

**CCMFOA Remote Online Board Meeting Minutes  
October 28, 2021**

**I. Call to Order**

The October 28, 2021, Board Meeting was called to order at 1:05 p.m. by CCMFOA President Celyn Hurtado.

The following members were present: Executive Committee: Celyn Hurtado, President (Garden City); Karen Sublett, Past President (Wichita); Elizabeth Kelley, Vice President (Overland Park); Heather Hillegeist, Secretary (Lincoln); Denise Duerksen, Treasurer (Newton). Also present, Board Members: Karen Weltmer (Hutchinson); Jami Downing (Stafford), Alicia Hidalgo, (Liberal), Amelia Blackwood (Clay Center), Hanna Eilert (Osborne) and Teresa Whitaker (Pleasanton). Also, present Morgan Barnes, Institute Director, Wichita State University.

**II. Approval of Minutes**

Karen Sublett moved and Alicia Hidalgo seconded the motion to approve the June 24, 2021, Board Meeting minutes; Denise Duerksen moved Karen Sublett seconded the motion to approve the October 18, 2021, Special Board Meeting minutes. The June 24 and October 18, 2021, meeting minutes were approved unanimously.

**III. Financial Updates**

**A. Review of Treasurer's Report (June-September)**

Denise Duerksen presented the Treasurer's Report as of September 30, 2021. The report was reviewed by the Board. The funds available in the checking account as of September 30 were \$150,612.98. Included in that amount are two certificates of deposit, which total \$74,441.02. The report will be presented to the full membership at the November Business meeting for approval.

**B. WSU Budget vs. Actual Statements**

Morgan Barnes presented a comparison of the budgeted financial statements to the actual cost financial statements. Draft actuals there were 50 year-one attendees, 26 year-two attendees, 18 year-three attendees, and 20 year-four graduating attendees. Morgan reviewed the projected expenses and anticipates a profit-share of \$8396 for CCMFOA and WSU. Academy had 52 registered attendees. Morgan reviewed the projected expenses and anticipates a profit-loss of \$1,040 for CCMFOA and WSU.

**IV. Old Business**

**A. Policy for Award of Region Scholarships**

Celyn Hurtado presented a draft for a Policy for Award of Region Scholarships. After discussion, Denise Duerksen moved to approve the Policy with the following changes; amount \$250, application and agenda to Vice President, remove IIMC approval section. Teresa Whitaker seconded the motion, which was approved unanimously.

**B. Policy for Membership Dues**

Celyn Hurtado asked for clarification on the Policy for Membership Dues. After discussion, Elizabeth Kelley moved for the policy to read “Membership dues are not transferable. Dues are specific to the member and the City listed on the application. Dues are valid for the membership period listed above.” Karen Sublett seconded the motion, which was approved unanimously.

**C. Professional Headshots for Membership at Spring Conference**

Celyn Hurtado suggested that the board offer professional headshots at the Spring Conference for all attendees with the potential of offering that as a vendor sponsored item. Jamie Downing moved to approve professional headshots and asked Morgan Barnes to make the arrangements. Denise Duerksen seconded the motion, which was approved unanimously.

**V. New Business**

**A. Report by Institute Director**

Morgan Barnes reported on the Virtual Education Series that ran monthly from July to October with a total of 185 registrations. Morgan also stated the law modules are nearly completed.

**B. Request from PPMC – City Clerk Education Proposal**

Morgan Barnes presented the board with a proposal prepared by Public Policy & Management Center (PPMC) for City Clerk Education. The proposal was for a three-year contract effective from January 2022 to December 2024 with an annual cost of \$45,733 for 2022. PPMC will bill CCMFOA quarterly and a 4% increase will be added annually for the duration of the contract. Elizabeth moved to accept the contract as presented with the following amendment; The PPMC will designate a program manager to accomplish the tasks listed above and support the efforts of CCMFOA professional development, “subject to CCMFOA board approval.”

