

**CCMFOA Business Meeting
November 14, 2019**

I. Call to Order

The Thursday, November 14, 2019 business meeting was called to order at 12:30 p.m. by President Christy Pyatt. Christy introduced the Executive Committee and Board. Executive Committee: Christy Pyatt, President (Greensburg); Karen Sublett, Vice-President (Wichita); Celyn Hurtado, Secretary (Garden City); Elizabeth Kelley, Treasurer (Overland Park); and Amy Burton – Past President (Ellis). Board Members: Denise Duerksen (Newton); Heather Hillegeist (Lincoln); Amy Zortz (Weir); Keri Reiner (Atwood); and Tammy Seely (McPherson). David Ward (Ogden) was unable to attend.

II. Recognitions/Introductions

Christy Pyatt (Greensburg) recognized participants of Institute years 1-4, new CMC's, new MMC's, and retiring Clerks and Officers.

III. Approval of Minutes

Laura Hartman (Baldwin City) made a motion to approve minutes of the March 14, 2019 Business meeting. Tabitha Sharp (El Dorado) seconded the motion. Motion passed unanimously.

IV. Approval of Treasurers Report (March - October)

The Treasurer's Report as of October 2019 was presented by Elizabeth K. 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. Leslie Stephen (Mount Hope) made a motion to accept the Treasurers Report as presented. Denise Duerksen (Newton) seconded. Motion passed unanimously.

V. Committee Reports

Membership/Mentoring/Regional Committee – Elizabeth K. reported that CCMFOA currently has 453 members across the state from 328 cities. Elizabeth reported that all committees' positions are currently filled.

Communications Committee – Elizabeth K. reminded members of opportunities available to stay up to date on Association happenings and reminders through the WINGS newsletter, Facebook, and the CCMFOA website. Elizabeth encouraged members to send stories and happenings to her to share.

Legislative Committee– Elizabeth K. reported that members can sign up for LKM listserv. She encouraged members that the Legislative Committee is a great way to begin serving in CCMFOA.

Education/Program Planning & Education/Certification Committees – The Education Committee will meet tomorrow after the final session to begin planning for Spring Conference. Those interested in pursuing their CMC or MMC status may visit with Christy or any Board Member.

Hospitality Committee – Suzann Norris (Douglass) and Tracy Roberts (Galena) have set up a hospitality room in the bar area. Door prizes are available.

Manual/By-laws Committee– Stacey Smith, Chair of the Manual /By-Laws Committee, reported that the board has approved updates to the following policies:

- **IIMC Conference Scholarships**: Individuals who have previously been awarded scholarships are now allowed to apply at any time, there is no longer a waiting period to apply again. Preference will be given to first time attendees.

- Refunds & Partial Conference Attendance Rates: A new policy has been added to address refunds and partial conference attendance rates.
- Vendor Cancellations & Refunds: A new policy has been added to address vendor fair cancellations and refunds.
- Payment of Expenses for the Executive Committee: According to the by-laws, the Past-President is part of the Executive Committee. In the policy pertaining to the partial reimbursement to the Executive Committee for registration to Spring and Institute/Academy, the Past-President was previously omitted. That correction has been made and the policy updated.

Nominating Committee – The Nominating Committee has presented the board with a slate of candidates for election during the spring business meeting.

Silent Auction/Promotional Sales Committee – Tabitha Sharp (El Dorado) reported that \$200 was raised from t-shirt sales and that the website will remain open. Tabitha reported that baskets are available for raffle. Volunteers to sell tickets are needed from Institute years 1-3. Tickets are 12 for \$5 or 2 for \$1. Funds raised will go towards scholarships to members. Baskets for the Silent Auction at Spring Conference are to be provided by each Region.

VI. Awards/Scholarships

Mildred Vance – Nominations for the 2020 Mildred Vance Clerk of the Year award will be accepted through December 31st. The honor will be awarded in March.

IIMC Conference Scholarship – Eric Strimple (Eudora) announced there were 11 scholarships awarded for the 2020 IIMC Conference Scholarship to St Louis. Suzanne Jackson (Deerfield) received a full scholarship up to \$2,250. Sara Barry (Udall), Jamie Eberly (Halsted), Carrie Baeza (Hugoton), Heather Hillegeist (Lincoln), Keri Riener (Atwood), Courtney Flowers (Stockton), Roxie Sjogren (Lindsborg), Denise Duerksen (Newton), Laura Hartman (Baldwin City) and Wanda Gabel (Ness City) all received up to \$1,000 scholarships.

Institute Scholarships – Elizabeth K. announced that eight Institute Scholarships were awarded this year: Region 1 – Brittany Bianco (Bird City) and Ashley Roth (Kirwin); Region 4 – Taylor Hofeling (Minneapolis); Region 5 – Joanna Hunter (Howard), Terri West (Douglass), April Beshears (Nickerson), and Lori Ryan (Attica); Region 7 – Kathy Bounds (Lake Quivira);

Academy Scholarship – Elizabeth K. announced that one Master Academy scholarship was awarded to Region 4 - Stacey Smith (Concordia) this year.

Spring Conference Scholarship – Spring Conference will be held in Manhattan this year. Scholarship applications will be accepted December 1 – February 1. Three registration scholarships will be awarded. Application letters must be submitted to Elizabeth Kelley.

VII. New Business

Vendor Fair Update

Celyn Hurtado (Garden City) gave an update on the spring vendor fair preparations. Save-the-date cards went out to previous vendors and suggested new vendors at the beginning of September. Vendor packets went out at the beginning of November, once the link to the online pay portal was available. If members have a vendor that they would like to see at the fair, they are asked to provide contact information to Celyn.

Board of Directors Update

Christy P. reported that since the last business meeting the board has been working hard to promote CCMFOA to elected officials. They have also adopted 2 new policies and amended 2, as reported by Stacey S. Clarification updates have been made to the membership and scholarship applications forms. With the recent retirement of Region 7 Director Bobby Busch, the board requested and received approval from the Illinois and Missouri Associations to appoint Kerry Rozman (Clay Center) to fill the unexpired term. Plans are underway for the 70th Annual Spring Conference, as well as the Region 7 meeting and an Athenian Dialogue. Christy explained what an Athenian Dialogue is and how it can assist clerks not only in earning their CMC or MMC points, but how the curriculum provides ideas relevant to their public leadership roles. Christy also reported that professional headshot photos will be offered to all membership attending the Spring Conference. This will be a vendor sponsored opportunity.

Bobby Busch Recognition and Appreciation

Christy P. reported that due to unforeseen circumstances, Bobby Busch (retired – Neodesha) was unable to attend today’s meeting. CCMFOA will recognize Bobby at the Spring Conference in 2020.

VIII. Announcements

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| • 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 |

IX. Adjournment

Laura Hartman (Baldwin City) made a motion to adjourn, seconded by Eric Strimple (Eudora). The meeting adjourned at 1:09 p.m.

Respectfully submitted,
Celyn Hurtado, CMC, CCMFOA Secretary