

MINUTES OF THE MEETING
Central Division
Missouri City Clerks and Finance Officers
February 18, 2009
Ashland, Missouri

Those Present (in order signed in):

Becky Dolby, Eldon
Phyllis Powell, Jefferson City
Cheri Reisch, Hallsville
Kathy Colvin, Centralia
Diann Warner, Osage Beach
Nancy Clark, Osage Beach
Laina Starnes, Lebanon
Donna Barnes, Mexico
Dana Tarpending, Brookfield
Toni Jacobs, Marceline
Jennifer Schmidt, Tipton
Millie Powell, New London (MoCCFOA President)
Arlene Silvey, Sedalia
Shirley Olney, Moberly
Barb Johnson, Lincoln
Carrie Mulch, Moberly

Call to Order: President Toni Jacobs called the meeting to order at 10:10 A.M. She introduced speaker, Ed Sigmund, and welcomed Millie Powell, MoCCFOA President. The members introduced themselves to the others in attendance.

Minutes: A motion was made by Dana Tarpending (Brookfield) to approve the November 19, 2008 minutes as presented, seconded by Laina Starnes (Lebanon), and approved unanimously.

Treasurer's Report: Laina Starnes, Treasurer, distributed the February 18, 2009 Treasurer's Report. A motion was made by Diann Warner (Osage Beach), seconded by Kathy Colvin (Centralia) to approve the report as presented, and approved unanimously.

Old Business: Toni Jacobs reported that after the November 2008 meeting, she learned that a change to membership dues would have to be made as an amendment to the bylaws rather than a motion and vote as taken at the November meeting. A motion was made by Donna Barnes (Mexico) that the dues shall be increased to \$15, seconded by Becky Dolby (Eldon), and approved unanimously. Becky Dolby will send out the required Bylaws change notification before the next meeting.

COMMITTEE REPORTS

Membership Committee: No report was given at this time.

Historian Committee: No report was given at this time

Bylaws Committee: No report was given at this time.

Program Committee: No report was given at this time.

Division Director's Report: Diann Warner stated that if anyone is interested in attending the IIMC Conference in Chicago in May, Millie Powell has funds available to pay one-half of the registration fee, and they can see Millie after the meeting.

Scholarships: Laina Starnes announced that a Central Division scholarship was awarded to the Deputy City Clerk of Waynesville. Following a discussion about the scholarship guidelines, Kathy Colvin made a motion, seconded by Donna Barnes, to strike the language on the scholarship application form about "excess funds." The motion was approved unanimously.

New Business:

2009-2010 Meeting Schedule

Following a discussion, the meeting dates and locations for 2009-2010 were scheduled as follows:

- June 17 – Laurie
- August 19 – Osage Beach
- November 18 – Mexico
- February 17 – Jefferson City

Election of 2009-2011 Officers

President Toni Jacobs presented the slate of officers which have been nominated as follows:

- President – Beth Faught (Bevier)
- Vice-President – Phyllis Powell (Jefferson City)
- Secretary – Laina Starnes (Lebanon)
- Treasurer – Arlene Silvey (Sedalia)

A motion was made by Diann Warner, seconded by Becky Dolby, to approve the slate of officers as presented, and approved unanimously. The oath of office was then administered to each officer by MoCCFOA President Millie Powell.

Program: Mr. Ed Sigmund, Mid Mo Regional Planning Commission, gave a presentation regarding the Commission's services. Following his presentations, he answered questions asked by the group.

Adjournment – A motion for adjournment was made by Donna Barnes, seconded by Diann Warner, and approved unanimously at 11:50 A.M.

MINUTES OF MEETING
Central Division
Missouri City Clerks and Finance Officers
June 17, 2009
Laurie, Missouri

Those Present:

Cheri Reisch, Hallsville
Diann Warner, Osage Beach
Nancy Clark, Osage Beach
Arlene Silvey, Sedalia
Shirley Collins, Sedalia (retired)
Barb Johnson, Lincoln
Phyllis Powell, Jefferson City
Olive Wood, Laurie
Pat Cunningham, New Franklin
Becky Dolby, Eldon
Kay Williams, Versailles (retired)
Brenda Colter, Camdenton
Renee Kingston, Camdenton
Beth Faught, Bevier
Toni Jacobs, Marceline
Kathy Colvin, Centralia
Connie Stadler, Sunrise Beach
Kate Clever, City Attorney of Laurie
Chuck Chorpeneing, Mayor of Laurie

Call to Order: President Beth Faught called the meeting to order. Mayor Chuck Chorpeneing welcomed the city clerk's group to Laurie.

Minutes: In the absence of Secretary Laina Starnes (Lebanon), President Faught asked Kathy Colvin (Centralia) to take the minutes. A motion was made by Diann Warner (Osage Beach) to approve the February 18th minutes as presented. Motion was seconded by Becky Dolby (Eldon) and approved unanimously.

Treasurer's Report: Treasurer Arlene Silvey distributed copies of the June 17, 2009 Treasurer's Report with a balance of \$1,458.23 shown. Currently there are 63 paid memberships and two lifetime memberships. Becky Dolby (Eldon) made the motion to accept the treasurer's report with Diann Warner (Osage Beach) seconding the motion. The motion passed unanimously.

