

Missouri City Clerks & Finance Officers Association
Executive Board Meeting Minutes
October 2, 2006

The Executive Board of the Missouri City Clerks & Finance Officers Association met on Monday October 2, 2006, at 4:30 p.m., at the Renaissance Grand Hotel, St. Louis, Missouri. President Kathy Yahl determined a quorum to be present and called the meeting to order at 4:35 p.m. Those attending the meeting were as follows:

Officers:

President	Kathy Yahl
President Elect	Patti Ledford
Secretary	Millie Powell
Treasurer	Lorinda Southard
Immediate Past President	Barbara Hogelin

Directors:

Linda Moore	East Central
Tanya Bates	Western
Judy Long	Southwest
Darla Langford	South Central
Pam Rogers	Eastern
Becky Dolby	Central
Janice Hatcher	Northwest

Past Presidents:

Denise Chisum	Lee's Summit
Phoebe Cameron	Grandview
Coralee Patrick	Nixa
Brenda Cirtin, IIMC Director	Springfield

Dr. Jim Kaatz	Education Director, MSU
Kathy Needham	Education Committee Chair
Karen Hotfelder	Education Committee Chair
Colleen Klos	By-Laws Chair

The minutes of the March 13, 2006 Executive Board meeting were presented and a motion to approve as presented was made by Pam Rogers, Normandy,, and seconded by Judy Long, Nixa. Motion passes .

REPORTS:

Education Committee Report: Education Committee Chairman, Kathy Needham, reported that the Education Committee met October 1 with 23 members attending the meeting. The committee reviewed TAP, Training Action Plan, and formed a sub-committee to review the marketability of the plan and will report back to the Association at the Spring Institute.

The Education Committee conducted a survey with the membership asking for input regarding the education and speakers. The results of the survey reaffirmed much of what the committee is doing and request many past speakers and topics that included HIPPA, FMLA, Military Leave, Payroll and Retirement Plans.

The Committee will reserve time at the Spring Institute for a working session between the Seasoned Clerks and the New Clerks to complete certification forms and answer any questions the new clerks have regarding certification.

The Committee reviewed the 2008/2009 Hotel Contract with the Lodge of the Four Seasons for the Spring Institute. Although the costs were higher than the Holiday Inn Select in Columbia, the Committee feels that the change and accommodations of the Lodge Compared to the Holiday Inn Select is much more beneficial to the Association and recommends that the Association remain at the Lodge for the Spring Institute and the Spring Institute Fee be increased by \$10.00 per attendee to accommodate the cost.

A motion to approve the \$10.00 fee increase for the Spring Institute was made by Patti Ledford/Belton, and seconded by Pam Rodger, Normandy. The motion was approved.

A motion to approve the Contract with the Lodge of the Four Seasons was made by Patti Ledford/Belton, and seconded by Janice Hatcher, Savannah. The motion was approved.

By-Laws Committee Report: By-Laws Committee Chair, Colleen Klos, reported the following changes to by-laws as recommended by the Committee:

- * Fiscal year for the association to end April 30, to eliminate the waiting period from the time the president is sworn in til the time the new president takes over. Committee Chairmen would be announced by May 1.
- * Due to the change in the fiscal year, a proration for the amount of dues paid would be effective for the 2007/2008 fiscal year.
- * Only Registered Attendees and their adult guests may attend the Hospitality Room, and no children will be allowed in the room where alcohol is being served.
- * Because of the level of responsibility of a division director, it was recommended that the Division Directors be certified, have attended at least one Spring Institute, and be an active member of their division.
- * An added duty for the Treasurer would be to provide the names of new members to the membership committee.
- * Descriptions of the committees and their responsibilities will be refined to help in the determination of a member to serve on a particular committee. Three additional committees have been proposal, the Historical Committee, the Technology Committee and the Public Relations Committee.
- * Other by-laws changes were in direct correlation to the change in the fiscal year.

Each change will be presented separately at the business meeting.

New Business:

President Yahl and the executive board discussed the hosting divisions for the Hospitality Room at the Spring Institute. The core of the discussion was to not have a division hosting the Hospitality Room alone. With this as the focus, President Yahl announced the following as hosts,

2007	Southwest & South Central Divisions
2008	Northeast, Southeast & Central Divisions
2009	West & Northwest Divisions
2010	East & East Central Divisions

A motion to approve this rotation for the Hospitality Room Hosts was made by Janice Hatcher/Savannah, the motion was seconded and approved.

Other items addressed and discussed included the newsletter deadlines , October 15 for the Fall issue, January 15 for the Winter issue, and April 15 for the Spring issue . Division Reports to be submitted to the newsletter rather than presented at the business meeting. Items to be brought before the membership included The line item on the budget regarding revenue from the Spring Institute., and allowing both the President and Past President to attend the IIMC Conference in 2007 due to the by-laws change for the fiscal year.

Phoebe Cameron addressed the executive board regarding the proposed Technology Committee, who's main focus would be to establish web management and a membership directory. The initial set up costs were estimated at \$1000.00 with a \$15.00 per month hosting fee. A motion to make this allocation for the web site was made by Barbara Hogelin/Joplin, the motion was seconded and approved. Phyllis Powell, Jefferson City, will be contacted regarding the contract for services. The term for the Technology committee members will be a two year term to promote continuity.

The Executive Board discussed inviting retired clerks to the Spring Institute to work along with the Historian Committee to work on preserving the old records and pictures of the Association.. Expenses for these clerks were discussed. No Motions were made.

Brenda Cirtin discussed implementation of a Public Relations Committee, which will involve keeping strong communications with IIMC and increasing knowledge of our education programs with the councils.

Concerns regarding the length of our annual Banquet were discussed and items included in the discussion were the presentation of Hour Certificates, Certifications, and Entertainment.

A motion to adjourn was made by Janis Hatcher, Savannah, the motion was seconded by Barbara Hogelin/Joplin and the meeting was adjourned at 6:26 PM.

Millie Reynolds Powell, CMC/MRCC
City Clerk, City of New London