

**City Clerk and Municipal Finance Officers Association  
November 19, 2020, Remote Online Business Meeting Minutes**

**Call to Order**

The CCMFOA Board meeting was called to order at 12:00 p.m. by CCMFOA President Karen Sublett.

The following members were present: Executive Committee: Karen Sublett, President (Wichita); Celyn Hurtado (Garden City), Vice President; Elizabeth Kelley, Secretary (Overland Park); Heather Hillegeist (Lincoln), Treasurer; Christy Pyatt (Greensburg), Immediate Past President. Board Members: Amelia Blackwood (Claycenter); Jami Downing (Stafford); Alicia Hidalgo (Liberal); and Morgan Barnes, Institute Director, Wichita State University.

**Introductions and Acknowledgements**

Karen Sublett introduced members of the Executive Committee and Board of Directors. She also recognized the Year 1-4 Institute participants and those members who have earned their CMC or MMC professional designation.

Karen thanked Granicus for sponsoring a virtual Happy Hour 'Singo' event and providing members with a gift/snack box in the mail for participating members. Granicus also provided Singo winners with Amazon gift cards.

Karen also thanked the municipal clerks who have announced their upcoming retirements for the service. She asked Association members to notify the Board if/when they hear retirement announcements so the Board can provide a personalized note of congratulations to the retiring clerk.

**Approval of Minutes**

Tabitha Sharp moved to approve the March 12, 2020, Business meeting minutes. Elizabeth Kelley, seconded the motion. The motion passed unanimously.

**Approval of Treasurer's Report (March - October)**

Heather Hillegeist presented the Treasurer's Report as of October 2020. The ending fund balance in the checking account with the Association's two CDs is \$201,000.76. Brenda Younger made a motion to accept the Treasurer's Report as presented. Celyn Hurtado seconded the motion, which was approved unanimously.

**Committee Reports**

**Membership/Mentoring/Regional Committee** - Heather Hillegeist reminded members that 2021 Membership Dues are due by January 31, 2021. She also noted that members who are interested in serving as a mentor or would like to be assigned a mentor, to reach out to her and she will help to connect new members with an experienced City Clerk.

**Communications Committee** - Elizabeth Kelley noted for new members that the Communications Committee is responsible for preparing and distributing the quarterly Wings newsletter to those members who request to receive a copy of the publication. Newsletters are distributed in January, April, July, and October. Archived newsletters are available on the Association website. Committee members and members of the Board also post news and updates on the Association's facebook page. She noted if members wish to receive copies of the newsletter and to stay up-to-date on news, events and Association announcements, please make sure she has your current email address. If you miss an email or FaceBook post be sure to check the Association website, [www.ccmfoa.org](http://www.ccmfoa.org).

**Legislative Committee** - Elizabeth Kelley noted that League of Kansas Municipalities (LKM) is a wonderful resource for the municipal clerks. LKM provides weekly email news alert updates. News alerts provide updates on important League events, educational opportunities and advocacy efforts. You can sign up to receive the news alerts by emailing Megan Gilliland at the League. Make sure to add [webmaster@lkm.org](mailto:webmaster@lkm.org) to your approved emails to avoid League News going to your spam/trash filter.

**Education/Certification Committee** - Celyn Hurtado noted that the Committee is chaired by the Vice President of the Board, three Board members and five Association members who hold either their CMC or MMC. The Committee answers questions and assists individuals with the IIMC application process. They also send congratulation letters to new CMCs and MMCs receiving their designation.

**Education/Program Planning Committee** - Celyn Hurtado indicated that the Committee is responsible for program and event planning for Spring Conference. The Committee scheduled a meeting on December 9, 2020, at 3:00 p.m. The meeting will be conducted online through Zoom.

**Hospitality Committee** - No Report.

**Manual/By-Laws Committee** - No Report.

**Nominating Committee** - The Nominating Committee presented the Board with a slate of candidates for election at the Spring Business meeting.

**Silent Auction/Promotional Sales Committee** - Tabitha Sharp reported that the committee would be looking into online options and will provide follow-up information to the Association as more details are finalized.

### **Awards/Scholarships**

**Institute/Academy Scholarships** - Twelve Institute scholarships were made available to the Association. Six applications were received. All six applicants were awarded a scholarship covering their 2020 registration costs. Scholarships were awarded to: Yvonne Link (Pawnee Rock), Marisa Mommens (Pawnee Rock), Jennifer Rausch (Sharon), Betsy Crabill (Eudora), Glenda Stoppel (Hillsboro), Erin Williams (Columbs). No applications were received for an Academy scholarship.

**Spring Conference Scholarship** - Heather reminded members that applications for the 2021 Spring Conference will be accepted December 1, 2020, through February 1, 2021.

**IIMC Conference Scholarship** - Since the 2020 IIMC Conference was cancelled due to COVID-19, the 2020 scholarship was deferred to 2021. Suzanne Jackson was previously awarded the scholarship and has been given first priority to use the scholarship funds. If she is unable to attend, the scholarship will be opened to the membership to apply.

**Mildred Vance/Clerk of the Year Nominations** - Nominations for the 2021 Mildred Vance Clerk of the Year award will be accepted through December 31, 2020. The recipient of the award will be announced at the Spring Conference.

### **New Business**

**Vendor Fair Update** - Elizabeth Kelley noted the Board is in the process of planning a virtual vendor fair format to ensure the safety and well-being of both the members, and the vendors and sponsors that support our organization. Save the Date fliers were sent to the Association sponsors in September. The Board is in the process of putting together a Virtual Vendor Fair to ensure that members have an opportunity to connect with the companies that offer products and up-to-date solutions for meeting the challenges that our local municipalities face. She asked that members stay tuned for more information and for individuals to plan to attend and connect with our vendors at the virtual Vendor Fair.

**2021-2023 Region 7 Director/Letter of Intent** - Celyn Hurtado has expressed her intent to serve as the IIMC Region VII Director representing Kansas for a three-year term from May 2021 to May 2024. Lana McPherson moved to provide a letter of support on behalf of Celyn. Tabitha Sharp seconded the motion. The motion was passed unanimously.

**Board of Directors Report** - Karen indicated that the Board met earlier this week and after much discussion voted to hold the 2021 Spring Conference virtually. Morgan did an excellent job planning and preparing the virtual Institute and Academy sessions. The Board has confidence in her ability to work with them to plan and prepare for the 2021 Spring Conference. The Board will be reviewing the online platform Whova as an option for hosting a virtual vendor fair.

The Board also discussed hosting an Athenian dialogue in June 2021. Morgan will review book options and survey the membership to determine a book for the dialogue.

Karen offered congratulations to the Year 3 Institute attendees for the completion of their Capstone Projects. She also recognized the Year 4 graduating class. A virtual graduation ceremony was held for the graduates on November 12, 2020.

### **Announcements**

Spring Conference - March 17-19, 2021 (Virtual Conference)

IIMC Region VII Meeting - date to be announced (Illinois)

75th Annual IIMC Conference - May 9-13, 2021 (Grand Rapids, Michigan)

## **Adjournment**

With no additional items to discuss, Brenda Younger made a motion to adjourn the meeting. The motion was seconded by Tabitha Sharp. The meeting was adjourned at 12:30 p.m.

Minutes transcribed by Elizabeth Kelley, MMC, CCMFOA Secretary