**C. Discussion June 2022 Athenian Dialogue**

After discussion, it was agreed to hold an Athenian Dialogue in conjunction with the June 2022 annual board meeting again this year. The cost was set at \$75 and the book “Power of a Graceful Leader” was agreed upon.

**D. Morgan Barnes 2022 IIMC Conference Travel Reimbursement**

Elizabeth Kelley made a motion, seconded by Denise Duerksen, to approve Morgan to attend the 2022 IIMC Conference. CCMFOA by-laws allow for reimbursement of expenses up to \$2,250. The motion passed unanimously.

#### **E. Scholarships - IIMC, Institute and Academy**

There were eight applicants for Institute scholarships – Heather Beasley (Altamont), Verde Flinn (Ellis), Melissa Reed (Ottawa), Tamara Massey (Melvern), Shayla Mohr (Abilene), Sonya Goalden (Inman), Jeannie Johnson (Olsburg), Michele Spring (Seneca). All eight applicants were awarded a scholarship which covered their registration fee, half the hotel stay and travel expenses not to exceed \$100 for the hybrid conference. Cherry Chancellor was awarded the Master Academy Scholarship. Cherry's scholarship will cover registration fee, half the hotel stay and travel expenses not to exceed \$75 for the hybrid conference.

#### **F. Vendor Reminders/Packets/Update and Scholarships**

Heather Hillegeist noted that a "Save the Date" reminder was distributed in August to the Association's Sponsor/Vendor list. Collection Budreau of Kansas (CBK) and Ranson Financial Group have indicated their interest in being premier sponsor for the 2022 conference. Heather shared her planned theme for the social event was "Roaring 20's" and Morgan agreed to look into Dueling Piano's for the Social Event. Celyn presented the board with her final pin design and theme.

Denise Duerksen noted that the 2022 Spring Conference Scholarship opportunity opens December 1st. Notice of the scholarship was advertised in the Fall issue of Wings, information was posted on the Association website and Denise distributed the information on the ListServ.

#### **G. Report from the Nominating Committee**

Karen Sublett presented the following Slate of Candidates for Officers and Board Members for 2022. Celyn Hurtado (Garden City), Immediate Past President; Elizabeth Kelley (Overland Park), President; Heather Hillegeist (Lincoln), Vice President; Denise Duerksen (Newton), Secretary; Amelia Blackwood (Clay Center), Treasurer; and Board members Jami Downing (Stafford), Teresa Whitaker (Pleasanton), Alicia Hidalgo (Liberal), Karen Weltmer (Hutchinson), Hanna Eilert (Osborne), and Eric Strimple (Olathe) to fill the term of Amelia Blackwood who has agreed to serve on the Executive Board. The slate of candidates will be presented for election during the Annual Business Meeting at the Spring Conference.

#### **H. Report from the Membership/Mentoring/Regional Committee**

Denise Duerksen reported we had 414 CCMFOA members at the present time. She provided a reminder about 2022 membership dues via listserv. Dues statements and payments should be submitted by January 31, 2022.

**I. Reports from Board Members**

There were no other reports from the Board.

**J. IIMC Region Director Report**

Celyn Hurtado reported on the IIMC mid-year board meeting in Riverside, California.

**VI. Announcements**

**2022 Spring Conference Discussion**

March 16-18, 2022, Hilton Garden Inn, Manhattan

**2022 IIMC Conference**

May 22-25, 2022, Little Rock, Arkansas

**2022 CCMFOA Board Meeting**

June, Wichita State University

**Institute - Years 1-3**

TBD (Hybrid Format)

**Institute - Year 4**

TBD (Hybrid Format)

**Academy**

TBD (Hybrid Format)

**Athenian Dialogue**

June in conjunction with CCMFOA Board meeting.

**Adjournment:**

With no additional items to discuss, Celyn declared the meeting adjourned at 3:12 p.m.

Respectfully submitted,

Heather N. Hillegeist, CMC, CCMFOA Secretary