

MINUTES OF THE MEETING
Central Division
Missouri City Clerks and Finance Officers
February 20, 2008
Mexico, Missouri

Those Present (in order signed in):

Sharon Fry, Stover
Angie Seaton, Stover
Phyllis Powell, Jefferson City
Toni Jacobs, Marceline
Becky Dolby, Eldon
Tammy Howard, Madison
Kathy Colvin, Centralia
Cheri Reisch, Hallsville
Dana Tarpending, Brookfield
Shirley Collins, Retired – Sedalia
Arlene Silvey, Sedalia
Donna Barnes, Mexico
Barbara Johnson, Lincoln
Pat Cunningham, New Franklin

Introductions: President Toni Jacobs called the meeting to order at 10:10 A.M., and asked Hostess Donna Barnes to introduce her City Manager, Todd Thompson. Mr. Thompson greeted the group and welcomed them to Mexico.

Minutes: A motion was made by Becky Dolby (Eldon) to approve the November 14, 2007 minutes as presented, seconded by Arlene Silvey (Sedalia), and approved unanimously.

Treasurer's Report: Laina Starnes, Treasurer, was unable to attend the meeting, and emailed a list of members to Phyllis Powell, Secretary, and asked her to distribute it to get any corrections needed. The corrections mentioned by members will be submitted to Laina. The Treasurer's Report was distributed and presented for approval. A motion to approve the report as presented was made by Donna Barnes (Mexico), seconded by Becky Dolby (Eldon), and approved unanimously.

Old business: President Toni Jacobs mentioned that the Officers' Reference Guide needs to be updated to reflect the correct year. Phyllis Powell, Secretary, will make those needed corrections.

Committee Reports:

Membership – No Committee Report was made at this time.

Historian – Arlene Silvey reported that she completed scanning in all the past Central Division minutes and that they have now been added to the website. There was almost a complete set of minutes for the entire history of the Division.

By-Laws – Becky Dolby stated she believed it would be a good idea to put the scholarship rules somewhere in the bylaws. Following discussion, a motion was made by Barb Johnson, seconded by Kathy Colvin, to add the scholarship rules into the Officers Reference Guide. Motion was approved unanimously.

Hospitality Room – The program will be about the 2008 Hospitality Room, so no report was given at this point in the meeting.

Programs – No Program Report was given at this time.

Scholarship – President Toni Jacobs reported that two applications for scholarships were received, one from a person who is not from our Division, and one from the deputy clerk in Richland. A motion was made by Cheri Reisch, seconded by Donna Barnes, to approve awarding a scholarship to Ethel Rowden contingent upon her being an active member of the Division.

New Business: The meetings for 2008-2009 were discussed and scheduled as follows:

- June 18, Lincoln
- August 20, Brookfield
- November 19, Sedalia
- February 18, Ashland

Toni Jacobs stated she had received suggestions from members about the Division assisting with the cost of hosting meetings as it may be a hardship on smaller cities in our Division. Following discussion, a motion was made by Dana Tarpenting that if a clerk needs assistance to pay for the cost of hosting a meeting, the Division will reimburse costs up to \$25 when the host submits his or her receipts. Motion was seconded by Cheri Reisch and approved unanimously. A motion was then made by Kathy Colvin, seconded by Donna Barnes, that this new provision be added to the Officers Guide, seconded by Donna Barnes, and approved unanimously.

Old Business: There was no Old Business brought forward.

Program: Dana Tarpenting hosted discussion about the 2008 Hospitality Room which is being hosted by the Central Division on Tuesday night, and the Northeast Division and Southeast Division on Monday and Wednesday nights. The group decided on several activities, contest, and events, and several members volunteered to help with prizes and actually presenting the activities and events at the Hospitality Room on Tuesday night.

Adjournment – A motion was made by Becky Dolby, seconded by Barb Johnson, for adjournment. The motion was approved unanimously at 12:35 P.M.

MINUTES OF THE MEETING
Central Division
Missouri City Clerks and Finance Officers
June 18, 2008
Lincoln, Missouri

Those Present (in order signed in):

Stuart Haynes, MML
Jim Coldicott, Versailles
Kathy Colvin, Centralia
Nancy Clark, Osage Beach
Diann Warner, Osage Beach
Dana Tarpending, Brookfield
Donna Barnes, Mexico
Shirley Collins, Sedalia (Retired)
Arlene Silvey, Sedalia
Phyllis Powell, Jefferson City
Beth Faught, Bevier
Laina Starnes, Lebanon
Toni Jacobs, Marceline
Barb Johnson, Lincoln

Call to Order: President Toni Jacobs called the meeting to order at 10:20 A.M.

Minutes: A motion was made by Donna Barnes (Mexico) to approve the February 20, 2008 minutes as presented, seconded by Arlene Silvey (Sedalia), and approved unanimously.

Treasurer's Report: Laina Starnes, Treasurer, distributed the June 18, 2008 Treasurer's Report. A motion was made by Diann Warner (Osage Beach), seconded by Kathy Colvin (Centralia), and approved unanimously.

