

**CCMFOA Board Remote Online Meeting Minutes  
June 26, 2020**

**Call to Order**

The CCMFOA Board meeting was called to order at 8:35 a.m. by CCMFOA President Karen Sublett.

The following members were present: Executive Committee: Karen Sublett, President (Wichita); Elizabeth Kelley, Secretary (Overland Park). Board Members: Denise Duerksen (Newton); Amelia Blackwood (Claycenter); Jami Downing (Stafford); Amy Zortz (Weir); Alicia Hidalgo (Liberal); and Morgan Barnes, Institute Director, Wichita State University.

**Approval of Minutes**

The minutes from the March 10, 2020, Board Meeting were reviewed. Denise Duerksen moved to approve the minutes of the March 10, 2020, Board Meeting. Karen Sublett seconded the motion. The motion passed unanimously.

The minutes from the April 23, 2020, Special Board meeting were reviewed. Denise Duerksen moved to approve the minutes of the April 23, 2020, Special Board Meeting. Karen Sublett seconded the motion. The motion passed unanimously.

**Revenue and Expense Report for March 1 through May 31, 2020**

The Treasurer's Report as of May 31, 2020, was presented by Elizabeth Kelley and reviewed by the Board. The funds available in the checking account as of May 31, 2020, were \$194,732.27. Denise Duerksen moved to approve the Treasurer's Report. Karen Sublett seconded the motion. The motion passed unanimously.

**CCMFOA Institute Director's Report**

**2020 Spring Conference Actuals**

Morgan presented the 2020 Spring Conference Budget Actuals. She stated we did rather well with expenditures for food costs and speakers. The most expensive budget item was our keynote speaker, Dan Oblinger. He was a higher-cost speaker, but the cost also came with a book so he was a good value for the money.

There were no surprises in terms of the cost. Morgan tried to keep the expenses low; however, the attendance was only at 125 attendees. Morgan would like attendance to be back up to 147, but we are just not there at this time. The profit/loss actuals ended at \$786.57.

For the Region Meeting with the Athenian, Morgan combined the actuals and indicated we turned out relatively well for a back-to-back Wednesday through Saturday event, the first time we had done an Athenian, and in the midst of a pandemic kicking off, and a rain/snow storm coming through.

Morgan was able to write and receive a grant from IIMC to pay for some speakers.

The Board approved the Spring Conference Actuals. The motion passed unanimously. WSU will cut a check to CCMFOA in the amount of \$174.33. The payment will be made following the closure of their fiscal year in July. The payment will be mailed to the newly appointed Treasurer.

### **2020 Spring Conference Comments and Evaluations**

Morgan presented a graph which provided a visual representation of the conference evaluations and comments. The board reviewed the spring conference evaluations and discussed how to best incorporate those suggestions into future Institute/Academy or Spring Conference sessions. The comments provided good feedback for the board's consideration.

### **Institute and Academy 2020 Projected Budgets / 2020 Hybrid Model - Institute**

Morgan prepared six projected budget proposals for Institute and Academy based on several potential factors that might impact the proposed budgets which include the pandemic and impacts to City training and travel budgets, and a potential reduction in Institute/Academy attendees. What does not change in the budget is the amount of work that it takes to put the educational training sessions together. It is a static cost. For Academy in-person training, the projected numbers were reduced from 60 to 40 attendees, with a projected loss of around \$7,500.

If a hybrid model is used, and sessions are shortened to 6-8 hours vs. 12 hours of in-person training hours, we could potentially cut that loss in half to -\$3,700. If we went to an all online training option, the projected loss could be approximately -\$2,500.

The proposed Institute budget projected a reduction to 75 attendees. Registration costs were left the same for all in-person training or the hybrid training options. If the training is conducted all online, a reduced registration fee is proposed in the budget.

The board discussed current conversations municipalities are having with regard to budget and travel restrictions that will impact attendance at the 2020 Institute/Academy and the 2021 Spring Conference. Morgan recommended that the Board consider a hybrid model that includes in-person training for technical training hours and also incorporates some Ed2go, at-your-own pace online training courses.

Morgan has discussed a flexible contract with the hotel in the event that a second wave of the pandemic would occur that would change the board's ability to meet in person. Additional contingencies were discussed, given the unknowns surrounding the impacts of the pandemic.

The hybrid model offers the best ability to plan for the unknown circumstances and Morgan requested direction from the Board for the 2020 Institute/Academy. The consensus of the Board was to direct Morgan to proceed with a hybrid model for planning purposes.

Morgan will proceed with building out the hybrid model and reviewing possible contingency plans.

If we were to go all online, we could potentially make a profit from the conference; however, initial feedback has been that a lower number of clerks may participate using that format. The Board recommended that we begin to market and advertise to the Association and work on the Ed2go sessions so members can begin enrolling in the courses. The target date for opening the registration will be August.

There is discussion at WSU, that the Association may be able to work with Dr. Mark Vermilion and Dr. Mike Ross. There might be a way to work with them at a better rate.

The Board discussed the scheduling options for the in-person training sessions and looked at the options to minimize the number of travel dates required for the members to attend Institute/Academy. Options were discussed for holding the annual business meeting to ensure presentations, annual reports and required voting gets handled.

Karen moved to proceed with the hybrid conference model. Denise seconded the motion. The motion was unanimously approved.

### **2021 Projected Budget - Spring Conference**

Morgan presented a budget proposal for the 2021 Spring Conference. The proposed budget was reduced to be conservative given the variables that still could change.