Old Business

Follow-up on Hospitality Room Dues: Becky Dolby reported it had been discussed at past meetings to change the annual dues amount from \$10.00 to \$15.00 but was not adopted in the by-laws. The proposed by-laws change was included in the meeting notification. The additional \$5 will be used for the hospitality room. Becky Dolby made the motion to accept the by-laws change increasing the annual dues from \$10.00 to \$15.00. Motion was seconded by Diann Warner and passed unanimously.

Committee Reports

Membership: As stated above 63 members and two lifetime members.

Historian: No report

By-Laws: No report.

Program: email or contact Phyllis Powell (Jefferson City) with any ideas.

Division Director's Report:

Diann Warner discussed the MRCC form which will be on the website. After each education session, clerks could send in their form to update their education hours. There had been complaints about the division pictures during spring institute. Time will be set aside for division pictures and it will possibly be included on the program to insure all members know when their division pictures are scheduled. A roster of attendees will be included in the program material. The president has also created an Institute Program Committee to review lodging locations for the future. The lodge contract ends in 2012.

There had been issues with the university contract and it will be re-negotiated so the city clerks will be taking back some of the responsibilities such as registration and bill payments. This change will possibly be ready for review at MML in October.

Becky Dolby – Jim Kaatz is proposing New Clerks and MRCC/MPCC credits. He is proposing to schedule another master academy on Tuesday of the institute in addition to the master academy on Monday and new clerks could also use the hours for credits. Hot topics would be scheduled on Wednesday with a possible full day scheduled on Thursday. All changes should be in place by MML in October. Overall the changes should make it a shorter time-frame to obtain MRCC certification. Training topics will be on a 3 year cycle. Topics will be rotated to receive one topic each year, hopefully by the same presenter, to meet certification requirements.

President Faught also reported business professional dress during the institute meetings is being strongly emphasized. Jeans or capris would not be acceptable dress.

Reminder was given to bring items for the MML silent auction. All proceeds go to education.

New Business

Brenda Colter (Camdenton) introduced Renae Kingston from Camdenton who will become Camdenton's city clerk effective July 1st. Brenda will become Camdenton's City Administrator effective July 1st.

Letter of interest is posted on the division website for those interested in serving on committees and/or committee chairs. President Faught will assign committees at the August meeting.

Program:

Olive Wood introduced Laurie's city attorney, Kate Clever, who has been their city attorney since June 2008. Ms. Clever reviewed the sunshine law including giving the clerk's a Missouri Sunshine Law Quiz she found on the secretary of state's website. She stated when in doubt if a record is open or closed under the sunshine law, it is always best to make it an open record. The law applies to all records and meetings. A written sunshine law policy is required as well as a designated records custodian. A retention policy is not part of the sunshine law but once the record has been requested, it must be retained. Ms. Clever also briefly discussed employment laws.

Adjournment:

Olive Wood had potted flowers for door prizes and they were won by Toni Jacobs, Diann Warner and Renae Kingston.

Becky Dolby made the motion to adjourn the meeting and Toni Jacobs seconded the motion. The motion passed unanimously and the meeting adjourned at 12:10 p.m.

MINUTES OF MEETING
Central Division
Missouri City Clerks and Finance Officers
August 19, 2009
Osage Beach, Missouri

Those Present:

Barbara Johnson, Lincoln
Ruth Eckhogg, Cole Camp
Olive Wood, Laurie
Phyllis Powell, Jefferson City
Arlene Silvey, Sedalia
Pat Cunningham, New Franklin
Becky Dolby, Eldon
Renee Kingston, Camdenton
Laina Starnes, Lebanon
Linda Pieper, Lebanon
Donna Barnes, Mexico
Jennifer Schmidt, Tipton
Dana Tarpening, Brookfield
Sharon Hammer, Linn Creek
Rachel Kelly, Lake Ozark
Beth Faught, Bevier
Kathy Colvin, Centralia
Cheri Reisch, Hallsville
Diann Warner, Osage Beach
Nancy Clark, Osage Beach
Stuart Haynes, Missouri Municipal League
Penny Mize, Mayor of Osage Beach

Call to Order: President Beth Faught called the meeting to order. Mayor Penny Mize welcomed the City Clerks to Osage Beach.

Program: The program was presented by Special Agents Keith Henderson and Karl Kost from the Division of Alcohol and Tobacco Control. They passed out a law and regulations handbook to each clerk and spoke about the various types of liquor licenses, fees, penalties, enforcement, etc. Their presentation was followed by a question and answer session.

Minutes: A motion was made by Diann Warner (Osage Beach) to approve the June 17, 2009 minutes as presented. Motion was seconded by Arlene Silvey (Sedalia) and approved unanimously.

Treasurer's Report: Treasurer Arlene Silvey distributed the August 19, 2009 Treasurer's Report which reflected a balance of \$1,428.23. Becky Dolby (Eldon) made the motion to accept the report as presented. Motion was seconded by Olive Wood (Laurie). The motion passed unanimously.

