

# KANSAS CCMFOA 'WINGS' NEWSLETTER

## PRESIDENT'S MESSAGE

I can't believe how quickly 2016 is flying by – Institute and Academy are just around the corner so I hope you are registered to attend. **As a reminder, the deadlines to receive the early registration rates are: Institute – October 30<sup>th</sup>; Academy – November 2<sup>nd</sup>.** In 2015, we had one of our largest Year 1 classes ever, and I'm happy to say that many clerks in that class are planning on returning for Year 2. To date, our Year 1 class has 22 registered (and counting). It is important that we all support the many new clerks who are joining our profession and organization. For those attending Institute or Academy in November, please take the time to step away from friends and familiar faces, and introduce yourself to someone new, especially our newest attendees. Another great way to get to know and help newer clerks is by volunteering to be a mentor. We'll try to pair you with a clerk nearby so that you can share ideas and resources. If you would like to have a mentor or help by serving as a mentor, please contact me at [msumrall@missionks.org](mailto:msumrall@missionks.org) or Stephen Powell, CCMFOA Treasurer and Chair of the Membership / Mentoring / Regional Committee at [spowell@cityofshawnee.org](mailto:spowell@cityofshawnee.org)

On November 16<sup>th</sup>, the Board will hold their fall meeting prior to Academy. The Communications Committee has worked to draft a Facebook policy for the board to review so that we can establish a CCMFOA Facebook page – a great way to share news and pictures with members. We will be considering our options for hosting the 2017 IIMC Region 7 meeting and we'll also be finalizing details for Spring Conference. Amy Burton, City of Ellis and CCMFOA Secretary, has been working on our Vendor Fair for

Spring Conference. This is an important and time-consuming job - the vendors that attend and support our conference help to offset costs and provide a wide range of information to attendees. Our thanks to Amy for all her work with our vendors to ensure we have a successful vendor fair in March.

The Education / Program Planning Committee, with Gayle Martin's assistance, works to identify timely topics for all of our training, and Gayle does an amazing job of lining-up the many presenters needed to cover all the recommended topics – thank you Gayle! If you have ideas for future conference sessions, would be willing to be a presenter, or hear a great speaker that may be able to come to our conference, please let Gayle know or contact Debbie Price, CCMFOA Vice President and chair of this committee.

The Silent Auction / Promotional Sales Committee recently organized our booth at the League of Kansas Municipalities Conference in Overland Park. Great job! Thank you to all who took a turn staffing the booth and/or donated an item to the "Around Kansas" basket that was given away. Our booth is an opportunity to promote all that CCMFOA has to offer. It is always encouraging to speak to governing body members, city staff and other clerks who appreciate and understand the importance of continuing education, and to be able to share with those not yet familiar with CCMFOA the many benefits of clerks networking with other clerks and attending training.

Several of our members were in the spotlight at LKM's recent conference.

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## PRESIDENT'S MESSAGE—(CONT'D)

Lana McPherson, City of De Soto, presented a session on "Understanding the Clerk's Role," and Charlene Weber, City of Ellis presented a session on "Records Management." Thank you to Lana and Charlene for going above and beyond by helping to provide additional training opportunities focused on our jobs as clerks. During the Service Award Luncheon, Bobby Busch, City of Neodesha, was recognized as this year's recipient of the Mildred Vance City Clerk of the Year, and Celyn Hurtado, City of Garden City, received the Nancy Crain Municipal Administrative Professional of the Year Award – congratulations to Bobby and Celyn! Last, but not least, our appreciation to Brenda Chance and Jerry Lovett-Sperling who serve on the LKM Governing Body. Their expertise ensures that the city clerk's perspective plays a part in the training, policies and legislative priorities the league works to establish on behalf of our cities.

Please remember that as we move towards the end of 2016, membership renewals will be emailed to all members, so look for these in the coming weeks. A copy is also included in this issue of WINGS. You will also have an opportunity to apply for scholarships for our 2017 Spring Conference from December 1<sup>st</sup> through February 1<sup>st</sup>. Application guidelines and forms are available on our website. If you have not received this scholarship in the past, I encourage you to apply.