Old business: President Toni Jacobs brought up the topic of scholarship rules as she has had several members ask about the establishment of same. Donna Barnes suggested that a maximum amount be established. Kathy Colvin thinks we should have something in writing to avoid any confusion. Following discussion, a motion was made by Beth Faught, seconded by Kathy Colvin, to change the Central Division scholarship deadline to October 31, and award a scholarship by the November meeting. The motion was approved unanimously. Phyllis Powell was asked to place this in the Officers' Reference List.

Donna Barnes, Kathy Colvin, and Diann Warner volunteered to serve on the Scholarship Committee and will update the scholarship application form to be placed on the website.

They were asked to remove the reference to IIMC and CMC hours and to stress that applicants must be a member of the Central Division, as well as the state MoCCFOA organization to qualify for a scholarship, and that their dues need to be paid to both before they go to the Spring Institute. They were also asked to add contact information for the Scholarship Committee on the application form itself and send it to Phyllis Powell the last two weeks in July to distribute in the August meeting notification. A discussion was held regarding the terms of the Scholarship Committee. At the conclusion of the discussion, President Toni Jacobs suggested that the appointments of the Scholarship Committee members could be made with staggered terms, then reappointed annually. A motion was made by Dana Tarpending, seconded by Barb Johnson, to appoint the Scholarship Committee annually, with staggered terms, and approved unanimously.

President Toni Jacobs then made the following appointments to the Scholarship Committee:

- Kathy Colvin, 3 year term
- Diann Warner, 2 year term
- Donna Barnes, 1 year term

Committee Reports:

Membership – No Committee Report was made at this time.

Historian – President Toni Jacobs asked if it was acceptable to the group to appoint the Historian as a two-year term to give some continuity to the appointment. Arlene Silvey stated she did not mind serving another year.

By-Laws – No report was given at this time.

Hospitality Room – An update was given by Dana Tarpending, who reported that the event was a great success this year. She thanked everyone in the Central Division who helped with it.

Programs – No Program Report was given at this time.

Scholarship – This topic was discussed under Old Business above.

New Business: A discussion was held regarding whether there should be an established policy for sending cards and flowers to Central Division members for certain occasions. Following the discussion, the group felt no written policy is needed and that the President can handle the issue on a case-by-case basis.

Adjournment – A motion was made by Beth Faught, seconded by Donna Barnes, for adjournment. The motion was approved unanimously at 11:13 A.M.

Program: Beth Faught introduced the speaker for today's program, Philip Prewitt, attorney at law. Mr. Prewitt made a presentation regarding several issues of interest to cities, and city clerks specifically, followed by a period of questions and answers.

MINUTES OF THE MEETING
Central Division
Missouri City Clerks and Finance Officers
August 20, 2008
Brookfield, Missouri

Those Present (in order signed in):

Dana Tarpenting, Brookfield
Kathy Colvin, Centralia
DeAnna Jacobs, Sturgeon
Toni Jacobs, Marceline
Beth Faught, Bevier
Arlene Silvey, Sedalia
Shirley Collins, Sedalia (Retired)
Phyllis Powell, Jefferson City
Nancy Clark, Osage Beach
Laina Starnes, Lebanon
Becky Dolby, Eldon
Pat Cunningham, New Franklin
Mary Vogt McIntosh, Local Records Program
Barb Johnson, Lincoln
Carrie Mulch, Moberly
Kay Galloway, Moberly

Welcom: Dana Tarpenting welcomed everyone to Brookfield and thanked them for coming.

Call to Order: President Toni Jacobs called the meeting to order at 10:00 A.M.

Minutes: A motion was made by Beth Faught (Bevier), to approve the June 18, 2008 minutes as presented, seconded by Nancy Clark (Osage Beach), and approved unanimously.

Treasurer's Report: Laina Starnes, Treasurer, distributed the August 20, 2008 Treasurer's Report. A motion was made by Barb Johnson (Lincoln), seconded by Arlene Silvey (Sedalia), and approved unanimously.

Old business: President Toni Jacobs brought up the topic of scholarship rule language which had been discussed and approved at the June 18, 2008 meeting, and distributed to the members with the meeting notifications. A motion was made by Becky Dolby (Eldon) to approve the new scholarship application form containing the approved rules, seconded by Nancy Clark (Osage Beach), and approved unanimously.

Dana Tarpenting (Brookfield) gave a report on the MoCCFOA retreat held at the Lodge of Four Seasons. A lengthy discussion was held regarding room reservation problems for the Missouri Municipal League annual conference.

A suggestion was made to consider including an amount in our Central Division annual dues for the hospitality room expenses.

Discussion was held regarding the issue of Regionals changing locations this year.

Mary McIntosh from the Local Records Program explained the local records program and distributed information and answered questions.

Committee Reports:

Membership – No Committee Report was made at this time.

Historian – No report was made at this time.

By-Laws – No report was given at this time.

Hospitality Room – This topic was discussed in Old Business above.

Programs – No Program Report was given at this time.

Scholarship – This topic was discussed under Old Business above.

New Business: No new business was brought up for discussion.

