

## **CCMFOA Board Meeting Minutes June 30, 2017**

The CCMFOA Board met on Friday, June 30, 2017, at Wichita State University with the following members present: Debbie Price, President (Marysville); Amy Burton, Vice President (Ellis); Stephen Powell, Secretary (Shawnee); Christy Pyatt, Treasurer (Greensburg); and Martha Sumrall, Immediate Past President (Mission).

Also present: Board Members Karen Sublett (Wichita) Danielle Young (Cheney); Denise Duerkson (Newton); Keri Reiner (Atwood) and Celyn Hurtado, Garden City. Also present from Wichita State University was Misty Bruckner, Director, Public Policy and Management Center; Paula Downs, Professional Development Manager; and Morgan Barnes, Institute Director.

### **Call to Order**

The meeting was called to order at 8:10 a.m. by President Debbie Price.

### **Approval of Minutes**

The minutes from the March 14, 2017 Board Meeting were reviewed. Karen Sublett moved to approve the minutes. Martha Sumrall seconded the motion. The motion carried unanimously.

### **Treasurer's Report for March 1 - May 31, 2017**

The Treasurer's Report as of May 31, 2017 was presented by Christy Pyatt and reviewed by the Board. The funds available in the checking account as of May 31, 2017 were \$61,929.51. All scholarship and IIMC attendees had been processed.

### **Hugo Wall School Update**

Paula Downs introduced Morgan Barnes who is filling the position of Institute Director.

Morgan mentioned that the Masters of Public Administration (MPA) program is going online. They are getting ready to launch the mini MPA program.

Misty Bruckner mentioned that Wichita State University's (WSU) campus is also going through some changes. The innovation campus is expanding and is expected to add about 5,000 jobs. She also highlighted some internal changes that are meant to streamline some administrative functions.

Martha asked if there were opportunities to pull from the innovation campus when looking for speakers.

Misty said that was a possibility and we should also look at sponsorships. She said there are also some interesting technology items at the innovation campus such as 3D printers and imaging systems. She said it is all free and open to the public and meant to be shared.

## **WSU Contract Final Review**

Amy Burton asked if 3.5 in Section a.iii should be changed to 2.5.

Morgan said she will update it. She said the only other change is the quarterly invoicing.

Martha asked about the administrative fee and how it works.

Misty said it is 15% on anything provided by WSU, such as staffing and Audio/Visual equipment, possibly staff travel and honorariums. WSU reserves 10% of any contracts for the use of the buildings and equipment and 5% goes to the school. It's not expected to change.

Amy asked for clarification on page 2, second paragraph, specifically program shortfalls.

Misty said that if the institute has a shortfall then CCMFOA will pay for that. If academy makes \$3,000 then the profit is split.

Stephen Powell asked how the revenue split is different from the 15% administrative fee. He mentioned that it seems unfair that CCMFOA is responsible for the full deficit but splits the surplus with WSU.

Amy said there is not a lot of control over the food and/or speaker costs. She asked for clarification on what is truly institute vs. academy to ensure that line items are allocated proportionally.

Misty said it might be good to sit down with the group when those bills come in to review them so everyone has a clear understanding. She said there was a lot of history lost when Gayle Martin retired and thought it would be good to have a couple of board members review the numbers together.

Debbie said the contract will be voted on in November.

## **CCMFOA Institute Director's Report**

### **2016 Institute/Academy Evals, Financials & 2017 Projected Budget**

Amy said it was interesting that many comments from year 1 and 2 were focused on food and the hotel while comments from 3 and 4 were focused on education.

There was general discussion about the hotel overbooking. Amy mentioned that there many positive comments about hotel staff. There was general discussion about conference food and how some members may not understand how expensive it is because it's all provided by the hotel. There was general discussion about other comments.

There was general discussion on the proposed budget for the 2017 Institute. There is a proposed deficit of \$11,641. There was general discussion about how to cover the deficit,

either by increasing dues, conference fees or having a sponsorship for breaks and/or other food costs.

Debbie said that a vote of the entire membership is required to increase dues. Stephen said he thought that a \$25 per year increase in dues was not unreasonable. Amy said we should look at an increase in dues, but she didn't think the dues should cover the cost of the conference. The conference fee could be increased and/or a sponsor should be solicited

Martha moved to increase registration for institute and academy and seek sponsorships. Danielle seconded the motion. The motion carried unanimously.

