

CCMFOA Executive Board Planning/Workshop Meeting Minutes
July 29, 2020

Call to Order

The CCMFOA workshop meeting was called to order at 11:00 a.m. by CCMFOA President Karen Sublett.

The following members were present: Executive Committee: Karen Sublett, President (Wichita); Christy Pyatt (Greensburg); Celyn Hurtado (Garden City); Elizabeth Kelley, Secretary (Overland Park); Heather Hillegeist, Treasurer (Lincoln Center); and Morgan Barnes, Institute Director, Wichita State University.

The Executive Board held an informal meeting to discuss the changing environment surrounding the pandemic and to consider whether the organization should move to a contingency plan for hosting the fall 2020 Institute/Academy virtually. Previously the Board met on June 26, 2020, and provided Morgan with direction to proceed with building out a hybrid model and to review possible contingency plans in the event circumstances surrounding the COVID-19 pandemic would preclude an in-person conference. Currently Sedgwick County is under local order until September. No gatherings larger than 10-15 persons are currently allowed. Given the current circumstances and the need to move forward with planning the conference, Morgan led a discussion for moving to a Virtual Conference.

In-person Zoom classes could be scheduled for Tuesdays and Thursdays over a two-week period of time. Academy classes can be recorded to provide some flexibility for the participants. Institute will require on-camera engagement of participants in order to meet IIMC requirements for education hours. Registration costs for participants would be reduced by \$100 for Institute Years 1-3; \$55 for Year 4 and Academy, which is an important consideration due to budget constraints for many municipalities.

The Board discussed the factors that could contribute to memberships inability to attend in-person training. Because of challenges with local budgets, clerks' previous ability to travel may be impeded. Also, many clerks may have difficulty with childcare issues - with schools operating in some capacities in virtual formats many clerks will have childcare issues and will be unable to travel to attend an in-person conference. Ability to get presenters may also be difficult at this time. With a virtual format, the session could be pre-recorded with a question/answer session built in.

Morgan requested feedback from the Board about moving to a virtual format.

Christy expressed a concern for addressing Interaction among the clerks, given the gathering restrictions that are outside of our control.

The Board discussed options for providing networking that would open opportunities for engagement and information exchange. Some of those suggestions were, hosting clerk happy hours during the “conference week.” Other possible options were group scavenger hunts in breakout rooms. Also discussed were providing CCMFOA FaceBook picture overlays or providing a CCMFOA pandemic face mask or pin.

The Board previously discussed bringing in vendors for the 2020 Institute/Academy. Because of the current environment, now does not seem like the appropriate time to try and bring in vendors to the November conference.

Celebrating the 2020 graduates is a priority and the Board discussed the options for recognizing the accomplishment. The consensus of the Board was to hold the graduation at the 2021 Spring Conference and any clerks who are unable to attend the spring conference would be recognized at the 2021 November Institute/Academy. It was also suggested that at one of the virtual happy hours this November the graduates should be recognized. This will help encourage the clerks to participate in the happy hour, will foster engagement and a connection for first year clerks.

Consideration for scheduling the virtual conference will need to include clerks who attend the conference but also serve as presenters for the conference.

Other considerations discussed were the details for the business meeting, handling approvals, using written committee reports, etc. Information can be pushed out prior for review and utilizing either an online approval or scheduling a virtual meeting to gather the approvals.

Also discussed was the fundraising activities the Board does at the November conference (basket raffle, 50/50 raffle) to raise money for scholarship funds. The Board could provide members an opportunity to donate money towards scholarships.

Karen will notify the Board of Directors that it was decided following a brief meeting of the executive committee that we need to move from a hybrid format to a virtual conference for November 2020. A reduced registration fee will be made available to participants. (Registration fees are proposed to be: Academy - \$250; Institute Years 1-3 \$385; Institute Year 4 - \$300.)

Adjournment:

With no additional items to discuss, Karen declared the meeting adjourned at 12:00 p.m. Minutes transcribed by Elizabeth Kelley, MMC, CCMFOA Secretary.