

**City Clerks & Municipal Finance Officers Association
Business Meeting Minutes
March 12, 2020
Manhattan Hilton Garden Inn**

Call to Order

President Christy Pyatt called the March 12, 2020 Business Meeting to order at 12:38 p.m.

Introductions/Recognitions

Christy Pyatt recognized the 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.

Christy Pyatt introduced Kittie Kopitke, Village Clerk at Village of Streamwood, Illinois and Dr. Jane Long, IIMC Director of Professional Development were in attendance.

All newly announced CMCs and MMCs were asked to stand and be recognized, followed by retiring Clerks/Finance officers.

Christy Pyatt presented Bobby Busch, Past Region VII Director a gift of recognition for his years of service to CCMFOA and IIMC.

Approval of Minutes:

Christy Pyatt called for a motion to approve the minutes of the November 14, 2019 Business Meeting. Tabitha Sharp (El Dorado) made the motion, seconded by Susan Renner (Andover). Motion passed unanimously.

Approval of Treasurers Report

Elizabeth Kelley provided a financial report for November 2019 – February 2020. The beginning balance of the checking account was \$76,354.43. Income has been \$36,188.00. Expenses were \$7,779.15. The ending balance was \$104,763.28. CCMFOA also has a CD that will mature 11/19/21 that currently totals \$42,286.00 and a second CD that matures 12/30/20 that currently totals \$31,699.88. Total Association funds are \$178,749.16. Leslie Stephan (Mount Hope) made a motion to approve the report. Tabitha Sharp (El Dorado) seconded, and the motion passed unanimously.

Committee Reports

• **Education/Program Planning & Education/Certification Committees**

Karen Sublett recognized those currently on the Education/Program Planning & Education/Certification Committees. MMC and CMC information packets are available for those interested in pursuing these designations. Kansas currently has 147 CMCs (8th in the nation and trailing Illinois by only 3) and 36 MMCs (12th in the nation and trailing Colorado by only 2).

• **Communications & Legislative Committees**

Elizabeth Kelley, chairman, encouraged members to get involved with the association by joining a committee and to sign up for League Alerts, to get the most up-to-date information out of Topeka.

• **Manual/By-Laws Committee**

Stacey Smith reported that the Manual/By-Laws Committee have reviewed and offered one policy change this year. CCMFOA membership dues will remain with the individual or clerk and do not stay

with the City. Policy changes are approved and implemented by the Board. By-law changes must come before the Membership for ratification.

- **Silent Auction/Promotional Sales Committee**

Tabitha Sharp reported that proceeds of the silent auction and 50/50 raffle will go to scholarships. The auction ends today at 5:15. The 50/50 raffle drawing will be held tomorrow morning.

- **Membership/Mentoring/Regional Committee**

Elizabeth Kelley reported that 2020 membership remains open, for those who have not yet submitted their applications.

- **Hospitality Committee**

Tish Simmons reported there was no update at this conference, but committee members are needed.

Awards/Scholarships

Elizabeth announced the following Scholarship awards:

- **2020 Spring Conference Scholarship Recipients**

Hanna Eilert (Osborne) The application period for the 2021 scholarships will be December 1, 2020 – February 1, 2021.

- **2020 Institute/Academy Scholarship**

Applications for the 2020 Institute and Academy Scholarships will be taken beginning July 1st – August 31st. This covers registration, ½ of your room cost; and some (if not all) travel expenses.

- **2020 IIMC Annual Conference Scholarship**

Christy reported that Kerry Rozman stepped in as the Region VII Director and that her travel expenses to St. Louis will be reimbursed by CCMFOA.

Board of Directors Meeting Report

Christy advised that the Board of Directors had met on the Tuesday prior to Conference. During that meeting, the Board voted to change the policy to allow memberships to stay with the individual and not the City. Wichita Marriott will be the site of the 2020 Institute/Academy. The location of Spring Conference 2021 will be decided at the June Board Meeting.

New Business

- **IIMC Report/Region VII Updates**

Christy did not have any updates to present.

- **2019 Mildred Vance City Clerk/Finance Officer of the Year Award**

Celyn Hurtado announced Amy Burton (Ellis) as the recipient of the 2020 Mildred Vance City Clerk/Finance Officer of the Year Award.

- **Nominating Committee Report/Election of Officers and Board Members**

Slate of Officers presented for nomination included:

President	Karen Sublett (Wichita, Region 5)
Vice President	Celyn Hurtado (Garden City, Region 2)
Secretary	Elizabeth Kelly (Overland Park, Region 7)
Treasurer	Keri Reiner (Atwood, Region 1)
Past President	Christy Pyatt (Greensburg, Region 3)

Slate of Members presented for nomination to the Board of Directors included:

Amelia Blackwood (Clay Center, Region 6)	Term ending March 2023
Denise Duerksen (Newton, Region 5)	Term ending March 2023
Jami Downing (Stafford, Region 3)	Filing the unexpired term of Keri Reiner Term ending March 2021
Amy Zortz (Weir, Region 8)	Term ending March 2021
Heather Hillegeist (Lincoln, Region 2)	Term ending March 2022
Tammy Seely (McPherson, Region 4)	Term ending March 2022

Leslie Stephens (Mt. Hope) made a motion to approve the nominated Officers and Board of Directors as recommended by the Nominating Committee. Susan Renner (El Dorado) seconded, and the motion passed unanimously.

- **Oath of Office to Newly Elected Officers/Board members**

IIMC Director of Professional Development Dr. Jane Long issued the Oath of Office to newly elected officers and board members.

- **Passing of the Gavel**

After thanking the Association for allowing her to serve this past year, Past President Christy Pyatt and President Karen Sublett performed the ceremonial passing of the gavel, followed by brief comments from Karen.

Announcements

- *IIMC Conference – May 19-22, 2020* *St. Louis, Missouri*
- *Institute, Years 1-3 – Nov. 11-15, 2019* *DoubleTree by Hilton, Wichita*
- *Institute, Year 4 – Nov. 13-15, 2019* *DoubleTree by Hilton, Wichita*
- *Academy – Nov. 14-15, 2019* *Double Tree by Hilton, Wichita*

Adjournment

With nothing additional to be discussed, Karen Sublett declared the meeting adjourned at 1:23 p.m.

Respectfully submitted,
Celyn Hurtado, CMC, CCMFOA Secretary