

CCMFOA Board Remote Online Meeting Minutes
March 16, 2021

1. Call to Order

The remote online meeting was called to order at 4:02 p.m. by CCMFOA President Karen Sublett.

The following members were present: Executive Committee: Karen Sublett, President (Wichita); Christy Pyatt, Past President (Greensburg); Celyn Hurtado, Vice President (Garden City); Elizabeth Kelley, Secretary (Overland Park); Heather Hillegeist, Treasurer (Lincoln). Board Members: Denise Duerksen (Newton); Amelia Blackwood (Clay Center); Tammy Seely (McPherson); Jami Downing (Stafford); and Morgan Barnes, Institute Director, Wichita State University. Lana McPherson (De Soto), Stacey Smith (Concordia), were also in attendance.

2. Approval of Minutes

Denise Duerksen made a motion to approve the Board Meeting minutes of November 11, 2020. Heather Hillegeist seconded the motion, which was approved unanimously.

3. Review of Treasurer's Report (November-February)

Heather Hillegeist provided a financial report for November 1, 2020, through February 28, 2021. The beginning balance of the checking account was \$126,824.70. Total income received was \$23,625. Expenses were \$4,577. The ending balance was \$145,872.70. CCMFOA also has a CD that will mature November 19, 2021, that currently totals \$42,485.72 and a second CD that matures December 30, 2021, that currently totals \$31,813.32. Total Association funds are \$220,171.74.

4. Old Business

A. Letter of Intent to Serve as Region VII Director - Celyn Hurtado

Karen Sublett announced that Celyn Hurtado submitted her letter of intent to serve as the IIMC Region VII Director. Her term will begin in May 2021. Lana McPherson will present the IIMC Region VII update at the CCMFOA Business Meeting on Friday, March 19, 2021.

B. Discuss Immediate Past President(s) Expenses to Attend 2021 IIMC Conference

Karen requested that the Board revisit the discussion regarding attendance of prior officers who were not able to attend the IIMC Conference due to the cancellation of the 2020 International Conference because of the COVID-19 pandemic. Lana indicated that given the circumstances surrounding the cancellation of the 2020 IIMC conference, she encouraged the Board members to allow the officers that should have attended the conference in 2020 and the officers that are entitled under the policy to attend the 2021 conference to be allowed to attend and represent the Kansas delegation. There are ample funds in the budget and these are funds that would have been spent in 2020. Denise moved to pay the full registration and lodging for Christy Pyatt

and Karen Sublett to attend the conference in 2020. Heather seconded the motion, which was approved unanimously.

5. New Business

A. Report by Institute Director

a. Financials Review (November Actuals/Spring Budget)

Morgan Barnes presented a comparison of the budgeted financial statements to the actual cost financial statements for the November 2020 Institute and Academy. Draft actuals for Academy were estimated for 40 attendees, the actual number of participants were 50 attendees. The actual costs were reduced compared to the budget. There were no food expenses, there was a sponsor and CCMFOA was able to provide a reduced registration fee to the attendees. CCMFOA made a profit of \$2,087.88. For the Fall Institute, there were 109 total attendees. Because the conference was held remotely, WSU and CCMFOA were able to save communities across Kansas roughly \$33,000 in travel and registration savings. The 2020 Institute provided shared revenue in the amount of \$8,664.37. Morgan continues to diligently try to reduce costs for all CCMFOA educational opportunities, while maintaining the high-quality educational opportunities for the members. Morgan also reviewed the 2021 Spring Conference projected budget. She anticipates a profit of \$2,865.39.

b. Review Institute/Academy Speaker Evaluations and Comments

Morgan did not receive a large volume of survey responses/comments; however, the feedback she received was mostly positive. There was one low score for a specific session. Morgan suggested that in the future the Board should consider looking at a paid speaker or other speakers for that session. The goal would be to provide a more diverse group of speakers that could represent different communities across the state. The Year 3 participants indicated they appreciated and found value in the Capstone project. Overall, the comments for all years were positive.

B. 2021 Institute Scholarships to Be Awarded

Heather indicated that the next Treasurer will begin accepting scholarship applications July 1 through August 31, 2021, for the fall Institute and Academy. Heather noted that the number of scholarships that will be made available are to be determined annually at the Spring Conference, based on available funding. Last year the Board voted to approve twelve (12) scholarships. CCMFOA awarded a total of six (6) scholarships. Scholarships were awarded to Yvonne Link and Marisa Mommens, City of Pawnee Rock; Jennifer Rausch, City of Sharon; Betsy Crabill, City of Eudora; Glenda Stoppel, City of Hillsboro; Erin Williams, City of Columbus. During the course of the discussion about the number of scholarships to make available, Elizabeth Kelley inquired about providing additional virtual training sessions that could be made available to the full membership. Morgan encouraged the Board to consider providing additional virtual training to supplement the education that the membership is currently provided at the Institute, Academy and Spring Conference. Virtual training sessions could provide an

opportunity for members who are paying dues that are not able to attend in-person conferences to receive training. The consensus of the Board was to pursue the concept of providing four (4) additional virtual training sessions to be held once a quarter. Morgan noted that she would prepare a proposal for the Board's consideration. The Board indicated that they could hold a special meeting to review any proposed options from WSU for additional virtual training sessions. The board finalized their discussion on the number of scholarships to offer for the fall Institute and Academy. Celyn moved and Denise seconded the motion to award eight (8) scholarships for Institute and one (1) scholarship Academy.

