

**Missouri City Clerks & Finance Officers Association
Semi-Annual General Membership Business Meeting
Renaissance Grand Hotel, St. Louis, Missouri
Tuesday, October 3, 2006**

The Semi-Annual General Membership Meeting of the Missouri City Clerks and Finance Officers Association was called to order with a quorum present, by President Kathy Yahl at 8:45 AM.

President Yahl introduced the Association Officers and Board Members to the Membership.

The Minutes of the March 14, 2006 General Business meeting were reviewed by the membership and a motion to approve the minutes as presented was made by Betty Montano/Kirkwood and seconded by Diane Waller/Arnold. Motion Passes.

Lorinda Southard/Webb City gave the treasurer's report, as of September 30, 2006, showing the Association Balance of Checking Account at \$45,061.41 with \$11,850.57 held in CD's. Lorinda also reported an amount of \$3,050.00 from the silent auction.

COMMITTEE REPORTS:

AUDIT COMMITTEE: No Report

BUDGET & FINANCE COMMITTEE: The Committee will look into the possibility of increasing scholarships offered and will review the Missouri State University Contract regarding the revenue line entry from the university.

BYLAWS: The report for the bylaws committee was submitted by Colleen Klos and is attached. Questions regarding the changes were answered and the changes that were approved by the Executive Board were presented to the membership for approval as follows:

ARTICLE VII: OFFICERS, DIRECTORS and EXECUTIVE BOARD

***The fiscal year for the Association would change from July 1st-June 30th to May 1st-April 30th. A motion to approve the change was made by Betty Montano/Kirkwood and seconded by Janice Hatcher/Savannah. Motion was approved.**

ARTICLE V: DUES

***With the change in the fiscal year, a prorated dues for the upcoming fiscal year, and the current year only was presented and a motion to approve the one year prorated dues was made by Betty Montano/Kirkwood and seconded by Coralee Patrick/Nixa. Motion was approved.**

ARTICLE VI: PRIVILEGES OF MEMBERSHIP

***Only registered attendees and paid guests shall be allowed in MOCCFOA sponsored sessions, banquets and meals. Children shall not be allowed in the hospitality rooms. A motion to approve the change was made by Phoebe Cameron/Grandview and seconded by Denise Chisum/Lee's Summit. Motion was approved.**

ARTICLE VIII: DUTIES OF OFFICERS, DIRECTORS & EXECUTIVE BOARD

***In accordance with the change in the fiscal year, Committee Chairmen will be assigned by May 1. A motion to approve was made by Karen Hotfelder/Troy and seconded by Barb Hogelin/Joplin. Motion was approved**

ARTICLE VII: OFFICERS, DIRECTORS AND EXECUTIVE BOARD

***Qualifications for the division directors will require that the Division Director shall have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation and shall have attended at least one Spring Institute and be an active member of the division they represent for a minimum of two (2) years. A motion to approve was made by Denise Chisum/Lee's Summit and seconded by Pam Burdt/Town & Country. Motion was approved.**

ARTICLE VIII: DUTIES OF OFFICERS, DIRECTORS & EXECUTIVE BOARD

***The Treasurer shall provide names of new members to the Membership Chairman and Committee. A motion to approve was made by Phoebe Cameron/Grandview and seconded by Becky Dolby/Eldon. Motion was approved.**

ARTICLE VIII: DUTIES OF OFFICERS, DIRECTORS & EXECUTIVE BOARD

***The Division Directors shall submit division reports to the Association's Quarterly Newsletter based on the deadlines determined by the Newsletter Committee. A motion to approve was made by Karen Hotfelder/Troy and seconded by Pam Burdt/Town & Country. Motion was approved.**

ARTICLE X: NOMINATIONS and ELECTIONS

***Nominations without applications will also be accepted. Notify all candidates of the results of the final slate of officers being nominated to the Board before the Spring Institute. A motion to approve was made by Betty Montano/Kirkwood and seconded by Janice Hatcher/Savannah. Motion was approved.**

ARTICLE IX:COMMITTEES

***Each Committee Chairman shall submit to the Treasurer by September 30 a proposed budget that identifies funds that committee expects to contribute or expend during the next fiscal year.**

STANDING RULES: RULE #1

***For the 2007 IIMC Conference only, the Association will pay the above expenses for the current and immediate past president. A motion to approve was made by Pam Burdt/Town and Country and seconded by Zella Barnes/Charlack. Motion is approved.**

EDUCATION COMMITTEE: The committee met on October 1 and reviewed The Training Action Plan, (TAP) and formed a subcommittee to review the actual marketability of the plan and will present findings to the committee at the Spring Institute.

