

## **CCMFOA Board Meeting Minutes November 4, 2022**

### **Call to Order**

The CCMFOA Board meeting held via zoom was called to order at 2:03 p.m. Those participating included: Executive Committee Elizabeth Kelley, President (Overland Park); Heather Hillegeist, Vice President (Lincoln); Denise Duerksen, Secretary (Newton); Amelia Blackwood, Treasurer (Clay Center); Celyn Hurtado, Immediate Past President (Garden City). Board Members Hanna Eilert (Osborne); Teresa Whitaker (Pleasanton), Alicia Hidalgo (Liberal); Eric Strimple (Olathe) Karen Weltmer (Hutchinson), Jami Downing (Stafford). Paula Downs and Andrew Myers with Wichita State University also participated.

### **Wichita State University Report – Paula Downs, WSU PPMC**

Paula Downs reported that 90 people participated in the virtual trainings held during the year. She then shared the draft budgets for the 2022 Clerks Institute and Clerks Academy. Currently there are 175 people registered to attend. Final dollars are not available to date as more registrations continue to come in.

Due to Celyn having to leave the meeting early, Elizabeth skipped to items 7, 8 and 10.

### **Authorization of 2023 IIMC Conference Travel Expenses**

The Policy in the Handbook states expenses for a member of the Association serving as an IIMC Region VII Director, and their city will not pay for the expenses for the IIMC Conference, CCMFOA will pay up to \$2,250 to cover conference expenses. The board discussed paying for the new Education Director to attend the Minneapolis conference. MOTION: Alicia Hidalgo moved and Heather Hillegeist seconded to pay up to \$2,250 for the Region VII Director and the Education Director to attend the IIMC Minneapolis Conference. Motion carried unanimously.

### **Nominating Committee Report**

Celyn presented the nominations to be presented at the March 2023 business meeting. President Heather Hillegeist (Lincoln, Region 4), Vice President Denise Duerksen (Newton, Region 5), Secretary Amelia Blackwood (Clay Center, Region 6), Treasurer Hanna Eilert (Osborne, Region 1) Past President Elizabeth Kelley (Overland Park, Region 7). Board: Region 2 Alicia Hidalgo (Liberal) term expires 03/25, Region 5 Karen Weltmer (Hutchinson) term expires 03/25, Region 7 Eric Strimple (Olathe) filled unexpired term of Amelia Blackwood, 03/23, Term expires 03/26, Region 1 Kara Rath (Larned) term expires 03/26, Region 3 Jami Downing (Stafford) term expires 03/24, Region 8 Teresa Whitaker (Pleasanton) term expires 03/24

### **IIMC Region VII Director Report**

Celyn reported IIMC membership dues for 2023 were increased \$10. Numbers for membership are rising and there were 11 new members in October in Region VII – five of those were from Kansas.

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### **Approval of Minutes**

MOTION: Eric Strimple moved and Jamie Downing seconded to approve the minutes of the June 16, 2022 Board meeting. Motion carried unanimously.

### **Treasurers Report**

Amelia Blackwood presented the financial reports through September 30, 2022. MOTION: Denise Duerksen moved and Celyn Hurtado seconded to approve the financial reports as presented. Motion carried unanimously. Discussion was held on the CD maturing at the end of the year: MOTION: Eric Strimple moved and Hanna Eilert seconded to roll the funds over into another CD at Central National Bank. Motion carried unanimously.

### **2022 Fall Institute & Academy Scholarships**

Amelia Blackwood reported 18 applications were received for Institute. Those receiving scholarships include: Lisa Lewis, Fort Scott; Tina Fitzpatrick, Atchison; Macy Bryant, Robinson; Angel O'Neil, Seneca; Kori Longoria, Garden City; Leslie Welch, Lansing; Jamie Sterling, Victoria; and Dee Roehl, Osawatomie. There were four applications received for Academy. Those receiving scholarships include: Amy Burton, Ellis; Kim Everley, McLouth; and Roxie Sjogren, Lindsborg. The 2023 IIMC scholarship recipient will be announced in Spring.

### **Reports from Board Members**

There were none. There was a brief discussion on the budget for the Spring Conference event night. The theme for the conference is The Yellow Brick Road Less Traveled...Navigating the Path of Public Service.

### **Proposal from WSU hosting four "Mini-Academy/Region" Education Meetings**

A preliminary proposal was received for 4 one-day seminars, including an Athenian dialogue within the regional districts. The goal is to outreach to clerks who cannot attend regular CCMFOA events. This would also be a way to receive points. CCMFOA would cover the costs for these. The education committee would determine locations. A suggestion for an Athenian Dialogue would be to utilize IIMC Athenian facilitators. Paula will update the proposal and send back to the Board to vote via email.

