

**City Clerk's & Municipal Finance Officers Association**  
**Board Meeting Minutes**  
**November 4, 2015**  
**Wichita Marriott**

The CCMFOA Board met at 5:45p.m. on Wednesday, November 4, 2015, at the Wichita Marriott, with the following members present: Stacey Crum, City of Concordia, President; Martha Sumrall, City of Mission, Vice President, Debbie Price, City of Marysville, Secretary; Amy Burton, City of Ellis, Treasurer, Bobby Busch, City of Neodesha, Immediate Past President.

Board Members Present: Wanda Gabel, Ness City; Tammy Seely, McPherson; David Bryant, Lenexa; Amy Zortz, Weir and Christy Pyatt, Greensburg. Also present: Ashley DiBlasi and Jane Long from International Institute of Municipal Clerks (IIMC), Gayle Martin, Institute Director and Lana McPherson, De Soto, Previous IIMC Region VII Director.

The minutes from the Special Meeting on May 5, 2015 were presented for approval. Martha moved, Bobby seconded to approve the minutes. Motion carried unanimously.

The minutes from the Special Meeting on July 7, 2015 were presented for approval. Amy B. moved, Martha seconded to approve the minutes. Motion carried by unanimous voice vote.

The minutes from the June 19, 2015 Board Meeting were presented and reviewed. David moved to approve the minutes as presented. Wanda seconded. Motion carried unanimously.

The Treasurer's report as of October 31, 2015 was presented. Total funds are \$125,381.48. No action was taken.

Old Business:

1. Historian/Archive Committee. Amy B. moved, Martha seconded to disband the Committee. Motion carried by unanimous voice vote. Duties assigned to this Committee will be distributed to the Executive Committee duties. David B. will follow up to see if any other boxes of information need to be acquired and scanned.

New Business:

- A. Reports from Committees. Amy B. informed everyone we have a few Regions without Chair members.
- B. Reports from Board Members. None.
- C. 2016 CCMFOA Pins. Stacey presented a hot air balloon with the "Omaha State Fair" as seen in the Wizard of Oz movie. Debbie moved, Bobby seconded approval to purchase 1,250 pins (or to the next price break) rather than the usual 1,000. Motion carried by unanimous voice vote.
- D. Scholarships-IIMC, Spring, Fall Institute and Academy. Amy B. reported eighteen applications were received. A total of ten scholarships were awarded for Institute and one scholarship was awarded for Academy. Wanda and Martha discussed confusion with deadlines and applications forms.

Gifts and gratitude were given to Ashley DiBlasi and Jane Long, IIMC. Ashley and Jane both thanked the Board and told everyone how welcome they felt. Jane updated the Board on some of the things IIMC is working on.

- E. IIMC Scholarship Deadlines. Amy Z. moved, Amy B. seconded to extend the deadline for the IIMC Scholarships from August 31<sup>st</sup> to October 15<sup>th</sup>. Motion carried unanimously.
- F. Additional Scholarships. Lana asked for consideration of more scholarships to the 2016 IIMC Conference in Omaha. After discussion about affordability, location and adequate CCMFOA funds, Martha moved, David B. seconded to award 10 additional \$1,000 scholarships for the 2016 IIMC Conference with two of those going toward applications already submitted. Funds not used will be used toward 2016 Spring Conference Scholarships and those awarded must show proof of education points to the CCMFOA Board. Motion carried by unanimous voice vote. Deadline for the scholarships will be December 1<sup>st</sup>. Those who have been awarded a scholarship in the past five years are ineligible.

The Board then discussed the financial stability of CCMFOA and the amount of new clerks. Bobby moved, Debbie seconded to award 10 additional 2016 Spring Conference scholarships, totaling 13 for 2016. Motion carried by unanimous voice vote.

- G. Athenian During 2016 League Conference. Stacey reported hearing from Marian Cook, Overland Park who suggested hosting an Athenian Dialogue during the 2016 LKM Conference in Overland Park as the location may draw in more Clerks from surrounding states. Consensus is for Gayle to proceed with checking on costs, etc. and this will be included on the Agenda in March.
- H. Discussion on Possible New CCMFOA Logo. Stacey asked the Board for consideration of a new CCMFOA logo. Lana suggested having a contest amongst the membership getting feedback. Stacey talked about putting together task force and hiring professionals. No action was taken.
- I. Institute Directors Report. Gayle provided the Board with a memorandum from Paula Downs in regards to the administration fees going from 10% to 15% in 2016. Gayle also mentioned the accounts payable system changing and it might take longer to receive checks from WSU.

Gayle Martin left the meeting after giving her report.

- J. Changes to Silent Auction/Promotions Committee Duties. Debbie and Martha reported the duties for this Committee needing updating and more details. After review, Bobby moved to approve the changes. Tammy seconded. Motion carried unanimously.
- K. Vendor Booth at LKM Update. An update was provided. Several people stopped by for information and the booth looked nice. It was reported Tabitha did a great job.
- L. Vendor Fair Updates. Debbie reported having sixteen vendors commit to the 2016 Spring Conference. There are four vendors interested in being Platinum sponsors. The Board discussed different ideas on what vendors could sponsor. No decisions were made.
- M. Institute Director Gift. Bobby moved, Amy B. seconded to give Gayle Martin, Institute Director a gift card in the amount of \$1,000 at the 2016 Spring Conference. Motion carried unanimously.
- N. Institute Director, 2016 IIMC Conference. Martha moved, Bobby seconded approval of funding up to \$2,250.00 for Gayle Martin, Institute Director to attend the 2016 IIMC Conference in Omaha, Nebraska. Motion carried by unanimous voice vote.

Announcements: Upcoming CCMFOA/IIMC events were listed. No action taken, information only.

There being no further business, at 7:45 p.m., Amy Z. moved to adjourn, Amy B. seconded. Motion carried unanimously.

Respectfully submitted,

Debbie M. Price, MMC  
CCMFOA Secretary