Adjournment – A motion for adjournment was made by Arlene Silvey (Sedalia), seconded by Barb Johnson (Lincoln), and approved unanimously at 11:30 A.M.

Program: Beth Faught made a presentation regarding stress and women's health issues.

MINUTES OF THE MEETING
Central Division
Missouri City Clerks and Finance Officers
November 19, 2008
Sedalia, Missouri

Those Present (in order signed in):

Angie Seaton, Stover
Jennifer Schmidt, Tipton
Olive Wood, Laurie
Laina Starnes, Lebanon
Pat Cunningham, New Franklin
Kay Williams, Versailles (Ret.)
Phyllis Powell, Jefferson City
Barb Johnson, Lincoln
Kathy Colvin, Centralia
Millie Powell, New London, MoCCFOA President
Carrie Mulch, Moberly
Beth Faught, Bevier
Dana Tarpening, Brookfield
Shirley Collins, Sedalia (Ret.)
Arlene Silvey, Sedalia
Toni Jacobs, Marceline

Welcome: Arlene Silvey welcomed everyone to Sedalia and introduced her Mayor, Bob Wasson, who thanked everyone for coming.

Call to Order: President Toni Jacobs called the meeting to order at 10:25 A.M.

Minutes: A motion was made by Pat Cunningham (New Franklin) to approve the August 20, 2008 minutes as presented, seconded by Barb Johnson (Lincoln), and approved unanimously.

Treasurer's Report: Laina Starnes, Treasurer, distributed the November 19, 2008 Treasurer's Report. A motion was made by Barb Johnson (Lincoln), seconded by Olive Wood (Laurie), to approve the report as presented, and approved unanimously.

Recess: A motion was made by Kathy Colvin (Centralia) to recess the business meeting at this time to hear the program for today, seconded by Arlene Silvey (Sedalia), and approved unanimously at 10:30 A.M.

Program: Mr. Mike Perry of Sullivan Publications made a presentation regarding online codification.

Reconvene: The business meeting was reconvened at 11:00 A.M. by President Toni Jacobs.

Committee Reports:

Membership – No Committee Report was made at this time.

Historian – Chairman Arlene Silvey reported she has purchased notebooks to keep the Division's historical documents and has them stored in her city vault.

By-Laws – No report was given at this time.

Programs – Central Division Vice-President Beth Faught stated that the Division needs to decide the meeting locations for next year. MoCCFOA President Millie Powell stated that Gina Bueneman-Cooper might be available to present programs at division meetings if we wished to contact her. Beth Faught offered to arrange a meeting at the Pear Tree Restaurant for a night meeting in February for the officer induction ceremony. Following discussion in which some members stated they would not be able to attend a night meeting, Barb Johnson (Lincoln) volunteered to organize the induction ceremony at the Ashland meeting in February and coordinate with the host, Ashland City Clerk Darla Sapp.

Toni Jacobs indicated that locations for the annual meetings are selected at each February meeting, and encouraged those who wanted to host a meeting to be prepared to volunteer to host a meeting at that time. The group stated they would like to go to Laurie for one of the meetings next year, and Olive Wood, City Clerk from Laurie, stated she would be more than willing to host one of next year's meetings.

Hospitality Room – Discussion was held regarding the next time our Division will co-host the Hospitality Room. Toni Jacobs asked the group about increasing our Division membership dues to cover the cost of hosting the Hospitality Room. At the conclusion of the discussion, a motion was made by Dana Tarpending (Brookfield), seconded by Kathy Colvin (Centralia) to increase the annual membership dues from \$10 to \$15 and that the additional \$5.00 be used towards the cost of hosting the Hospitality Room. The motion was approved unanimously.

Scholarship – Kathy Colvin stated that no scholarship applications had been received. A motion was made by Beth Faught (Bevier), seconded by Kathy Colvin (Centralia) to extend the scholarship application deadline to December 15. Motion was approved unanimously.

New Business:

Toni Jacobs stated that at the February meeting, the Division will be electing next year's officers, and asked for volunteers to serve on a nominating committee. Barb Johnson (Lincoln) volunteered. Phyllis Powell suggested Becky Dolby (Eldon) who is not present at today's meeting, and it was also recommended that Toni Jacobs serve. At the conclusion of the discussion, a motion was made by Kathy Colvin (Centralia), seconded by Jennifer Schmidt (Tipton), that the following persons be named to the nominating committee, with a deadline of January 15, 2009 for the nominations to be completed to allow time for notification of the February meeting:

Barb Johnson (Lincoln)

Becky Dolby (Eldon)

Toni Jacobs (Marceline)

The motion was approved unanimously.

Toni Jacobs reported on changes made to MRCC certification, and stated that applications need to be completed by December 31.

Beth Faught reported on discussions held at regionals regarding certification requirements and Spring Institute classes

Program presenter Mike Perry suggested that the clerks request the legislature reduce the number of building code books that are currently required to be purchased by cities.

Adjournment – A motion for adjournment was made by Dana Tarpene (Brookfield), seconded by Olive Wood (Laurie), and approved unanimously at 11:55 A.M.