

## President's Message

It has been a BUSY and COLD start to the year! Time has flown by and we are already midway through January. I spent the last couple of months looking for something to watch on TV, I'm restless in winter, I love the outdoors and gardening, the short days of sunlight make me long for the Spring and Summer to hurry up already.

I have been fortunate to be a part of an **amazing** team of professionals through my participation in the City Clerk and Municipal Finance Officers Association (CCMFOA). CCMFOA is an outstanding organization to be a part of! I joined CCMFOA in 2008, and over the years I have not only developed a circle of trusted professionals who provide information and guidance when needed, I have developed close friendships with lots of municipal clerks throughout the state of Kansas. I encourage each of you to continue your membership in CCMFOA throughout your professional career and to take advantage of the training opportunities and resources that are made available through your membership. Regarding training opportunities, Wichita State University is busy finalizing the details for the 2024 Spring Conference, which is scheduled to be held at the Hilton Garden Inn, Manhattan, Kansas, March 20-22, 2024. If you have not registered yet, don't miss out! We have a great conference planned. The theme of the conference is *Keep Flying Higher, So Others Are Inspired To Fly With You*. Our keynote speaker Dan Meers, Kansas City Wolf Mascot, who has an incredible story that you can't help but be inspired by! Dan will be presenting "Courageous Leadership – Living a Life of Influence." The Board is also in the process of finalizing the upcoming calendar of training opportunities that will be presented throughout the year, which will include a 2024 Virtual Education Series and Regional Meeting opportunities. Be sure to check [ccmfoa.org](http://ccmfoa.org), ListServ, and the upcoming Wings Newsletters for more information as it becomes available.

Other training opportunities are also available through the International Institute of Municipal Clerks (IIMC). The 2024 IIMC Annual Conference is scheduled to be held in Calgary, Alberta, Canada, May 19-22, 2024. There is still time to register and an informational meeting will be held at the Spring Conference to learn more and meet other Kansas Clerks who are interested and/or plan to attend the IIMC Conference. Celyn Hurtado, is currently serving as the IIMC Region VII Director. If you have questions about IIMC or the upcoming annual conference, she is a great resource to contact with your questions.

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Last and certainly not least, I want to thank the Association for providing me with the opportunity to serve as your Association President this past year. It has been a privilege and an experience that I will always treasure. I want to give special thanks to the team of professionals that shared this experience with me - the Executive Board, CCMFOA Vice President, Denise Duerksen; Secretary, Alicia Hidalgo; Treasurer, Hanna Eilert; and Immediate Past President, Elizabeth Kelley and all the Board members for all their time, guidance and support this past year. The Board of Directors, in conjunction with members of the Education and Programming committee work hard to ensure you get excellent education offered and are continuing to look for ways to offer more.

This organization is filled with so many accomplished people who give their time and talents routinely to their local communities and still find ample time to dedicate to this organization. EVERYONE in this organization has a heart for service and it is exemplified in what you do each day!

*Heather N. Hillegeist, MMC*

City Clerk, City of Lincoln Center

CCMFOA President

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## CITY CLERK NEWS AND ACHIEVEMENTS!

**The following individuals have earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC):**

- **Jeannine Hassell, CMC, City of Leoti, KS.**
- **Ashley Wood, CMC, City of Spring Hill, KS.**
- **Taylor Belvill, CMC, City of Minneapolis, KS.**
- **Melissa Reed, CMC, City of Ottawa, KS.**
- **Joanna Hunter, CMC, City of Howard, KS.**
- **Heather Ryan, CMC, City of Girard, KS**



**Please help congratulate all of these amazing Municipal Clerks on their achievement!**

# INSTITUTE DIRECTOR'S REPORT

Institute/Academy 2023 was a great learning and networking experience. Year 4 had 19 graduate at the event! We welcomed 26 in Year 1, 35 in Year 2 and 29 in Year 3 all continue their certification journey. 38 attended Academy sessions and some Academy attendees presented during Institute- their expertise is valuable and appreciated! We are confirming the location and dates for 2024 and will be posting the information shortly!

## *CCMFOA Virtual Education Sessions:*

On January 10, Spencer Duncan, Government Affairs Director, League of Kansas Municipalities, presented information on what cities need to be aware of entering the 2024 legislative session.

On January 31, Sarah Gooding presented on The Art of Writing for Impact- this session discussed how to capture the reader's attention and clearly convey the message we are communicating. It included helpful tips and tricks to enhance everyday writing.

More information to come on future virtual sessions- watch the website for more! Virtual sessions will be recorded, and links provided on the CCMFOA website. Continue to check back for these resources.

Please don't forget the 2024 membership registration is underway. Information is posted on the CCMFOA website. Memberships are based on a calendar year- we look forward to a strong year and encourage you to reach out to nearby clerk's and encourage them to join! The registration link can be found on the CCMFOA website. Just a reminder that the listserv access will be updated at the end of January/early February. Only 2024 members will have access to the listserv after that.