All the best to each of you during the upcoming holidays!

*Martha Sumrall, CCMFOA President*



## REPORT FROM EDUCATION DIRECTOR

**GAYLE MARTIN:**



### Institute Registrations are Rolling In:

New and experienced city clerks and deputy clerks are enrolling in the 2016 Kansas/IIMC Municipal Clerks Certification Institute set for November 14-18 at the DoubleTree by Hilton Hotel Wichita Airport.

- Years 1 through 3 will be in class Monday morning through Friday noon.
- Year 4 will arrive Wednesday for one day of class and then join the Academy sessions. Organizers anticipate 12 Kansas clerks will graduate at the Thursday evening banquet.
- Last year's Year 1 class was the largest in recent history with 41 participants, many of whom have registered for Year 2.

Experienced clerks who have earned their CMCs and MMCs are doing a great job recruiting first-time Institute attendees. A few recent Year 1 registrants mentioned their city's auditors highly recommended the training.

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

### Master Academy to Look at Conflict and Change:

A clinical psychologist and transformative communication expert will share concepts and tools that can turn conflict into a partner for positive change at the 2016 Master Municipal Clerks Academy.

Dr. Nate Regier, founder of Next Element consulting firm and author of newly released book "Conflict without Casualties," will be the Academy keynote speaker on Thursday, November 17, at the DoubleTree by Hilton Hotel Wichita Airport. The closing keynote speaker on Friday, November 18, will be Brenda Cirtin, former IIMC president and recently retired City Clerk, City of Springfield, Mo. Cirtin's topic will be "Finding, Living, Loving Your 'To Do'."

Other Academy sessions will focus on fraud, wellness at work, domestic violence in the workplace, performance review plans and new overtime rules. Dr. Samuel Brown, new director of the Hugo Wall School of Public Affairs, will be the graduation banquet speaker on Thursday evening.

## KANSAS/IIMC CERTIFICATION INSTITUTE/ACADEMY: NOVEMBER 14-18, 2016

### TENTATIVE SCHEDULE

Location: DoubleTree by Hilton Hotel Wichita Airport: 2098 Airport Road, Wichita, KS

#### YEAR 1

- Introduction to Local Government
- Drafting Resolutions & Ordinances
- Excellence in Customer Service
- A Primer on 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
- Agenda and Minutes
- Practical Tips for City Clerks & Finance Officers
- Security at City Hall
- Budgeting Basics
- Revenues & Fiscal Management
- Positive PR: Social Media
- Records Management
- Written Communication
- Reaching out to Community Leaders

#### 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
- Public Employees and the Law
- Establishing Internal Controls
- Time Management
- Community & Government Partnerships
- Basic Principles of Government Procurement
- Security at City Hall
- Communication: Crossing Gender, Culture & Generation Boundaries
- Effective Presentation Skills
- Leadership Skills for Public Service Professionals

#### 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
- Administrative Law in Everyday Practice
- Government Technology Update – E-Gov Issues
- Working with the Legislature
- What's Your Career Path?

#### YEAR 4 (Nov. 16 + Academy)

- City Clerk's Role in Identifying & Prioritizing Utility Projects
- Advanced Records Management
- Managing Personnel Policies
- Dealing with Difficult People

#### Master Municipal Clerks Academy

Thursday, November 17

- Conflict without Casualties
- How to Get Away with Fraud
- Wellness at Work: The Value of Policy  
LUNCH & CCMFOA BUSINESS MEETING
- Domestic Violence in the Workplace: Are you Prepared?
- Performance Improvement Plans, Progressive Discipline  
RECEPTION & GRADUATION BANQUET

Friday, November 18

- Statehouse Legislative Update
- FLSA Overtime Exempt Employee Rule: What it Means for Municipalities
- Finding, Living, Loving your "To Do"

The early registration fee of \$460 is effective through October 30, 2016.

