

**CCMFOA Remote Online Board Meeting Minutes
November 11, 2020**

I. Call to Order

The November 11, 2020, Board Meeting was called to order at 3:05 p.m. by CCMFOA President Karen Sublett.

The following members were present: Executive Committee: Karen Sublett, President (Wichita); Christy Pyatt, Immediate Past President (Greensburg); Celyn Hurtado, Vice President (Garden City); Elizabeth Kelley, Secretary (Overland Park); Heather Hillegeist, Treasurer (Lincoln Center).

Board Members: Denise Duerksen (Newton); Jami Downing (Stafford), Alicia Hidalgo, (Liberal), Tammy Seely (McPherson), Amelia Blackwood (Clay Center), Amy Zortz (Weir), Hanna Eilert (Osborne) and Teresa Whitaker (Pleasanton) were absent. Also present Morgan Barnes, Institute Director, Wichita State University.

II. Approval of Minutes

Denise Duerksen moved and Christy Pyatt seconded the motion to approve the April 23, 2020, Special Board Meeting; Alicia Hidalgo moved Denise seconded the motion to approve the June 26, 2020, Board Meeting minutes; and Heather Hillegeist moved and Christy seconded the motion to approve the July 29, 2020 Executive Board Planning/Workshop Meeting minutes. The April 23, June 26 and July 29, 2020, meeting minutes were approved unanimously.

III. Financial Updates

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

Heather Hillegeist presented the Treasurer's Report as of September 30, 2020. The report was reviewed by the Board. The funds available in the checking account as of September 30 were \$200,315,76. Included in that amount are two certificates of deposit, which total \$74,176.06. 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 44 year-one attendees, 22 year-two attendees, 24 year-three attendees, and 19 year-four graduating attendees. Morgan reviewed the projected expenses and anticipates a profit-share of \$8,000 for CCMFOA and WSU. Academy had 50 registered attendees. Morgan reviewed the

projected expenses and anticipates a profit-share of \$1,300 for CCMFOA and WSU. Granicus also sponsored the conference and sent attendees gift boxes. Their sponsorship and assistance was greatly appreciated. Morgan anticipates having final numbers once the conference certificates are mailed following Institute as those costs also factor into the actualized financial statement.

IV. Old Business

A. Vendor Reminders/Packets, Scholarship and Membership Applications

Elizabeth Kelley noted that a "Save the Date" reminder was distributed in September to the Association's Sponsor/Vendor list. Varney and Associates have indicated their interest in being a premier sponsor for the 2021 conference. Ranson Financial Group/CityCode Financial have also indicated their interest in being a premium or platinum sponsor.

Elizabeth also noted that the 2021 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 Heather distributed the information on the ListServ.

V. New Business

A. Report from the Nominating Committee

Christy Pyatt presented the following Slate of Candidates for Officers and Board Members for 2021. Karen Sublett (Wichita), Immediate Past President; Celyn Hurtado (Garden City), President; Elizabeth Kelley (Overland Park), Vice President; Heather Hillegeist (Lincoln), Secretary; Denise Duerksen (Newton), Treasurer; and Board members Jami Downing (Stafford), Teresa Whitaker (Pleasanton), Alica Hidalgo (Liberal), Tammy Seely (McPherson), Amelia Blackwood (Clay Center), and Hanna Eilert (Osborne) to fill the term of Denise Duerksen 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.

B. Reports from Board Members

Heather provided a reminder about 2021 membership dues. Dues statements and payments should be submitted by January 31, 2021. She also noted that if anyone knows of individuals who wish to serve as a mentor or would like to be a mentee, to contact her.

Celyn noted that as Vice President she is Chair of the Education/Certification Committee. The Committee assists in answering questions on the process for individuals who are working towards their CMC or MMC certification through IIMC; sends letters to new CMCs/MMCs and recognizes new CMCs/MMCs on the ListServ. As Vice President she is also responsible for serving as the Chair of the Program Planning Committee. Their next meeting will be held remotely via Zoom on December 9, 2020.

There were no other reports from the Board.

C. Scholarships - IIMC, Institute and Academy, Spring Conference

There were six applicants for Institute scholarships - Yvonne Link (Pawnee Rock), Marisa Mommens (Pawnee Rock), Jennifer Rausch (Sharon), Betsy Crabill (Eudora), Glenda Stoppel (Hillsboro), Erin Williams (Columbus). All six applicants were awarded a scholarship which covered their registration fees for the virtual conference. There were no applications for the Master Academy Scholarship. No scholarship funds were awarded for the 2020 IIMC Conference due to the International Conference being cancelled because of the pandemic. The 2020 scholarship award was deferred to 2021 and will be awarded to Susanne Jackson. If she is unable to attend, the scholarship will be reopened to the membership to apply.

D. 2021 Spring Conference

Vendor Fair Update

Elizabeth presented a report on the status of the Vendor Fair. Save the Date cards were sent out to the sponsor/vendors in September. Vendor packets were held given that we are still dealing with the impacts of the pandemic, which might impact the planning of the 2021 Spring Conference and Vendor Fair. The online payment portal has been updated and will be open December 1st to accept 2021 membership dues and vendor payments. The Board discussed the conference planning timeline and the distribution of the vendor packets. Many municipalities have not updated their travel and training policies, and we do not yet know sponsor willingness to participate in the 2021 conference. Based on the continuing impact of the pandemic, Celyn moved to host the 2021 Spring Conference virtually. Denise seconded the motion, which was approved unanimously.

Morgan presented online platform options for hosting both the conference and vendor fair in one platform. She proposed the use of Whova for the Board's consideration.

Morgan noted that a new Spring Conference Budget may be required for consideration by the Board.

Approval of 2021 CCMFOA Pin Order

The Board discussed the timeline for placing the order for the 2021 conference pins. Consensus of the Board was to reduce the pin order for 2021.

E. Report from Institute Director

No report.

F. 2021 IIMC Conference - Institute Director Attendance

Celyn moved and Elizabeth seconded the motion to approve Morgan to attend the 2021 IIMC Conference. CCMFOA by-laws allow for reimbursement of expenses up to \$2,250. The motion passed unanimously.

G. 2021 IIMC Region Director - Celyn Hurtado's Letter of Intent

Celyn Hurtado has announced her Letter of Intent to serve as the 2021-2024 IIMC Region VII Director. Announcement of Celyn's intent to serve will be presented to the Association at the November 19th Business meeting for a motion and vote of the membership.

H. 2021 Athenian Dialogue Discussion

Morgan opened the discussion for hosting an Athenian Dialogue in 2021. The Board discussed hosting the Athenian Dialogue in conjunction with the summer Board meeting. Various book options were discussed, including the option of using Jane Long as a facilitator of the book, Year of Yes.

VI. Announcements

2021 Spring Conference Discussion

March 17-19, 2021, Virtual Conference

2021 Region VII Meeting

TBD (Illinois)

2021 IIMC Conference

May 9-13, 2021, Grand Rapids, Michigan

2021 CCMFOA Board Meeting

June, Wichita State University

Institute - Years 1-3

November 8-12, 2021 (Hybrid Format)

Institute - Year 4

November 10-12, 2021 (Hybrid Format)

Academy

November 11-12, 2021 (Hybrid Format)

Athenian Dialogue

June in conjunction with CCMFOA Board meeting.

Adjournment:

With no additional items to discuss, Karen declared the meeting adjourned at 4:22 p.m. Minutes transcribed by Elizabeth Kelley, MMC, CCMFOA Secretary.