks, Hugoton; Chelle Anderson and Nikki Strobel, Dighton; Tricia Giskie and Tonya Delgado, Deerfield; Connie Marquez and Nannette Pogue, Dodge City; Wanda Gabel, Ness City; Patty Duncan, Cimarron; Kallie Birch, Ransom; Brenda Davis, Cathy Graff and Ruth Becker, Scott City; and Leann Hughes, Oakley.

The evening began at 4:30 p.m. with a tour of the water treatment plant followed by a LUAU-themed evening of fun, food, and friendship. The setting was a brilliantly decorated tropical paradise with food and drink to match. Those in attendance even had the opportunity to learn the hula dance. A fabulous time was had by all. Thank you ladies for all the hard work you put in to hosting this WONDERFUL event!

In addition to general discussion regarding the transition that many of our cities are experiencing with implementing new software, we were able to express our gratitude to Leann Hughes . . . “software guru” from Thomson Reuters. We are truly going to miss her smiling voice (yes, it DOES smile) when we need assistance from our new software representatives. Leann was/IS such a big part of our lives. Thanks for everything Leann. Keep in touch!

And last, but certainly not least, we were able to demonstrate our admiration to Cindy Broeckelman. Cindy retired from her position only two days after she hosted this incredible luau. Her dedication to her career definitely shone through in her wit, her laughter, and her energy. Thank you Cindy for your inspiration and commitment. Good luck in your retirement!



Cindy Broeckelman, City of Lakin



Leann Hughes, City of Oakley



### CONGRATS CMCS & MMCs

Congratulations to the following CCMFOA members for their achievements in earning IIMC certification!

Receiving their Certified Municipal Clerk designation are:

- Lorie DeVaney, Assistant City Clerk, City of Goddard
- Kristie Trimble, City Clerk, City of Assaria
- Asa Galloway, Deputy City Clerk/Court Clerk, City of Sedgwick

Receiving their Master Municipal Clerk designation are:

- Stephen Powell, City Clerk, City of Shawnee
- Martha Sumrall, City Clerk, City of Mission

*"Nothing worth having was ever achieved without effort"*  
**THEODORE ROOSEVELT**

# Recent Retirements and Other Clerk News

After 34 years of service to the City and many, many, many wonderful friendships later, Patty Gerwick, city clerk, City of Mulvane, announced her retirement from the City on September 18, 2015. The City hosted a reception in her honor at City Hall. Patty plans to relax, do a little babysitting with the grandkids, spend some precious time with her Mother and travel with her husband.

Patty said the CCMFOA organization and membership have been a blessing and allowed her to do her City Clerk job to the best of her abilities for 22 years. Friendships were established at Institute in 1994 and there are several clerks that are still serving the communities whom she will always consider her friends.

She will miss seeing everyone at Spring Conference and Fall Academy but warns that she and her husband love to take day trips around the state so she might just drop in to City Hall to say "Hello".

Patty sends her best wishes to the clerks and special thanks for all the memories.



Patty Gerwick, City of Mulvane



Retirement reception attendees include Kansas Clerks: Kathy Axelson, Susan Renner, Coralee Bennett, and Lana McPherson.




Patty Gerwick, City of Mulvane

## **FUTURE TRAINING OPPORTUNITIES**

- Spring Conference, Wichita, KS, March 16-18, 2016
- IIMC Annual Conference, Omaha, NE, May 22-25, 2016
- Institute, Wichita, KS November 14-18, 2016 (Years 1-3)
- Institute, Wichita, KS November 16-18, 2016 (Year4)
- Academy, Wichita, KS November 17-18, 2016





## 2016 IIMC ANNUAL CONFERENCE OMAHA, NEBRASKA

IIMC will be celebrating its' 70<sup>th</sup> anniversary! 70 years helping clerks be the best they can be in our profession!

If you need a few more education points to achieve your CMC or MMC designations, the 2016 IIMC Omaha conference is the place to go. You can receive 8 education points by attending all the sessions in Omaha. PLUS, if you want more points, you can attend the pre-conference sessions or your choice of FOUR (4) Athenian Dialogues.

The 2016 IIMC Omaha conference will be the closest IIMC conference to Kansas for the next several years. The Omaha Hilton is the host hotel with \$145/plus tax room rate. Self-parking is only \$7 per day. The cost is certainly 'mid-West pricing' and Kansas clerks need to take full advantage of attending IIMC 2016! If two or more clerks share a hotel room, that cuts the price down to very affordable for a 4-day international conference.