C. Vendor Fair Update

Elizabeth advised that a total of 21 Vendors were participating and hosting booths at this year's Vendor Fair. Of the 21 vendors, a total of 19 companies opted to provide one of the 5 levels of sponsorship and 9 of the companies opted to be premium sponsors and have their logo placed on the Commemorative Pandemic Conference T-Shirt. While participation was lower this year than in past years because of the newness of hosting the fair virtually, overall participation is relatively good. The revenue from the vendor booth fees and sponsorships will total \$21,650. A portion of those revenues will go to pay for the Clerk Survival Kit fees. The survival kits contained 15 sponsored items featuring the participants company logos, the Commemorative conference cup and pin, survival kit map (recognizing our event sponsors) and the book by our Keynote speaker - Pete Blank. Elizabeth also acknowledged the dedicated assistance of Morgan Barnes in helping vendors navigate the Whova app, provision of the recorded pre-training session and for fielding many of the technical questions from the vendors about the conference app. Morgan's expertise was critical to the success of getting vendors and sponsors to participate virtually.

D. Thursday Night Event Update

Morgan noted that the Thursday night event is a planned virtual Speed Social. The amount of social engagement of the participants via Whova has already provided an opportunity for members to connect. The hope is that those individuals who have connected virtually, will participate in face-to-face connections at the next in-person conference.

E. Spring Conference Scholarship

Heather noted that the Board awarded a total of three 2020 Spring Conference scholarships. Scholarships were awarded to Tara Pierce, City of Argonia; Ruth Rico, City of Kanorado; and Jeannie Johnson, City of Olsburg.

F. Reports From Committees

a. Education/Program Planning Committee

Celyn reported that there will not be an Education/Program Planning Committee meeting following the spring conference and the Spring Conference evaluations will be reviewed at the June Board meeting, which may be helpful with planning the next conference.

b. Nominating Committee

Christy presented the slate of officers to be appointed during the Thursday Business meeting.

The Slate of Officers presented for nomination included:

President	Celyn Hurtado, City of Garden City (Region 2)
Vice President	Elizabeth Kelley, City of Overland Park (Region 7)
Secretary	Heather Hillegeist, City of Lincoln (Region 4)
Treasurer	Denise Duerksen, City of Newton (Region 5)
Past President	Karen Sublett, City of Wichita (Region 5)

The Slate of Members presented for nomination included:

Jami Downing	City of Stafford (Region 3) - Term Ending 2024.
Teresa Whitaker	City of Pleasanton (Region 8) - Term Ending 2024.
Alicia Hidalgo	City of Liberal (Region 2) - Term Ending 2022.
Tammy Seely	City of McPherson (Region 4) - Term Ending 2022.
Amelia Blackwood	City of Clay Center (Region 6) - Term Ending 2023.
Hanna Eilert	City of Osborne (Region 1) - Term Ending 2023.

G. Reports From Board Members

There were no reports offered by the Board members.

H. 2022 Spring Theme and Pins

Celyn indicated that she is still reviewing her pin and theme options and plans to present some options for the Board's consideration at the June Board meeting.

I. Central National Bank Resolution for Authorized Signatures

Denise confirmed that all Board members executed the resolution and it has been submitted to the Bank.

J. Discussion of filling vacancy of Brenda Davis, as director on LKM Governing Body

Karen noted that Brenda Davis, City Clerk of Scott City, is currently serving as a member of the League of Kansas Municipalities Board of Directors. With her retirement, Brenda has been asked by the League to provide the name of a CCMFOA member who is interested in serving in that capacity. Denise moved and Karen seconded the motion to recommend Christy Pyatt, City Clerk, City of Greensburg, to the LKM for consideration to serve on the League board of directors. The motion was approved unanimously.

K. Discussion on CCMFOA Bank Balance

Stacy Smith, City Clerk, City of Concordia, submitted a request for the Board to review the Association bank balance to verify the following: 1) The amount of annual gross receipts are not

exceeding \$50,000, 2) the amount we are maintaining in the account does not preclude the Association from maintaining our 501c3 status, and 3) that we are in compliance with the 990-N annual filing completed by the Treasurer. Denise indicated she would inquire about the dollar amounts required to maintain the Association's 501c3 status and will report back to the Board. Also, because the Association has ample funds available to support education, Stacy requested that the Board consider providing funding for region meetings or combined region meetings. In addition, she encouraged the Board to consider discussing a State certification. This idea was discussed in the past; however, it would require a combined effort between WSU and the Association. The consensus of the Board was that both suggestions presented are good ideas for additional discussion and consideration by the Board at the June or future Board meeting. If policy amendments are required, the Manual and Bylaws committee will need to present the proposed amendments to the Board for consideration.

With no other business for consideration, Karen declared the meeting adjourned at 5:28 p.m. Minutes transcribed by Elizabeth Kelley, MMC, CCMFOA Secretary.