For registration and more information:

Go to [www.ccmfoa.org](http://www.ccmfoa.org)

or

Contact:

Gayle Martin

CCMFOA Education Director

email: [gayle.martin@wichita.edu](mailto:gayle.martin@wichita.edu)

Phone: (316) 978-6541.

#### Reminder - Fall Basket Raffle:

The CCMFOA Board will be bringing some great baskets to Fall Conference.

We had a great raffle last fall and we were able to bring in quite a bit of money for scholarships.

***Don't forget*** to bring a little cash for raffle tickets, hopefully we can do even better this year!

## REGION 2 MEETING—RELIVE THE LEGEND!

Region 2 clerks met in Dodge City on July 27, 2016, to learn about the Star Bond Heritage District which contains approximately 166 acres in Historic downtown Dodge City and is anchored by the Boot Hill Museum and Front Street located north of Wyatt Earp Boulevard.

Compelling residents Wyatt Earp, Doc Holiday, and Bat Masterson not only made history in Dodge City, but contributed to the mystique of our western heritage. The Heritage District project will provide reinvestment and

revitalization of this iconic museum and area.

Hosts for the meeting were City Clerk Nannette Pogue and Deputy City Clerk Connie Marquez.

Other clerks in attendance were: Jamie Boese, City of Fowler; Wanda Gabel, Ness City; Tammy Konrade, Spearville; and Brenda Davis, Scott City.

The group boarded a bus to have lunch at Central Station and toured the new Boot Hill Distillery and Long Branch Lagoon Regional Water Park.

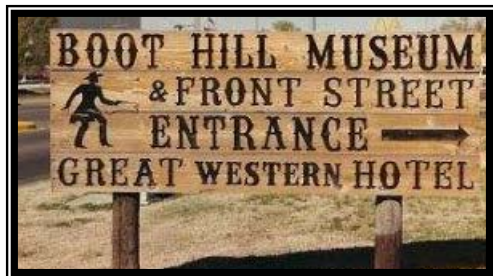
There's more to be told about the tours but you'll have to experience it yourself, because .....



*What happens in Dodge City stays in Dodge City!*



LONG BRANCH LAGOON  
REGIONAL WATER PARK



### IIMC Region VII Meeting

#### Special points of interest:

- IIMC has 10,015 Members.  
**Members in Kansas are 309**
- IIMC total CMC's are 4,659.  
**Kansas CMC's are 140**
- IIMC total MMC's are 1,317.  
**Kansas MMC's are 37**

Region 2 was proud to have Ashley Woods, City Clerk, Leoti, represent us at the IIMC Region VII Meeting in St. Louis, Missouri on September 10-11, 2016.

All sessions for the weekend were led by Susan Frost, Professor of Humanities at the University of Wisconsin.

Day one focused on the short story "Mrs. Spring Fragrance" and Day two focused on the movie "An Enemy of the People" based on the 1882 play by Henrik Ibsen. Ashley stated that Professor Frost "has a very unique and interesting way of using these very old pieces of literature to parallel issues of now and invoke creative solutions."

Their group outing led the participants to Bissell Mansion, where a "Murder Mystery Dinner Theater" was the featured entertainment. The group participation and four-course dinner made the experience "an absolute riot and full of laughs for the whole night!"

Thank you Ashley for representing Region 2 with such insight and enthusiasm!

## REGION 1 AND REGION 4 MEETING:

Regions 1 and 4 held a joint region meeting in Hays at the beautiful convention and visitors bureau on August 26. It was extremely well-attended with 21 clerks and deputy clerks meeting for a great day of learning!

Thanks to host Region 1 co-chairs, Keri Riener and Courtney Flower, a well-planned agenda was scheduled.

The morning started out with Melissa Romme of Adams, Brown, Beran and Ball discussing I-9s, new hire documentation, and the tax lid bill. It was very informative and we greatly appreciated that she took the time to come meet with us. The next session was led by Tammy Seely of McPherson, who talked about recruitment and the hiring process. The group broke for lunch at nearby Thirsty's.

