

CCMFOA Board Meeting Minutes June 22, 2018

The CCMFOA Board met on Friday, June 22, 2018, at Wichita State University Experimental Engineering Building Room 264 with the following members present: Amy Burton, President (Ellis); Stephen Powell, Vice President (Shawnee); Christy Pyatt, Secretary (Greensburg); Karen Sublett, Treasurer (Wichita)

Also Present: Board Members Erin Tilton (Chapman); Amy Zortz (Weir); Elizabeth Kelley (Overland Park); Keri Reiner (Atwood) and Celyn Hurtado (Garden City). Also present from Wichita State University was Morgan Barnes, Institute Director.

Call to Order

The meeting was called to order at 8:11 a.m. by President Amy Burton.

Approval of Minutes

The minutes from the March 20, 2018 Board Meeting and June 4, 2018 Special Board Meeting were reviewed. Stephen Powell moved to approve the minutes of the March 20, 2018 Board Meeting. Karen Sublett seconded the motion. The motion carried unanimously. Karen Sublett moved to approve the Special Meeting minutes of June 4, 2018. Keri Reiner seconded the motion. The motion carried unanimously.

Revenues & Expense Report for March 1 - May 31, 2018

The Treasurer's Report as of May 31, 2018 was presented by Karen Sublett and reviewed by the Board. The funds available in the checking account as of May 31, 2017 were \$61,703.93.

Wichita State University Update

Misty Bruckner, Director of Public Policy and Management Center, was unable to attend until later in the agenda. Upon her arrival, Misty briefly discussed the reorganization going on at WSU, as well as changes happening at the Hugo Wall School.

CCMFOA Institute Director's Report

A) Discuss Researching Historical Transcripts

Morgan discussed the significant amount of historical records retained for CCMFOA by her office. The records system being utilized will no longer be serviced. Morgan has researched the retention schedules from IIMC and other state associations. The consensus was to make transcripts available for 10 years and for there to be a reasonable fee, to be paid to WSU, for obtaining a copy of the record. As the records are owned by WSU, the board decided to have Morgan create an Institute Director's policy through WSU. Membership will be encouraged to retain their own records, to ensure they are available and to reduce WSU staff time.

B) 2017 Institute/Academy Financials & 2018 Projected Budget

Financial reports for 2017 Institute and Academy, as well as the 2018 projected budget were provided for the board's review. Morgan noted that there has not been an increase in WSU personnel fees in 3 years; however, there is the potential for a minimal increase next year. She diligently continues to try to reduce printing and speaker costs for all CCMFOA educational opportunities, while maintaining the excellent educational opportunities CCMFOA is noted for. Discussion was had on increasing attendance to Academy and the possibility of finding a sponsor for the keynote speaker. Also discussed was the opportunity to move to more of an IIMC format for handouts (providing a link to digital copies rather than providing printed copies). Following discussion on the hospitality room that has been provided at Institute and Academy, Erin made a

motion to forego funding a bartender for the hospitality room. Stephen seconded the motion, which passed unanimously. The board will encourage a time of “Meet at the bar” and keep the tower room available.

C) 2018 Spring Conference Evals, Financials & 2019 Projected Budget

The board agreed that no vendor boards will be allowed at the Spring Conference Vendor Reception. A slide presentation featuring all participating vendors will be utilized instead. Morgan will attempt to utilize membership resources for printing, and is reformatting materials that are printed to reduce costs. Post cards, rather than full agenda booklets, were used in 2018 for registration reminders. The draft budget for Spring Conference shows a reduction in expenses from \$42,514 in 2018 to \$37,505. The board continues to seek sponsors for various aspects of conference expenses.

The board discussed Spring Conference evaluations and statistics. Food and location continue to be common topics. The board noted that similar comments were found in evaluations 25 years ago. Stephen made a motion, seconded by Erin, to approve the Institute, Academy, and Spring Conference financial statements. The motion passed unanimously.

Old Business

A) Save Date Card to Vendors Reminder – Send Packets (October)

Christy will be sending out “Save the Date” cards to vendors for “Spring Conference 2019” in August. Last year they were emailed out. First class mail was used only for those that the association does not have emails for. The cards will emphasize a new conference location in 2019 (Manhattan Hilton Garden Inn). Handing out “We’re Moving” cards to vendors at LKM conference was also suggested. Christy will be contacting the Manhattan City Clerk and reaching out to potential new vendors in the Manhattan area.

B) Discuss Credit Card Payment Options

Discussion was had on credit card payment options for members and vendors. Immediate Past President Debbie Price previously recommended KanPay, a Spring Conference vendor. Set up for cards would be done for free, and associated processing fees would be passed along to the user. Erin discussed her city’s use of stripe.com for these services. Transaction details would be provided online and in emails through the CCMFOA Gmail account. The board discussed establishing an online registration form and a payment link with the membership renewal form. The board would like to see this option made available before membership statements go out at the end of the year. Also discussed was a credit card square for the promotions committee.

New Business

A) Discuss Fraud/Scammer Situation

Prior to today’s meeting Amy and Karen reported via email to the board that information taken from the CCMFOA website had been used by an individual to commit identity fraud. The case is currently under investigation by the Wichita Cyber Crime Unit. The CCMFOA checking account was closed as soon as the fraud was identified. Unfortunately funds were lost before that could occur. The board discussed, and has begun implementing, internal controls to attempt to prevent this type of situation in the future. The board is also exploring the possibility of bonding the association treasurer.

B) Spring Conference Pin and Theme

Amy and Stephen provided artwork proofs for the 2019 and 2020 lapel pins. The 2019 Spring Conference theme will be “Don’t Underestimate the Value of Your Journey”. Pin designs, with minor alterations, were approved.

C) Discuss Spring Conference Social Event

Options for the Spring Conference social event were discussed. Two entertainment options were proposed. Morgan will look into the availability of both. The board would like to have a reception table for Lana at the event, allowing those who are unable to attend her swearing in at Birmingham to offer their congratulations.

D) Special Board Meeting/Executive Committee (January)

The Executive Committee will meet in Manhattan, at the Spring conference location, in late January or early February, to finalize plans. The meeting is open to others on the board who wish to attend. A date and time will be announced.

E) 2019 IIMC Conference – President’s Reception

CCMFOA will be responsible for hosting a President’s reception for Lana at the 2019 IIMC Conference in Birmingham. The event will be held in the rotunda of the Civil Rights Museum from 5:30-8:30. Rent of the space will be \$1,500. A few fundraising ideas for the event were discussed. Additional information on those possibilities will be obtained and sent to the board at a later date. A committee will be formed to carry out the details of the reception, with Stephen chairing the committee.

F) Discuss 2019 Institute Location

Options in Wichita for the 2019 Institute/Academy location were presented. Morgan will continue to negotiate with the DoubleTree Hilton and the Marriott.

G) Reports from Board Members

Elizabeth noted that a “Clerk’s Spotlight” for the Wings Newsletter has been suggested.

Announcements:

LKM Meeting, Topeka: October 6-8, 2018

Institute: November 12-16, 2018 (Years 1-3) Wichita DoubleTree Hotel

Institute: November 14-16, 2018 (Year 4) Wichita DoubleTree Hotel

Academy: November 15-16, 2018 Wichita DoubleTree Hotel

Spring Conference: March 13-15, 2019 Manhattan Hilton Garden Inn

Adjournment

With no additional items to discuss, Amy declared the meeting adjourned at 11:30 a.m.

Respectfully submitted,
Christy Pyatt, CMC, CCMFOA Secretary