The CCMFOA Spring Conference is coming up! The conference will be held at the Manhattan Conference Center/Hilton Garden Inn, March 20 – 22. We are happy to announce that Dan Meers, the KC Wolf will be the keynote speaker. His presentation will be Courageous Leadership- Living a Life of Influence. Conference information, including the schedule, topics, keynote and registration is on the CCMFOA website. The website will be update as information is confirmed. Do not hesitate to reach out to a Board member or Paula Downs if you have topic/speaker suggestions for the conference. We look forward to seeing everyone in Manhattan!

## **2024 ANNUAL SPRING CONFERENCE:**

**March 20-22, 2024**

**Keep flying higher, so others are inspired to fly with you!**

To register online for the Spring Conference: [www.ccmfoa.org](http://www.ccmfoa.org)

Spring Conference will be held in Manhattan, Kansas.

Conference Hotel: Hilton Garden Inn

Additional hotel availability Fairfield Inn Manhattan and Holiday Inn Express. Book your reservation now.

See Association website for hotel contact information and reservation links.



## CCMFOA COMMITTEE POSITIONS & DUTIES

Please consider serving on a CCMFOA Committee. **You are needed!**

**Communications Committee** – chaired by the editor of the *Wings* newsletter, this committee is responsible for coordinating, preparing, and distributing the Association’s quarterly *Wings* newsletter, keeping the website current, and submitting newsworthy releases to IIMC and appropriate local newspapers.

**Education/Certification Committee** – chaired by the CCMFOA Vice-President, this committee’s membership includes three members of the Board of Directors and five members-at-large who are CMCs or MMCs. This committee assists fellow clerks by answering questions regarding the CMC & MMC application process during a scheduled session at both Academy and Spring Conference. The Chair also sends letters of congratulations to new CMCs and MMCs, including recognition of the governing bodies and city administrators for supporting the education programs of CCMFOA and for their continued support of continuing education.

**Education/Program Planning Committee** – chaired by the CCMFOA Vice-President, this committee’s membership includes the Board of Directors and three members-at-large. This committee meets in March, June, and November of each year in Wichita to plan the education programs for CCMFOA – Certification Institute/Academy, Spring Conference, and hosting of IIMC Region VII meetings. The Institute Director is an ex-officio member.

**Hospitality Committee** – this committee is responsible for providing entertainment, beverages, and/or food for social hours and/or receptions, unless these items are to be provided as part of a program activity. The committee oversees the staffing of the hospitality room when it is open during Certification Institute/Academy.

**Legislative Committee** – this committee is responsible for monitoring state and federal legislation that affects Municipal Clerks and Finance Officers, and proposing legislation and/or coordinating efforts for/against such legislation consistent with the legislative goals and policies of the League of Kansas Municipalities, IIMC, and CCMFOA.

**Manual & By-laws Committee** – this committee is responsible for reviewing the Association’s By-laws and Handbook, submitting recommendations to the Board of Directors, and publishing changes.

**Membership/Mentoring/Regional Committee** – chaired by the CCMFOA Treasurer, this committee’s membership includes one or two representatives from each region. This committee encourages CCMFOA membership and involvement. The regional committee members also coordinate gatherings to bring City Clerks and Municipal Finance Officers together on a regional basis for local networking and sharing of information.

**Nominating Committee** – chaired by the Immediate Past President, this committee is comprised of two past presidents and a member-at-large. The committee is responsible for selecting a slate of officers and directors from the Association membership for election during Spring Conference.

**Silent Auction/Promotional Sales Committee** – this committee is responsible for overseeing the sale of CCMFOA promotional items, preparing and staffing the organization’s booth at the LKM Annual Conference, and coordinating the annual Silent Auction in conjunction with CCMFOA’s Spring Conference.

## **The CCMFOA Board Wants You!**

March will be the beginning of a new CCMFOA year and we are looking for volunteers to serve on the many committees that help to make CCMFOA such a great organization. This is your opportunity to get involved and to learn more about CCMFOA. No matter your interests, we have a committee for you.

Below is a listing of CCMFOA committees and their duties. Please take a look at each and consider volunteering – we need your expertise and ideas! If you see a committee that you might like to serve on, but don't know much about it, don't hesitate to ask any of the Board Members, or send me an e-mail or give me a phone call. I can speak from personal experience that you will look at our organization, and even your job, in a different way by serving. Now is the time – don't put it off!

This is your organization so please complete the volunteer form (available on the CCMFOA website) – you can help us to make CCMFOA even better! Applications will also be available at Spring Conference in March.

Can't make up your mind if you really want to volunteer? Feel free to give a Board member a call or send an email – We are happy to provide you with additional information on our many committees.