Several clerks have applied for scholarships through CCMFOA. Please remember to also check the IIMC website for the MCEF scholarships. There will be two scholarships awarded per region to cover registration. And, if you are a first-timer to an IIMC Conference, you will receive a \$50 credit, as well as a Region 7 \$50 credit, making a first-timer registration only \$500!

For all IIMC 2016 conference information, go to the IIMC website. Watch for IIMC email briefings for all things 2016 IIMC Omaha! If you have questions, Lana McPherson can assist or direct you to someone who can.

Follow the yellow brick road and continue onward to Omaha!!!



dialogue



**Athenian Dialogues** – IIMC will once again be offering 4 Athenian Dialogues available at the 2016 Conference in Omaha:

**Lean In: Women, Work and the Will to Lead by Sheryl Sandberg** will be facilitated by Ellen Freeman-Wakefield, Institute Director in Nebraska.

**The Fox and The Whirlwind: General George Crook and Geronimo, a Paired Biography by Peter Aleshire** will be facilitated by Tami Kelly, MMC, Clerk of Council, Grove City, OH.

**Mandela's Way: Lessons on Life, Love and Courage by Richard Stengel** will be facilitated by Mary Lynne Stratta, MMC, City Secretary, Bryan, TX.

**An American Original: Walt Disney by Bob Thomas** will be facilitated by Chuck Tokar, MMC, Mayor/Retired Village Clerk, Chicago Ridge, IL.

**CCMFOA – 2016 City Clerk/Finance Officer of  
the Year  
Nominations Sought**

**Mildred Vance City Clerk/Municipal Finance  
Officer of the Year**



Now is the time to begin thinking about the process to select the “Mildred Vance City Clerk/Municipal Finance Officer of the Year” who will be announced in March 2016 at the CCMFOA Spring Conference and at the October 2016 League of Kansas Municipalities Conference. Nominations may be submitted by a fellow City Clerk or Finance Officer, Mayor/Council Member, City Manager/Administrator, or a fellow employee.

This award was named in honor of Mildred Vance, former auditor and City Clerk/Municipal Finance Officer of Parsons, Kansas, who served her community from 1948 to 1988. Mildred was instrumental in developing and promoting professional education programs for city clerks and finance officers at the state and national levels, and was one of the first 100 clerks to receive a CMC award in 1972. Mildred was later accepted into the Academy for Advanced Education and served as a director to the International Institute of Municipal Clerks (IIMC). She strongly believed that city clerks and finance officers should contribute to their communities, and she unselfishly gave her time and talents in church, community and civic activities.

The information and nomination form for this prestigious annual award are on the CCMFOA website at [www.ccmfoa.org](http://www.ccmfoa.org) and located under the Document Library tab. We were honored last year with the selection of Kerry Rozman, MMC, City Clerk of Clay Center, who will be assisting me on the Selection Committee along with Missouri Clerks/Finance Officers Association President, the Illinois Clerks Association President, and a League of Kansas Municipalities representative.

The completed nomination form is to be mailed to me for receipt **no later than December 31, 2015**. Include as much information as possible in each category, as points awarded are vital in the final computation of judging standards. The Missouri and Illinois presidents, as well as the LKM representative, are not always familiar with the nominee, so it is very important to provide as much information as possible.

If you have any questions, please contact me at 913-477-7516 or by email at [dbryant@lenexa.com](mailto:dbryant@lenexa.com)

David F. Bryant III, MMC  
Lenexa City Clerk  
Chair of the Award Committee

NOTE:  
The Nomination Form included on page Nos. 9-10 of the newsletter can also be found on the CCMFOA Web site [www.ccmfoa.org](http://www.ccmfoa.org).

Nomination eligibility, selection criteria and point standards are listed on the website.



**CITY CLERKS AND MUNICIPAL FINANCE OFFICERS OF KANSAS  
MILDRED VANCE CITY CLERK/FINANCE OFFICER OF THE YEAR AWARD**

**NOMINEE BIOGRAPHICAL INFORMATION**

Name of Nominee:

Title:

Date Appointed/Hired:

Office Address:

City:

Zip Code:

Spouse's Name (if applicable):

Children's names and ages (if applicable)

**NOMINATOR'S INFORMATION**

Name:

Office Address:

City:

Zip Code:

Phone Number

Best time to call:

**PUBLICITY INFORMATION**

Please list names and addresses of newspapers, radio stations, public officials, etc. to whom the announcement of this nomination and/or award should be sent. (Attach additional pages if necessary.)