### **State Certification Program**

At the June meeting, the board approved the creation of a state certification taskforce to research and bring back a recommendation for creating a Kansas State Certification program. Those on the taskforce were: Morgan Barnes, Education Director; Elizabeth Kelley, President; Celyn Hurtado, Immediate Past President; Stacy Smith, Concordia; and the Education/Programming Committee. Certification programs from 13 different state were reviewed with a rating matrix to narrow down the model liked by the group. From those, the highlights of the programs were used to develop an application form and requirements for a Kansas certification program. A state certification program would help to reduce barriers from being part of IICM for certification. The cost of the certification would be \$65 which would be reviewed WSU. Cost for roll out of the program and administration by WSU could be \$1,000. Consensus of the board was to move forward with the project. MOTION: Jami Downing moved and Eric Strimple seconded to approve the state certification program and to work with WSU on marketing the programming. Motion carried unanimously. This will be ready to go in January 2023.

### **Scholarship policy for award of conference scholarships**

The scholarship policies were reviewed. Language has been added to the IIMC Conference Scholarship, Institute and Academy Scholarships stating any recipient unable to attend needs to provide written notification so the scholarship(s) can be made available to others who have applied. The deadline to notify the scholarship committee for IIMC Conference would be no later than February 15<sup>th</sup> along with proof of conference registration; Institute and Academy no later than October 15<sup>th</sup>. Applications must be received by September 15<sup>th</sup> for Institute and Academy. Individuals who do not provide the required notification for IIMC Conference, are ineligible to receive scholarship for five years. MOTION: Eric Strimple moved and Jami Downing seconded to approve the policies as amended. Motion carried unanimously.

### **Rookie of the Year**

This program would be specific to trying to encourage and acknowledge municipal clerks who have served five years or less, who have done a particularly good job in their community and to encourage the clerk to stay in the profession. The selection committee will consist of the Institute Director, Immediate Past President, and a past award recipient. MOTION: Eric Strimple moved and Heather Hillegeist seconded to proceed with the Rookie of the Year Award. Motion carried unanimously.

### **Policy to Award Charitable Contributions**

A policy for awarding charitable contributions was reviewed. It was suggested each year one donation be in given in the amount up to \$500.00 to an organization on behalf of CCMFOA. Requirements would be the recipients must operate as a not-for-profit, must be certified as tax-exempt, and funds must stay in Kansas. There was discussion on whether this could be done as part of a raffle with some of the funds going to a charitable organization or by a different avenue, instead of using membership dues, paid by cities to fund this. MOTION: Denise Duerksen moved and Karen Weltmer seconded to look for other ways to make donations that does not involve association dues and other funds. Motion carried unanimously.

### **2024 Spring Conference Location**

By an email vote held September 27, 2022, the Board directed by a vote of 8-2-1 to direct WSU to proceed with negotiating a contract with Hilton Garden Inn, Manhattan Kansas for the 2024 Spring Conference.

### **Website Redesign**

The new website is now available. The video library is still being developed.

### **2023 Virtual Education Series**

Current virtual education series went through October 2022. In order to provide more virtual education series, the Board will have to negotiate a proposal with WSU. A proposal will be considered at the March 2023 meeting. MOTION: Hanna Eilert moved Amelia Blackwood seconded to continue viral education series for 2023 and directed WSU to develop a proposal. Motion carried unanimously.

### **Professional Headshot**

Consensus of the Board was to provide professional headshots again at that the 2023 Spring Conference. Sponsorship for these could be from a vendor.

### **Review CCMFOA Policies**

There are policies in the handbook regarding a laptop computer and digital camera. These were purchased around 2000. MOTION: Karen Weltmer moved and Alecia Hidalgo seconded to remove the policies from the handbook and to dispose of the equipment. Motion carried unanimously.

### **Item 21. Discussion items**

Discussion was held regarding on-line classes for master academy members. This would be an opportunity for clerks who cannot get out of the office to get some master academy classes and receive points toward their state certification, recertification or to just to keep up with current trends. A survey could be sent out to see if there would be interest in providing this. It was suggested this be done for one year to see how that impacts attendance. MOTION: Eric Strimple moved and Karen Weltmer seconded to have the education committee flush out the details and conduct a survey to see determine the interest in the on-line master academy classes. Motion carried unanimously.

Discussion was held about keeping retired clerks involved and if they should be allowed to be exempt from paying dues. Also, if they would like to attend a conference it could be free with the caveat, they chair a session, teach, or help work registration. MOTION: Karen Weltmer moved and Jami Downy seconded to direct the education/program committee to work out the details for this to finalize details of this concept. Motion carried unanimously.

There being no further business, Elizabeth declared the meeting adjourned a 4:57 p.m.