The afternoon was equally filled with great information, including a session with Amy Burton of Ellis and Courtney Flower of Stockton discussing health insurance and how being self-insured is working for their cities. Before the group broke for the afternoon, several clerks shared things such as placing abatements on special assessment.

Prize drawings were awarded to several clerks. Coordination with IIMC provided 1.25 education points towards a CMC or MMC. Following are several assessment forms comments from the day's training:

- *"I have been a clerk for 15 years and this is the first time anyone has told me what to do with I-9's, W-4's and K-4's. THANK YOU!"*
- *"I am so glad to hear there are other insurance options!"*
- *"I LOVE the ideas McPherson gave for personnel!"*
- *"I really enjoyed the meeting and learned so much. I really encourage more meetings, at least once a year, if not more times!!"*
- *"Perhaps we should read the books suggested and have a book club discussion!"*
- *"Have put into my plans to attend future meetings of city clerks."*

Overall consensus was that this exceeded all expectations, and it was suggested by many that the effort be made to meet a couple of times a year.

Many thanks to the host city of Hays (thanks Brenda and Tami!). What an awesome place to hold an event, and we sincerely hope that more clerks from Regions 1 and 4 choose to join us next time! You won't be sorry!



Sitting: Kay Mettlen, Jerri Senger, Denelle Mick, Dara Hoffman

Middle Row: Stacy Whitney, Courtney Flower, Keri Riener, Stacey Smith

Back Row: Amy Burton, Shari Ubelaker, Tammy Seely, Barbara Tuxhorn, Brenda Kitchen, Mary Pfeifer, Jim Mesecher, Joni Ketchum, Janet Bainter, Lila Whitmore, Brenda Chance. (Not pictured: Sandy Rush and Jami Breit)

## 2015 IIMC STUDY ABROAD TRIP

### STEPHEN POWELL, CITY CLERK, CITY OF SHAWNEE



In 2015, I was fortunate enough to attend IIMC's Study Abroad program. The program was held in the United States and coincided with IIMC's Annual Conference in Hartford. At the time, I was working towards my MMC and the points from the Study Aboard and the conference would be enough to get me there. I knew it would be a stretch to ask my City to pay for both so I applied for a scholarship and presented my plan to my boss. She agreed that if I received the scholarship I could attend both events. I sent in my scholarship application and found out shortly thereafter that I won!

I flew to Boston on Tuesday, May 12, 2015 and checked in to the hotel. The group (about 25 clerks from across the U.S.) met in the lobby for a quick social hour and dinner followed by our first class. The first session covered open meetings and records. Most of the information was the same or similar to Kansas. One of the most striking similarities was the fact that the Massachusetts Legislature had recently approved sweeping changes to the open meetings/records laws and did not think to ask the clerks what impact it would have. The clerks were left with no direction. Thankfully, after much push back from the clerks, the law was amended. Sound familiar?

The next morning we studied the Origins of Municipal Governing and the Roll of the Clerk, which was fascinating given the setting – Historic Boston! We then visited the New State House and met with representatives from the Legislature to learn how the Massachusetts clerks interact with State officials. The next day we had a tour guide ("Norm") who led us around Boston to see the historic sites and learn the various role that the clerk played during our nation's formative years.

We met the City of Boston City Clerk and her Archivist who discussed the importance of managing historical records. He also discussed the importance of managing artifacts from major events, such as the Boston Marathon Bombing. I recently used some of the information when we reopened our 25 year time capsule. We also toured the John F. Kennedy Presidential Library and met with archivists who are responsible for determining what documents and artifacts the Library will accept. She demonstrated various methods of preserving documents for long-term storage and display. It was a very eye-opening experience to see the difference between proper and improper preservation.

Our next stop was Salem, MA where we met with the City Clerk and a Councilmember to discuss the role of the Clerk in their council meetings. We then stopped in Plymouth, MA to learn about election administration and all that goes into running an election. It was interesting to learn that there are no Counties in Massachusetts and that the City Clerk does much of what the County Clerk's do in Kansas (elections, vital records, etc.). We spent the rest of the day at the Plymouth Plantation. It's a working living history exhibit where actors provide an immersion experience into what life was like in Plymouth when it was settled. A local historian discussed the importance of records preservation and how historic City records could be used to tell the story of past residents.

