

CCMFOA Board Meeting Minutes June 24, 2021

The CCMFOA Board met on Thursday, June 24, 2021, at Wichita State University Rhatigan Student Center Room 233 with the following Executive Committee members present: Celyn Hurtado, President (Garden City); Elizabeth Kelley, Vice President (Overland Park); Heather Hillegeist, Secretary (Lincoln Center); Denise Duerksen, Treasurer (Newton); and Karen Sublett – Past President (Wichita). Also Present: Board Members: Jami Downing (Stafford); Amelia Blackwood (Clay Center); Hanna Eilert (Osborne); Alicia Hidalgo (Liberal); Teresa Whitaker (Pleasanton). Also present from Wichita State University was Morgan Barnes, Institute Director.

Call to Order

The meeting was called to order at 8:18 a.m. by President Celyn Hurtado.

Approval of Minutes

The minutes from the March 16, 2021 Remote Board Meeting and April 14, 2021 Remote Special Meeting were reviewed. Alicia Hidalgo moved to approve the minutes of the March 16, 2021 Board Meeting and April 14, 2021 Remote Special Meeting. Karen Sublett seconded the motion. The motion passed unanimously.

Revenues & Expense Report for March 1 - May 31, 2021

The Treasurer's Report as of May 31, 2021 was presented by Denise Duerksen and reviewed by the Board. The funds available in the checking account as of May 31, 2021 were \$150,836.56.

CCMFOA Institute Director's Report

Morgan reported to the Board that CCMFOA and WSU's shared revenues from IIMC & Institute has a credit balance of \$8681.39. A check could be issued to CCMFOA to put in the account or used to offset additional WSU contracts. Alicia moved to use the reserves to pay WSU additional contracts as needed. Denise seconded the motion. The motion passed unanimously.

A) 2021 Projected Budget - Institute and Academy Budget

Morgan reviewed the projected budget for 2021 Institute and Academy. Morgan continues to diligently try to reduce costs for all CCMFOA educational opportunities, while maintaining the excellent educational opportunities for members. There is a 2% increase in costs for 2021. Denise made a motion to approve the projected budget and to increase Academy Registration fee to \$325 for 2022. Elizabeth Kelley seconded the motion, which passed unanimously.

B) 2021 Spring Conference Evaluations and Financials

Financial reports for 2021 Spring Conference were provided for the board's review. Morgan reviewed the actuals and the evaluations. The financials show a profit of \$3,981 for the 2021 Spring Conference, WSU which is up from a profit of \$786.57 in 2020. In the profit \$1,990.50 was put in the shared revenue account with WSU.

C) 2022 Projected Budget - Spring Conference

Discussion was had on ways to promote the benefits of CCMFOA to elected officials, in hopes of increasing attendance and membership. Current projections for 2022 Spring Conference show a loss of -\$254.63. Denise made a motion to approve the 2022 Project Budget with the following amendments to increase the speaker budget to \$5,000 and to increase the registration to \$335. Karen seconded the motion, which passed unanimously.

Old Business

A) Credit Card Payment Experience with KanPay

Denise explained that KanPay was used for both Spring Conference vendors and membership dues. There was not a lot of detail passed on to CCMFOA when a payment was made. Denise will request a

more detailed report from KanPay on future use. Morgan was asked to research Marketplace for an option for payments.

B) Vendor Reminders/Packets, Scholarship Apps, Membership Apps

Heather will be sending out "Save the Date" cards to vendors for "Spring Conference 2022" in August. The cards will emphasize the conference location of Manhattan Hilton Garden Inn again. Denise will send out scholarship applications by July 1, 2021 and will distribute membership applications later this fall.

New Business

A) Year One – Law Development

Morgan provided a proposal from Public Policy and Management Center (PPMC) at WSU for \$4,500 to provide an updated education curriculum and content for the Institute Year 1 Law class for CCMFOA. The module is four thirty-minute part video series that would be owned by CCMFOA and could be updated as necessary by another law expert. Alicia moved to accept the proposal as presented and make the presentation accessible during Institute as a resource to other registered clerks for a resource. Jami Downing seconded the motion, which passed unanimously.

B) Policy for Award of Region Scholarships

Stacey Smith provided a draft of a new "Policy for Award of Region Scholarships." After discussion, it was the consensus of the board to suggest some changes to the Manual/Bylaws committee for the policy. Celyn will make contact about the changes and place the topic on the agenda for November.

C) 2022 Spring Conference

1. **Location** - 2022 Spring Conference will return to in person in Manhattan in March 16-18, 2022.
2. **Room Blocks – Members and Vendors** - Morgan will make arrangements for the room block at Hilton and surrounding hotels to accommodate members and vendors for Spring Conference.
3. **Social Event** - Options for the conference social event were discussed. Morgan agreed look into "dueling pianos" for an option for this year's social event.
4. **Pins & Theme** - Celyn presented her pin design for the 2022 conference and is still working on the theme at this time.

D) **Board Orientation** -Celyn reviewed the job duties and responsibilities of the Executive board.

E) **Committees** - Celyn reviewed the member duties with the board members and discussed the possibility of term limits on the committees.

Announcements:

LKM Meeting, Overland Park: October 9-11, 2021, Topeka

Institute: November 8-10, 2021, (Years 1-4) Wichita Marriott

Academy: November 9-10, 2021, Wichita Marriott

72nd Annual Spring Conference: March 16-18, 2022, Manhattan Hilton Garden Inn

76th Annual IIMC Conference: May 22-25, 2022, Little Rock, Arkansas

Adjournment

With no additional items to discuss, Celyn declared the meeting adjourned at 12:33 p.m.

Respectfully submitted,
Heather N. Hillegeist, CMC, CCMFOA Secretary