

**CCMFOA Board Meeting  
November 13, 2019**

**I. Call to Order**

The Wednesday, November 13, 2019 Board Meeting was called to order at 5:31 p.m. by President Christy Pyatt. The following Executive Committee members were present: Christy Pyatt, President (Greensburg); Karen Sublett, Vice President (Wichita); Celyn Hurtado, Secretary (Garden City); Elizabeth Kelley, Treasurer (Overland Park); and Amy Burton, Immediate Past President (Ellis). Board Members: Denise Duerksen (Newton); Heather Hillegeist (Lincoln); Amy Zortz (Weir); Keri Reiner (Atwood); and Tammy Seely (McPherson). Also present from Wichita State University was Morgan Barnes, Institute Director. David Ward (Ogden) was absent.

**II. Approval of Minutes**

Karen made a motion to approve the Board Meeting minutes of June 28, 2019 and the Special Meeting minutes of August 5-9, 2019. Denise seconded the motion, which passed unanimously.

**III. Review of Treasurers Report (June - August) - Karen Sublett**

The Treasurer's Report was presented by Elizabeth Kelley, Treasurer. The funds available in the checking account as of October 31, 2019 were \$76,354.43 Total funds, with CDs, are \$150,082.34, approximately \$25,000 higher than this time last year.

Christy discussed whether to renew or cash out the association's CD that will be coming due at the end of the year. Upon further review and discussion of the current checking balance, expenses for academy appearing to be low, and donations being made for the IIMC presidential reception held last May, the consensus was to allow the CD to renew automatically in its entirety. A second CD will mature next November and can be utilized if the Board feels that it is necessary. Tammy made a motion to allow the CD to renew automatically in its entirety. Keri seconded the motion. The motion passed unanimously.

**A) WSU Budget vs. Actual Statements - Morgan**

Morgan provided budget and actual cost financial statements. Revenues for Institute have come in higher than budgeted. Budgeted expenses for personnel have come in at \$16,750.00. Expenses for equipment are the same as 2018. Meal costs are coming in higher than budgeted due to offering better hot options and an increase in attendees. Speaker costs are down, but Morgan intends to continue to budget high. Current projections show a profit for Institute 2019 of approximately \$1750.00. Early figures are showing a loss of \$981 for Academy.

**IV. Old Business**

**A) Discussion on CCMFOA logo options - Christy**

Christy showed a couple of logo options created by Brooke at Broadstrokes. The group discussed a few updates and Christy will ask Brooke to work on corrections and updates. Christy will call a special meeting via email and present updated options for the board to make a final decision on.

**B) ListServ Policy**

Christy advised that there is currently no Listserv policy in the Manual and By-laws. She created a policy that reflects current use and is similar to the adopted Facebook/Social Media policy and submitted the document to the Manual and By-laws committee for their consideration. Stacy Smith, who recently took over as chair of the Manual & By-laws Committee discovered a policy adopted in 2010, which was never added to the digital manual. The committee reviewed the information provided and made a couple of suggested changes. The Board was asked to consider the policy as

presented in tonight's meeting packet. Denise made a motion to update the ListServ policy. Amy B. seconded, and the motion passed unanimously.

### **C) Membership By-Law**

The manual and By-laws Committee is reviewing the current membership by-laws, as well as IIMC membership requirements. Christy advised that if there are any recommended changes they will be available for review at the March board meeting. The current CCMFOA By-law allows for membership based on specific job titles. IIMC provides a list of duties performed by those in the clerk profession. To be a member you have to perform a certain number of those duties, rather than have a specific job title (i.e. City Clerk, Deputy City Clerk, Utility Billing Clerk, etc.) To change a by-law the membership must be notified a specified number of days prior and then have the item on the agenda of the Business Meeting of a Spring Conference.

### **D) Professional Headshots for Membership at Spring Conference**

Morgan stated the approximate cost to provide professional headshots to members at Spring Conference would be \$1,000 for one day. Celyn will work with Morgan to secure a sponsor to cover the costs.

## **V. New Business**

### **A) Reports from Committees**

#### **1. Nominating Committee – Amy**

Amy B. provided a proposed slate of officers for 2020-2021 along with term limits of current officers. Keri Reiner has agreed to move onto the Executive Committee as Treasurer. Jami Downing, (Stafford) has agreed to fill the unexpired board term of Keri until 2021, and Amelia Blackwood (Clay Center) has agreed to step on the board for a full 3-year term (the seat currently held by David Ward, Ogden, expires March 2020). Denise Duerksen has agreed to be appointed to a full term as well. Denise was originally elected in March 2019 to fill the unexpired term of Elizabeth. Amy stated that the expectation of members stepping onto the board is that they will agree to move to the Executive Committee after serving no more than 2 full terms. Should a board member decline to serve on the Executive Committee, and fulfills 2 full terms, the expectation is that they will not be re-elected, allowing other members the opportunity to serve in this capacity.

### **B) Reports from Board Members**

There was discussion with Morgan to add a time on the schedule for Region meetings at Spring conference. Board discussed they would try to communicate more about the importance of Region meetings.

### **C) Scholarships – IIMC, Fall Institute & Academy, Spring – Elizabeth/Christy**

Eight Institute Scholarships were awarded this year. Those awarded were: Brittany Bianco (Bird City); Taylor Hofeling (Minneapolis); Joanna Hunter (Howard); Terri West (Douglass); Lori Ryan (Attica); Kathy Bounds (Quivira); April Beshears (Nickerson); Ashley Roth (Kirwin). There was one application for the Master Academy scholarship. Stacy Smith (Concordia) was the recipient. Eric Strimple will announce the recipients of the 2020 IIMC Conference scholarship during Thursday's business meeting.

### **D) Spring Conference Social Event – Celyn/Morgan**

The board reviewed previously discussed entertainment ideas for the Spring Conference Social Event. Barnes stated Singo may not be an option but if the board suggested Karaoke. The Board discussed how well attended the Singo social event was in 2019. Celyn will begin gathering options for decorating the banquet hall. Having professional headshots taken for all members, the Board suggested a photobooth again.

**E) Vendor Fair Update – Celyn**

Vendor packets for the spring vendor fair were sent out. “Save the Date” cards were sent out earlier in the fall. Celyn already has 2 Premier sponsors in place. Vendors were offered the option of registering and paying online.

**F) Report by Institute Director – Morgan**

Morgan reported that Institute was going well so far.

**G) Morgan Barnes to Attend 2020 IIMC Conference – Christy**

Amy Z. made a motion, seconded by Denise, to approve Morgan to attend the 2020 IIMC Conference. CCMFOA by-laws allow for reimbursement of expenses up to \$2,250. The motion passed unanimously.

**VI. Announcements**

- **Spring Conference – March 11-13, 2020**      **Hilton Garden Inn, Manhattan**
- **IIMC Conference – May 17-20, 2020**      **St. Louis, Missouri**
- **June Board Meeting – TBA**      **WSU, Wichita**
- **Institute, Years 1-3 – Nov. 9-13, 2020**      **Wichita Marriott, Wichita**
- **Institute, Year 4 – Nov. 11-13, 2020**      **Wichita Marriott, Wichita**
- **Academy – Nov. 12-13, 2020**      **Wichita Marriott, Wichita**

Amy B. made a motion to adjourn the meeting, seconded by Tammy S. at 6:47 p.m.

Respectfully submitted,  
Celyn Hurtado, CMC, CCMFOA Secretary