The committee gathered information received from the survey that was distributed to the membership to help in the decision making process regarding speakers and topics.

Time will be available at the Spring Institute to partner a new clerk with a seasoned clerk to help with the certification applications and answer certification questions.

The contract with the Lodge of the Four Seasons was reviewed for the 08/09 Spring Institute. The cost of the Lodge exceeded the Holiday Inn Select in Columbia. The Committee recommended remaining at the Lodge and increasing the cost of Spring Institute fees by \$10.00.

HISTORIAN: Currently there is no Historian Committee, only a Historian. President Yahl asked the membership to allow the Bylaws committee to form a Historian Committee. A Motion to approve the formation of a Historian Committee was made by Beth Faught/Bevier and seconded by Patti Ledford/Belton. Motion was approved.

President Yahl asked the membership to approve a Public Relations Committee. Motion Made by Betty Montano/Kirkwood and seconded by Colleen Klos/Hazelwood. Motion was approved.

Phoebe Cameron/Grandview, addressed the membership regarding a Technology Committee that would maintain our web site. Phoebe estimated the initial cost for the web site would be \$1000.00 with a monthly hosting cost of \$15.00.

A motion to approve and develop the web site was made by Colleen Klos/Hazelwood and seconded by Pam Burdt/Town and Country. Motion was approved.

A motion to allocate the start up amount of \$1000.00 plus the \$15.00 per month hosting fee was made by Patti Ledford/Belton and seconded by Betty Montano/Kirkwood. Motion was approved.

A motion to allow Phoebe to obtain 3 bids for the project was made by Becky Dolby/Eldon and seconded by Brenda Cirtin/Springfield. Motion was approved.

LEGISLATIVE: The committee is requesting a by laws change in Article XI-Committees, regarding the legislative committee, to have the phrase "Upon Approval of the Executive Board", struck from the by laws.

MEMBERSHIP: Through sponsors the committee is offering 4 registrations to the 2007 Spring Institute for clerks. Names of members can be submitted by the membership. A pamphlet for new clerks has been developed by the committee.

MENTORING: The committee is working along side the Education Committee and the Membership Committee to help the new clerks at the Spring Institute.

NEWSLETTER: Deadlines for the newsletter will be October 15 for the Fall issue, January 15 for the Winter issue and April 15 for the Spring issue.

NOMINATING: No Report

OUTSTANDING CLERK: No Report due to the lack of a quorum at the scheduled meeting.

SCHOLARSHIP: Scholarships for the Fall Regionals went to Beth West/Branson West, Becky Dolby/Eldon, and Becky Schomburg/Tarkio. Scholarships for the 2007 Spring Institute will go to Susan Diehl/Battlefield, Tina McQuerry/ Eminence, Carol Welch/ Waynesville, Beth West/ Branson West, Paula Chase/ Goodman, Becky Schomburg/Tarkio, Pamela Allen/Clarkton, and Betty Baum/Aurora. The Deadline for the New Clerks Conference is December 31st.

IIMC Report: The Region VII meeting has been scheduled for February 15-17, 2007 in Overland Park, Kansas. The Cost of the Conference will be \$110-\$120. Motel accommodations will be at the Double Tree for \$89.00 per night. The mid year Board meeting will be in New Orleans towards the end of October.

MML-Report Attached.

New Business included a discussion regarding Records Preservation for Association records. A motion to allocate \$1500.00 to a preservation project with Dale Barstow was made by Janice Hatcher/Savannah and seconded by Patti Ledford/Belton. Motion was approved.

ANNOUNCEMENTS: Hospitality Room hosts are as follows:

2007	Southwest & South Central
2008	Northeast, Southeast and Central
2009	Western & Northwest
2010	Eastern & East Central

Dale Barstow, President of MCEF addressed the membership to encourage the members of IIMC to make application for Scholarships offered for Members who are currently seeking CMC or MMC Status.

There being no further business, the meeting was adjourned by President Yahl at 9:40 am.

**Millie Powell, CMC
MOCCFOA Secretary**