### **CCMFOA Sponsorship Opportunities for Institute/Academy**

Morgan is looking at additional opportunities to work with sponsors. Traditionally CCMFOA has not had sponsors at Institute and Academy. The goal would be to find vendors who would agree to work with us at Institute/Academy in conjunction with the Spring Conference. Granicus also reached out to the Association with an interest in providing a sponsorship. Morgan presented a three-tier support option for the Board's consideration, including some virtual sponsorship opportunities. The Board discussed the best way to implement and offer the sponsorship opportunities. If WSU incorporates and handles the Institute/Academy sponsorships, profit-sharing would be split equally between the Association and WSU. The Board was supportive of moving forward with the idea and having WSU manage sponsorship opportunities for the 2020 Institute/Academy.

### **Wichita State University Update (Misty Bruckner, WSU)**

Misty was unable to join the meeting. Morgan noted that the University has gone through some restructuring. They do not foresee anything changing for how they deliver services and the relationship will remain the same.

## **Old Business**

### **Coffee with Clerks Update**

Coffee with clerks started out as a question and answer period. The membership appreciated the ability to connect with clerks and discuss topics that were relevant.

### **CCMFOA Pandemic Education Series**

The Pandemic Education Series was a success. Registered participants had access to the audio or video. Not a lot of assessments were completed, but 75 hours of continuing education were provided for less than \$20 per credit hour, which was a good benefit the Association provided to the membership.

### **Membership Survey**

The education survey may have been sent out early and many cities may not have had a full picture of the impacts of the pandemic. Morgan suggested that another survey be sent out in August to reassess where municipalities stand and how local budgets look. Municipalities may at that time have a better idea of the impacts of the pandemic on their local budgets.

### **2021 Spring Conference Quotes**

The Board reviewed venue options for four locations: Hilton Garden Inn, Manhattan; Meridian Center, Newton; Webster Center, Salina; and Oread, Lawrence. Options were reviewed for the provision of available dates, space, food & beverage requirements, and pricing rates. Given all these factors, Hilton Garden Inn provides the best location for hosting the 2021 Spring Conference. Karen moved and Denise seconded the motion to approve Hilton Garden Inn, Manhattan, Kansas, as the venue for the 2021 Spring Conference on March 16-19, 2021. The motion was approved unanimously.

### **Policy for Vendor Cancellations and Refunds to to COVID-19**

The Board had received a prior request from a vendor for a refund. It was determined and communicated to the vendor that because no public health orders were in effect and in an effort to treat all vendors uniformly, the Board did not provide any COVID-related refunds.

## **New Business**

### **2020-2021 Awarded Scholarships - Unused due to COVID-19:**

2020 IIMC Scholarship: Deferred the award of the 2020 scholarship to 2021 to provide the recipient, Susanne Jackson, City of Deerfield, the first choice to use the scholarship funds. If she is unable to attend, the scholarship will be opened up to other members to apply for the scholarship.

2020 IIMC Partial Scholarships (10): The additional scholarships were awarded because of the proximity of the location and to encourage attendance during Lana's conference year as president. The 10 partial, \$1,000 scholarships will not be awarded.

2020 Institute/Academy Scholarships Recipients: The Board agreed that encouraging and providing support for clerks to attend Institute and Academy is a priority. Based on the estimated costs, it was decided that in addition to the 8 Institute and 1 Academy scholarships that are offered, the Board will provide 4 additional institute scholarships in the maximum amount of \$825 total (including mileage and other expenses); and 2 additional academy scholarships in the maximum amount of \$450.

Karen moved to approve the recommended changes to the scholarships offered for Institute/Academy. Elizabeth seconded the motion. The motion was unanimously approved.

Christy and Karen's 2021 Registration and Expenses for IIMC Conference: Karen will be the Immediate Past President, and Christy will be the Immediate Past *Past* President. When Stephen Powell stepped down from the Board, Christy did not get her expenses paid for the IIMC Conference as Vice President because she moved into the President position. The Board had previously authorized her expenses for the 2020 IIMC Conference. Karen was unable to attend the 2020 conference as President due to the pandemic. The discussion was whether those expenses should be deferred to the 2021 conference. It was the consensus of the Board that those expenses would not be deferred to the 2021 conference.

### **Granicus Education & Sponsorships**

Granicus contacted the Board and indicated they are willing to partner for a potential Institute/Academy Sponsorship and/or use of Webinar Platform.

### **Vacancies and Appointments**

With the unexpected departure of Keri Reiner who was serving as the CCMFOA Treasurer, Heather Hillegeist has indicated her willingness to step up to the executive board to fill the unexpired term of Treasurer. Karen moved and Denise seconded the motion to approve Heather to serve as Treasurer. The motion was unanimously approved.

With Heather stepping up to the executive board, it leaves a vacancy on the Board of Directors. Alicia Hildago has indicated a willingness to serve out that existing term. Elizabeth moved to approve Alicia Hildago. Karen seconded the motion. The motion was unanimously approved.

### **2021 Spring Conference**

The board tabled the discussion on the social event given there are so many unknowns at this time. The topic will be revisited at a later date.

**Pin and Theme**

Karen provided the artwork proof for the proposed pin. The theme of the conference will be "Together Towards Tomorrow." Pin design and theme were approved by the Board.

**Announcements:**

LKM Meeting, Wichita, KS, October 10-12, 2020 *\*In-person cancelled; Virtual Conference Announced.*

Institute: November 11-13, 2020 (Years 1-3) Wichita Marriott

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Academy: November 12-13, 2020 Wichita Marriott

71st Annual Spring Conference: March 16-19, 2021, Hilton Garden Inn, Manhattan

2021 IIMC Annual Conference, Grand Rapids, Michigan, May 9-13, 2021

IIMC Region VII Meeting, 2021 (tbd)

**Adjournment:**

With no additional items to discuss, Karen declared the meeting adjourned at 10:30 a.m.

Minutes transcribed by Elizabeth Kelley, MMC, CCMFOA Secretary.