Our last stop was in Providence, Rhode Island where we learned about historic building preservation and economic development. We visited The Breakers mansion, which was absolutely jaw-dropping and then discussed with the Providence City Clerk some interesting ways the City is using historic preservation to spur economic development.

After Providence, it was on to Hartford for the conference.



One of the most beneficial parts of the trip was meeting and learning from a diverse group of clerks. I made some lifelong friends and broadened my professional network more than I ever thought was possible. I was also asked to serve on the International Relations Committee for IIMC. It is the committee that coordinates the Study Abroad program and works to foster better relationships with IIMC's international members. I would encourage anyone is interested in the Study Abroad program to apply for the scholarship. It was an amazing experience and I hope to be able to do it again in Montreal!



The **Study Abroad Program** provides a unique educational and cultural experience for IIMC members with an evaluation of practical and academic studies. While the emphasis of this program is on education, the itinerary attempts to provide a good balance of touring the host country while interacting with the local government officials and attending educational sessions.

The next Study Program will take place **May 17 through May 19, 2017**. The Program will be centralized in Montreal, home to the 71st IIMC Annual Conference, and will feature day trips to Quebec, Montreal and Ottawa.

See IIMC Website for additional details: [www.iimc.com](http://www.iimc.com)

**CMC/MMC Scholarships:** The IIMC Scholarship Program is designed to assist clerks with the cost of attending Institute or Academy Programs for individuals working towards IIMC professional designations of CMC or MMC.

Scholarship applications are now available at [www.iimc.com](http://www.iimc.com) for 2017-2018 Institute/Academy Programs taking place between June 1, 2017, through May 31, 2018.

**Applications must be received by March 1, 2017.**



The **2016 Municipal Clerks Certification Institute and Academy** will be held at the DoubleTree by Hilton, Wichita: 2098 Airport Road, Wichita, Kansas 67209. See [www.ccmfoa.org](http://www.ccmfoa.org) for registration details. Hotel Conference Rate Available until October 30, 2016, or until the group block is sold out, whichever comes first.

- November 14-18, 2016 – Certification Institute Years 1 through 3
- November 16-18, 2016 – Certification Institute Year 4
- November 17-18, 2016 – Master Academy



**Training Opportunities in the State of Kansas—Earn CMC or MMC Education Points:**

Kansas Municipal Utilities (KMU) is offering a Board/Council KanCap Training to discuss water system capacity.

Each training session will begin with refreshments and sign-in at 8:30 a.m. Class will begin at 9:00 a.m. and adjourn at 4:30 p.m. Lunch will be provided.

- Nov. 3, 2016 - Cimarron
- Jan. 19, 2017 - Great Bend
- Mar. 9, 2017 - Moundridge
- May 11, 2017 - Kechi
- June 22, 2017 - Holton



**This opportunity for training is being provided at no cost.** Board/Council Training is provided at no cost through a contractual agreement between the Kansas Department of Health & Environment, Public Water Supply Capacity Development Program, using the State Revolving Fund Set-aside, and Kansas Municipal Utilities in partnership with Wichita State Environmental Finance Center and Ranson Financial Consultants, LLC.

Register at: [http://www.kmunet.org/events/event\\_list.asp](http://www.kmunet.org/events/event_list.asp).

**Training is approved for 1 CMC Experience or 1 MMC Advanced Education Point for City Clerks.**

Congratulations to the following CCMFOA members for their achievements in earning the CMC or MMC Designation!