Misty said that Morgan will update the spreadsheet and send Stephen a list of contacts at the innovation center.

### **2017 Spring Conference Evals, Financials & 2018 Projected Budget**

Sasha Burg is the hotel contact for the vendor fair.

There was discussion of increasing the registration fee by \$25 to cover the deficit. There was also discussion about having a sponsor, or asking for a donation, to include a few snacks in the attendees' bags. Danielle mentioned Art's and Mary's chips that may donate.

Stephen moved to increase registration by \$25. Amy seconded the motion. The motion carried unanimously.

### **Hotel Bids 2019 Spring Conference**

There was general discussion on the need to find a new hotel for 2019. The vendor set-up is great at the Doubletree. Amy said we need that space, and the vendors like the space. She said we should have the spring conference at Doubletree and maybe look at having the Institute/Academy at the Marriott.

There was also discussion about moving the conference to another city. Kansas City is too far for attendees from western Kansas but Hutchinson, Salina, Manhattan, or Topeka might work. Misty said they will reach out to the Visitor's Center in those cities.

There was discussion about downtown Wichita. There are not many hotels that are large enough to accommodate the group. There was discussion about moving the business meeting to coincide with breakfast, instead of lunch, and allow attendees to be on their own for lunch.

Morgan said she would consider Salina, Manhattan, the Doubletree and the Hyatt. She will request two RFP's. One will be for an open lunch and the other will be for a breakfast business meeting.

*[The Board took a break from 10:15 to 10:35 a.m.]*

## **Old Business**

There was general discussion about the Facebook page and the corresponding policy.

Amy moved to accept Stacey Smith, Christy Pyatt and Elizabeth Kelly as administrators of the CCMFOA Facebook page. Martha seconded the motion. The motion carried unanimously.

It was decided to send a Save the Date reminder to vendors since the Spring Conference dates changed.

## **New Business**

### **Spring Social Event-Proposed Trivia**

There was discussion about the trivia proposal submitted by Brad Waller of Benesch. There is no cost. The hotel is giving CCMFOA a credit since they changed the date of the Spring Conference so there is flexibility with food, drinks and entertainment. There was general agreement that the photo booth be brought back and to have Debbie proceed with the trivia. The board will finalize details at a later date.

There was general discussion about planning a murder mystery for a future social event.

### **Special Board Meeting/Executive Committee**

There was general agreement to have a special meeting in January of each year. It would be optional attendance to finalize last minute details for the Spring Conference and other items.

### **Announcements:**

LKM Meeting, Wichita: September 16-18, 2017

Institute: November 13-17, 2017 (Years 1-3) Wichita DoubleTree Hotel

Institute: November 15-17, 2017 (Year 4) Wichita DoubleTree Hotel

Academy: November 16-17, 2017 Wichita DoubleTree Hotel

Spring Conference: March 21-23, 2018 Wichita DoubleTree Hotel

### **Adjournment**

Amy moved to adjourn the meeting. Stephen seconded the motion. The motion carried unanimously. The meeting adjourned at 11:23 a.m.

Respectfully submitted,

Stephen E. Powell, MMC, CCMFOA Secretary

**CCMFOA Board Special Call Meeting Minutes**  
**July 17, 2017**

Roll Call: Martha Sumrall, Immediate Past President (Mission); Debbie Price, President (Marysville); Amy Burton, Vice President (Ellis); Stephen Powell, Secretary (Shawnee), Christy Pyatt, Treasurer (Greensbug); Danielle Young (Cheney); Karen Sublett (Wichita); Keri Reiner (Atwood); Amy Zortz (Weir); Celyn Hurtado (Garden City) and Tammy Seely (McPherson).

There was discussion via e-mail making a \$100 memorial donation for Lee Parker's passing to express the CCMFOA's thanks for his commitment to our organization.

Martha made the motion to approve the \$100 expenditure to Starkey, Inc. in honor of Lee Parker, Tammy seconded. Motion carried unanimously.

Respectfully submitted,

Stephen E. Powell, MMC, CCMFOA Secretary