Old Business:

Committee Assignments- President Beth Faught stated she had not had anyone contact her to volunteer for the various committees. After a brief discussion, the following members stated they would continue serving:
Membership Committee-Diann Warner
Historian Committee-Arlene Silvey
By-Laws Committee- Becky Dolby
Programs will continue to be handle by the Vice President as specified in the bylaws.
Scholarship Committee- The term for this committee is three years. Donna Barnes' term is set to expire in 2009, Diann Warner's term in 2010, and Cathy Colvin's term expires in 2011. Dana Tarpenev volunteered for a three year term.

Committee Reports:

Membership: No report

Historian: No report

By-Laws: No report.

Program: No report.

Division Director's Report: Diann Warner read aloud the email that was distributed by Karen Hotfelder, President of MoCCFOA, regarding the internal audit of the MLGP Department at MSU which resulted in the freezing of our funds. The email read that Regionals were cancelled for this year with no scholarships awarded, but clerks were encouraged to attend the Master Academy at MML for education credits. All certifications should be sent to Denise Chism during this time.

New Business: None

Adjournment: Donna Barnes made the motion to adjourn the meeting and Nancy Clark seconded the motion. The motion passed unanimously and the meeting adjourned.

MINUTES OF MEETING

Central Division

Missouri City Clerks and Finance Officers

November 18, 2009

Mexico, Missouri

Those Present:

Barbara Johnson, Lincoln
Arlene Silvey, Sedalia
Shirley Collins, Sedalia (retired)
Pat Cunningham, New Franklin
Renee Kingston, Camdenton
Laina Starnes, Lebanon
Linda Pieper, Lebanon
Donna Barnes, Mexico
Marcy LeCount, Mexico
Dana Tarpenting, Brookfield
Beth Faught, Bevier
Kathy Colvin, Centralia
Cheri Reisch, Hallsville
Diann Warner, Osage Beach
Nancy Clark, Osage Beach
Carrie Mulch, Moberly
Karen Hotfelder, Troy
Stuart Haynes, Missouri Municipal League
Philip Prewitt, Attorney for Bevier/Atlanta

Call to Order: President Beth Faught called the meeting to order. Our hostess Donna Barnes from Mexico then welcomed everyone in attendance and passed out the October 2009 issue of Missouri Life. Missouri Life is a magazine which spotlights areas in Missouri. A thank you card from Phyllis Powell was passed around for everyone to read as well.

Minutes: A motion was made by Donna Barnes (Mexico) to approve the August 19, 2009 minutes as presented. Motion was seconded by Diann Warner (Osage Beach) and approved unanimously.

Treasurer's Report: Treasurer Arlene Silvey distributed the November 18, 2009 Treasurer's Report which reflected a balance of \$1,438.23. Dana Tarpenting (Brookfield) made the motion to accept the report as presented. Motion was seconded by Barbara Johnson (Lincoln). The motion passed unanimously. Page 4 of 5

Old Business: MoCCFOA President Karen Hotfelder was in attendance to discuss the findings of the recent university audit, what initiated the audit, and what action is presently being taken. Karen explained that it came to light an invoice from the Lodge of Four Seasons in the amount of \$44,000 was past due. After an inquiry to MSU, all but \$2138 was paid leaving MoCCFOA responsible. Questionable charges were the reasons they gave for not taking care of the entire invoice. It also came to light that MoCCFOA owed MSU \$14,000 and this finding led to MSU initiating an internal audit. At the conclusion of the audit, MSU billed Jim Kaatz for \$8,000 of the outstanding balance which left MoCCFOA with a \$6,000 balance. Karen reported that Kevin O'Keefe is looking into the matter and a response from him is pending. Also, a one event contract has been entered into with a different department at MSU to handle Master Academy and Spring Institute and a five member committee has been selected to look at other universities to take over our program.

Committee Reports:

Membership: No report

Historian: No report

By-Laws: No report.

Scholarship- Kathy Colvin reported that there were two scholarship applications from Osage Beach (Diann Warner and Nancy Clark). Because all training has been cut from their budget, Kathy Colvin (Centralia) made a motion to pay the amount equivalent to one scholarship toward both Diann's and Nancy's registration fees. The motion was seconded by Donna Barnes (Mexico) and passed unanimously.

Program: Suggestions for future programs were requested. Unclaimed Property was a topic mentioned.

Division Director's Report: Diann Warner reported that Barbara Stinson is having a retirement ceremony and welcomed all to attend and Becky Dolby's father passed away. Kathy Colvin (Centralia) made a motion for the Central Division to send her an angel figurine at minimal cost. The motion was seconded by Cheri Reisch (Hallsville) and passed unanimously.

New Business: None

Program: Philip Prewitt, City Attorney for Bevier and Atlanta, spoke on the subject of the Sunshine Law with regards to minutes, internet meetings, telephone meetings, voting, etc., and then opened the floor for questions and discussion.

Adjournment: Donna Barnes (Mexico) made the motion to adjourn the meeting and Diann Warner (Osage Beach) seconded the motion. The motion passed unanimously and the meeting adjourned.