**Receiving the Certified Municipal Clerk designation:**

- Cherri Chancellor, City of Columbus
- David C. Ward, City of Ogden
- Karen Buck, City of Girard
- Tamra K. Seely, City of McPherson



**Receiving the Master Municipal Clerk designation:**

- Danielle Young, City of Cheney

Participants in CCMFOA education activities may request an official transcript of contact hours from the CCMFOA Education Director when they apply for IIMC certification. E-mail: [gayle.martin@wichita.edu](mailto:gayle.martin@wichita.edu)

**Lana McPherson**, city clerk, City of De Soto, received the support of her City to run for IIMC Vice President in 2017. Lana previously served on the IIMC Board as the Region VII Director and plans to continue to give back to the clerks by serving on the Executive Board should she be elected.



**David Bryant** joins City of Olathe as their new deputy city clerk. Congratulations David and welcome back to CCMFOA! David was formerly with the City of Lenexa for 20 years, and he served the City of Fairway prior to that for 5 years.

David's New Contact Information:

David Bryant, MMC  
Deputy City Clerk  
City of Olathe  
(913) 971-8704



**Ottawa City Clerk Carolyn Snethen Retired Friday, September 9, 2016**

**Carolyn Snethen** came to the City of Ottawa in the role of Executive Secretary to assist the City Clerk/Director of Finance in 1998. Discovering that more writing skills were required as compared to what had previously been expected of her, Carolyn sought out one of the professors at the university and asked to be tutored over several weeks. This, along with a strong set of ethics, a desire to succeed, and great organizational skills made her a tremendous asset to the City Clerk's office. As she continued to grow in her position, Carolyn was promoted to the position of Administrative Assistant on August 3, 2002. On January 31, 2003 she was notified of her completion of the Certified Municipal Clerk's status and in May of that same year she was promoted to Deputy City Clerk. She was accepted into the MMC program on April 30, 2005, which was followed by attaining the Master Municipal Clerk status in November of 2008. During her tenure, Carolyn assumed the majority of the traditional duties of the City Clerk, excelling in those responsibilities. In 2008 it was recommended to the City Manager that Carolyn be promoted to the position of City Clerk.

Throughout her service to the City of Ottawa, Carolyn has excelled in whatever task she was assigned and has accomplished several major tasks to include the development of a license manual for the purpose of making the issuance of a wide variety of municipal licenses easier for her front line staff. More recently she led the complete review and recodification of the City's Municipal Code. She supervised as many as five and has been an extraordinary mentor. Over the years she encouraged various members of her staff, and others, to attend at least part of the Clerk's Institute.

During the regular meeting of the Ottawa City Commission on September 7, 2016, Carolyn was recognized for eighteen years of excellent service to the City of Ottawa of Ottawa, Kansas.



**CCMFOA – 2017 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 2017 at the CCMFOA Spring Conference and at the September 2017 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 Bobby Busch, MMC, Finance Director/City Clerk, who will be assisting me on the Selection Committee along with the 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 **not later than December 31, 2016**. 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 785-632-5454 or by email at [cityclerk@claycenterks.com](mailto:cityclerk@claycenterks.com).

Kerry Rozman, MMC  
Clay Center City Clerk  
Co-Chair of the Award Committee

**NOTE:**

The Nomination Form included on page Nos. 10-11 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 \_\_\_\_\_

Signature \_\_\_\_\_

Kerry Rozman, MMC  
City Clerk  
City of Clay Center  
427 Court Street, PO Box 117  
Clay Center, KS 67432

Please submit this Nomination Form by December 31<sup>st</sup>, 2016, to:

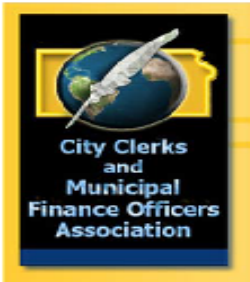
# CCMFOA ANNUAL DUES STATEMENT

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

Don't forget to renew your membership to CCMFOA before January 31, 2017 sending your application and fee to the CCMFO 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 2017 ANNUAL DUES STATEMENT

**MEMBERSHIP PERIOD 1/1/2017 through 12/31/2017**  
Make Checks Payable To: **CCMFOA of Kansas**

Mail 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="checkbox"/> CMC <input type="checkbox"/> 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
*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.	

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