League of Kansas Municipalities, 300 S.W. 8<sup>th</sup> Ave., Topeka, KS 66603-3951

International Institute of Municipal Clerks, 8331 Utica Ave, Suite 200, Rancho Cucamonga, CA 91730

**City Clerks and Municipal Finance Officers of Kansas City Clerk of the Year Nomination Form**

**1. Summary of reason for nomination.**

**In 500 words or less, please describe why you believe this nominee should be selected to receive the Mildred Vance City Clerk/Finance Officer of the Year Award.**

- 2. List or describe the nominee’s service and/or contributions to the City Clerks & Municipal Finance Officers of Kansas. List all offices, committees, or special projects in the state Association. (Attach additional pages if necessary.)**
- 3. List or describe any contribution(s) made by the nominee to the profession, including papers written or published, major legislation developed, and/or individual service to other professional associates, such as IIMC. (Attach additional pages if necessary.)**
- 4. List or describe any contributions made by the nominee to their own community or municipal government. (Attach additional pages if necessary.)**
- 5. List or describe any efforts made by the nominee to enhance his/her professional development; such things may include CMC or AAE status, Certified Government Financial Manager, attendance at Municipal Clerk/Finance Officer seminars or conferences, college work of degree in clerk/finance related field, etc. (Attach additional pages if necessary.)**
- 6. List or describe any honors, awards, achievements or memberships in other organizations, which contribute to the outstanding qualifications of the nominee. (Attach additional pages if necessary.)**

**7. CERTIFICATION**

I hereby announce to the best of my knowledge and belief the foregoing information to be true and correct and I offer this person as a nominee for the Mildred Vance City Clerk/Finance Officer of the Year Award.

Date \_\_\_\_\_  
Signature of Nominator

**8. ENDORSEMENT (By Mayor, Councilmember or Commissioner)**

I, \_\_\_\_\_,  
Name Title

concur with the nomination above and endorse the candidate and agree with the contents of this nomination application. (Attach additional information if you desire.)

Date \_\_\_\_\_ David F. Bryant, III, MMC,  
City Clerk

Signature City of Lenexa  
12350 W. 87<sup>th</sup> Parkway

Please submit this Nomination Form by December 31<sup>st</sup>, 2015, to: Lenexa, KS 66215

# CCMFOA ANNUAL DUES STATEMENT



It's hard to believe another year is coming to a close!

Don't forget to renew your membership to CCMFOA before January 31, 2016 sending your application and fee to the CCMFOA remittance address listed on the application. Applications can also be found on the website at [www.ccmfoa.org](http://www.ccmfoa.org)

In order to remain on the CCMFOA Listserv, your membership with CCMFOA must be current. Renew today so you don't miss out on this and the other wonderful benefits of being a CCMFOA member!!!



## CITY CLERKS AND MUNICIPAL FINANCE OFFICERS' ASSOCIATION OF KANSAS 2016 ANNUAL DUES STATEMENT

MEMBERSHIP PERIOD 1/1/2016 through 12/31/2016

Make Checks Payable To: CCMFOA of Kansas

Mall To:  
CCMFOA of Kansas  
c/o Central National Bank  
P.O. Box 329  
Concordia, KS 66901

**BE SURE YOU USE THE  
CORRECT REMIT TO  
ADDRESS!**

Name: \_\_\_\_\_  
Last Name First Name

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Work Ph: (    ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>Please Fill in the Correct Date:</b>	
Year You Became a City Clerk:	_____
Member of CCMFOA Since:	_____
Are you a CMC or MMC (Circle One):	<input type="radio"/> CMC <input type="radio"/> MMC

<b>Amount Enclosed: (Please Circle the Correct Amount):</b>	
First Class City:	\$75.00
Second Class City:	\$50.00
Third Class City:	\$25.00
Associate or Retiree*	\$25.00
<small>*An Associate member is any member who is no longer serving in a position with a city. A Retiree is someone who has retired from a position eligible for membership in CCMFOA.</small>	

Office Use Only: Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_