Thank you in advance for volunteering!

## **2024 SLATE OF CANDIDATES FOR CCMFOA BOARD OFFICERS AND MEMBERS**

### **EXECUTIVE COMMITTEE:**

President: Denise Duerksen, Newton — Region 5

Vice President: Alicia Hidalgo, Liberal — Region 2

Secretary: Jami Downing , Stafford - Region 3

Treasurer: Eric Strimple, Olathe - Region 7

Immediate Past President: Heather Hillegeist, Lincoln Region 4

### **BOARD OF DIRECTORS:**

Ashley Mai, Russell - Region 1

Karen Weltmer, Hutchinson —Region 5

Tammy Melton, Junction City — Region 6

Kara Rath, Larned —Region 3

Roxie Sojgren, Lindsborg - Region 4

Tracy Roberts, Galena —Region 8

# DON'T FORGET TO RENEW YOUR CCMFOA MEMBERSHIP

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**2024 CCMFOA Dues Reminder!** To remain on the CCMFOA Listserv, your membership with CCMFOA must be current. Renew today so you don't miss out on this and the other wonderful benefits of being a CCMFOA member!!!

The Membership process was recently revamped! The 2024 CCMFOA membership applications will be done through the CCMFOA website at [ccmfoa.org](https://ccmfoa.org). Simply click the button on the top right of the page that looks like this:



You can pay the membership dues through Wichita State University or select the Invoice option to pay by check.

If paying by check, please *make check payable to:*

Wichita State University

Attn: Third Party 1845 Fairmount, Box 38





CCMFOA OF KANSAS  
TREASURER'S REPORT  
10/1/2023 through 12/31/2023

<b>Beginning Balance Checking Account: October 1, 2023</b>					<b>\$95,892.45</b>
<b>Income (Deposits):</b>					
<b>Date</b>	<b>Description</b>			<b>Amount</b>	
11/15/2023	Basket Raffle Proceeds			\$488.00	
<b>Total Income</b>				<b><u>\$488.00</u></b>	
<b>Expenses:</b>					
<b>Date</b>	<b>Check No</b>	<b>Payable To</b>	<b>Description</b>	<b>Amount</b>	
10/18/2023	2095	EMC Insurance	GL Policy	\$100.58	
10/31/2023		Central National Bank	Monthly Fee	\$5.00	
11/14/2023	2096	EMC Insurance	GL Policy	\$100.58	
11/17/2023	2097	Jennifer Martin	Reimbursement Institute Hospitality Room	\$150.00	
11/17/2023	2098	WSU	Qtr 3 Billing/Virtual Ed Series	\$12,708.25	
11/27/2023	2099	City of Lyndon	2023 Institute Scholarship Reimbursement	\$327.16	
11/27/2023	2100	City of Buhler	2023 Institute Scholarship Reimbursement	\$221.98	
11/27/2023	2101	City of Westmoreland	2023 Institute Scholarship Reimbursement	\$282.97	
11/27/2023	2102	City of Silver Lake	2023 Institute Scholarship Reimbursement	\$295.93	
11/27/2023	2103	City of St John	2023 Institute Scholarship Reimbursement	\$295.92	
11/27/2023	2104	Jaye Poe (City of Clearwa	2023 Institute Scholarship Reimbursement	\$62.48	
11/27/2023	2105	City of Caney	2023 Institute Scholarship Reimbursement	\$282.97	
11/27/2023	2106	City of Kinsley	2023 Institute Scholarship Reimbursement	\$295.93	
11/27/2023	2107	City of Concordia	2023 Academy Scholarship Reimbursement	\$135.99	
11/30/2023		Central National Bank	Monthly Fee	\$5.00	
12/6/2023	2108	Brenda Reza XOXO Ent.	Spring Conference Photo Booth Deposit	\$100.00	
12/11/2023	2109	City of Garden City	IIMC Conference Reimbursement Director	\$1,837.35	
12/11/2023	2110	City of Garden City	Region VII Meeting Reimbursement Director	\$720.18	
12/11/2023	2111	Celyn Hurtado	Region VII Meeting Reimbursement Director	\$47.75	
12/12/2023	2112	EMC Insurance	GL Policy	\$100.58	
12/26/2023		Paradise Awards	President Gift	\$119.50	
12/29/2023		Central National Bank	Monthly Fee	\$5.00	
<b>Total Expenses</b>				<b><u>\$18,201.10</u></b>	
<b>Ending Balance Checking Account: December 31, 2023</b>					<b><u>\$78,179.35</u></b>
<b>Balance in Checking</b>					<b>\$78,179.35</b>
Central National Bank CD @ 5.26% - matures 12/19/24					\$43,077.28
Central National Bank CD @ 5.26% - matures 1/30/25					\$32,302.63
<b>Total funds as of December 31, 2023</b>					<b><u>\$153,559.26</u></b>