

**CCMFOA Board Meeting Minutes  
November 15, 2017**

The CCMFOA Board met on Wednesday, November, 2017, at the DoubleTree by Hilton in Wichita 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); Keri Reiner (Atwood); Amy Zortz (Weir); Tammy Seely (McPherson); and Celyn Hurtado (Garden City). Morgan Barnes, Institute Director, was also in attendance.

**Call to Order**

The meeting was called to order at 5:20 p.m. by President Debbie Price.

**Approval of Minutes**

The minutes from the June 30, 2017, Board Meeting were reviewed. Amy Burton moved to approve the minutes. Tammy Seely seconded the motion. The motion carried unanimously.

The Minutes from the July 17, 2017, Special Meeting were reviewed. Martha Sumrall moved to approve the minutes. Celyn Hurtado seconded the motion. The motion carried unanimously.

**Treasurer's Report for June 1 - October 31, 2017**

The Treasurer's Report as of October 31, 2017 was presented by Christy Pyatt and reviewed by the Board.

Christy said that two Certificates of Deposit (CD's) are coming up for renewal. They will auto renew unless the Board do anything differently. Christy said cash flow was good due to memberships and sponsorships for the Spring Conference.

Morgan said the budget/actual for Institute/Academy is in good shape. There have been a lot of guests sign up for the banquet. There might be a slight difference in printing costs. Raising the registration fees helped a lot.

Debbie said she hopes the Spring Conference attendance will meet the projected level, even with the date changes.

Morgan felt positive based on her experience with the Fall Conference registrations.

Debbie asked about other costs, such as food.

Morgan said several clerks reported that they think they had food poisoning. The hotel is taking it very seriously. The hotel does not feel it was an issue caused by the hotel, but they are doing everything they can to accommodate clerks who are still not feeling well.

Christy went over the financial forecast. Expenses were good. Many of the projected expenses are based on what the by-laws says can reimburse. The actual reimbursements are typically lower than budgeted. Christy ran projections for a dues increase for discussion purposes only.

Debbie said the Board should discuss dues in March.

Christy mentioned the two CD's. The bank sent her two options to consider for fixed rates for the CD#1 that is due on November 19, 2017. One is a 12 month rate at 1.4% and the other is a 24 month option with a rate of 1.7%.

Martha asked about the president's reception costs.

Debbie checked with two other past presidents and thought that the \$2,500 that is budgeted was adequate. She said she will reach out to Chris Shelby to see if IIMC pays any of the cost.

Amy Zortz moved to invest the November 19, 2017 Certificate of Deposit for two years at 1.7% interest. Celyn Hurtado seconded the motion. The motion carried unanimously.

### **WSU Contract Renewal**

Stephen Powell moved to approve the contract as presented. Karen Sublett seconded the motion. The motion carried unanimously.

### **By-Law Committee Update**

Debbie said a change was proposed. It will be voted on at the Spring Conference by the entire membership. It has to deal with holding special meetings. It makes official the process for conducting a special meeting. It will appear in the next Wings newsletter.

### **Reports from Board Members**

It was reported that cardigans and shirts will be available from the promotions committee.

### **Scholarship Update**

Christy said six scholarships were awarded for Institute. There were no applications for Academy. Spring scholarships open on December 1, 2017.

### **IIMC Letter of Support**

Debbie received requests from IIMC Vice President Candidates asking for letters of support. She wasn't sure if CCMFOA has ever sent letters of support. Some clerks may have sent them individually. Lana received a lot of resolutions from other associations.

There was general consensus that the board would not offer a letter of support to either candidate. We would review requests on a case-by-case basis.

### **IIMC President's Reception**

Debbie said she will keep the board updated about anything she learns from Chris Shalby with IIMC or others.

### **Morgan Barnes Attend 2018 IIMC Conference**

Martha Sumrall moved to approve paying for Morgan Barnes to attend the 2018 IIMC Conference. Amy Zortz seconded the motion. The motion carried unanimously.

### **2018 CCMFOA Pins and Spring Conference Theme**

Stephen Powell moved to approve the pin design for the 2018 Spring Conference. Martha Sumrall seconded the motion. The motion carried unanimously.

Debbie said the theme is: *"It's not where you go, it's who you meet along the way."*

### **Spring Conference Social Event**

Debbie mentioned Brad Waller who has agreed to do the Trivia for no cost. He only wants to recognize his company. He said it's a good time and it lasts for 2-3 hours.

Debbie said that Varney's is always the Premier Sponsor, which is usually who sponsors the entertainment. She thought it might be good for Varney's would be OK with sponsoring the Keynote speaker.

Morgan said the fee was \$1500 + \$400 travel + hotel and we could use him for a break-out session.

Amy said Varney's covered other costs for the evening last year (decoration, photo booth, entertainment, drink tickets).

Stephen mentioned having two premier sponsorships. One for the evening event and the other for the keynote speaker.

There was consensus to pay Brad Waller \$200 and let his company pay for the \$100 bag fee and seek a second Premier Sponsorships.

### **Report by Institute Director-Hotel Bids 2019**

Morgan said the contract with Doubletree ends in 2019. Morgan shared options for Wichita, Salina and Manhattan. She said that some WSU costs may increase due to travel. Food and hotel costs would decrease, while speaker fees could increase. It has the potential to be a wash. Morgan said Manhattan is a viable option but would recommend the board go there and look at the facility.

Stephen said we should have a January meeting to discuss the 2018 spring conference in Manhattan and check out the facilities.

Morgan said that would be enough time for contract negotiations for spring 2019 if we decided to change locations.

### **Announcements**

Martha said the nominating committee selected candidates for board members. Karen Sublet will be nominated to be Treasurer. Erin Tilton from Chapman will fill Karen's spot. Every region will be represented.

There was discussion about having a vendor committee. Tammy and Karen said they were willing to help with anything.

### **Adjournment**

Stephen Powell moved to adjourn. Celyn Hurtado seconded the motion. The motion carried unanimously. The meeting adjourned at 7:03 p.m.

Respectfully submitted,

Stephen E. Powell, MMC, CCMFOA Secretary