

CENTRAL MISSOURI CITY CLERKS AND FINANCE OFFICERS ASSOCIATION

February 21, 1985

The Central Missouri City Clerks and Finance Officers Association met February 21, 1985, at the City Hall in Sedalia, Missouri.

MEMBERS PRESENT: Pat Scott, Peggy Geiger, LaVerne McLain, Linda Medlock, Jaclyn Brown, Phyllis Powell, Donna Barnes, Louise Kneuvean, Carol Monnig, Kay Williams, Anne Shafer, Earsie Tartar, Jane Boehne, Shirley Collins, Brenda Colter, Jerry Eichman, Evelyn Cannon, Dorothy Hughes, Debbie Boyd, and Alan Bailey.

GUESTS PRESENT: Betty Dinwiddie (Eldon) Bob Krause (Concordia) Judy Kuhns (Lamonte) Gary Karr (Keeth Taylor Co.) Dalores Parks (Smithton) Tammy Williams and Patricia Hough (Rich Hill) Grover Parks (KBRPC-Clinton) Rugh Gregory (Marshall) Nancy Anderson and Carolee Cortner (Warrensburg) Shiela Spies and Rosann Ferguson (Holden) Connie Scott (Urich) James Link (Richland) Marvin Mauck and Mark Durbin, Glynda Harvey and Arlene Sivley (Sedalia).

PROGRAM: Shirely Collins, City Clerk of Sedalia introduced Mayor Larry Foster. Mayor Foster welcomed the Group to Sedalia and introduced his staff present for the meeting. Peggy Geiger introduced Mr. Harold Boldt, Finance Director of Columbia and Mr. Ron Barrett, Comptroller of Columbia who presented facts and views on "Employer Vehicle Usage for Personal Use" and "The Single Audit Concept and Requirement".

MEETING:

The meeting was called to order by Pat Scott. A motion was made by Jaclyn Brown to approve the minutes of November 15, 1984 meeting. Seconded by Kay Williams. An affirmative vote was unanimous.

TREASURER'S REPORT:

Treasurer Linda Medlock presented the treasurer's report. She reported a balance of \$860.03 in the treasure. LaVerne McLain moved to approve the report. Seconded by Kay Williams. An affirmative vote was unanimous.

COMMITTEE REPORTS:

- A. Membership: Kay Williams reported she mailed sixty-one (61) recruitment letters and had seen some results.
- B. Program: Peggy Geiger stated there was nothing to report since it was the close of the 1984 business year.
- C. Historian/Reporter: Anne Shafer turned in the Chapter's scrapbook she had created for the next historian/reporter for the 1985 year.

TAX EXEMPT STATUS REPORT:

Pat Scott reported the Tax Exemption Letter has arrived and that she will submit it to the Secretary.

HOSPITALITY ROOM UPDATE - SPRING INSTITUTE:

Pat Scott reported the CCFOA Education Committee had discussed ways of getting conference attendees to visit the hospitality room. Some ideas were to conduct daily or hourly drawings for door prizes, set up tables for card games, etc. Kay Williams suggested that each member City donate something from their City for the drawings.

ELECTION OF OFFICERS:

Anne Shafer of the nominating committee reported the slate of officers nominated for election for the 1985 business year as follows:

PRESIDENT:	Peggy Geiger	-	Boonville
VICE-PRESIDENT:	Linda Medlock	-	Osage Beach
	Donna Barnes	-	Mexico
SECRETARY:	Phyllis Powell	-	Jefferson City
	Dolores Granneman	-	Hermann
TREASURER:	Jan Boehne	-	Sedalia
	Dolores Mottaz	-	Vandalia

Anne also reported that Dolores Granneman had called to withdraw her candidacy.

President Scott called for nominations to the office of President. Kay Williams moved the nominations cease. Seconded by Pat Scott. An affirmative vote was unanimous.

President Scott called for nominations to the office of Vice-President. Kay Williams moved the nominations cease. Seconded by LaVerne McLain. An affirmative vote was unanimous.

President Scott called for nominations to the office of Secretary. LaVerne McLain moved the nominations cease. Seconded by Earsie Tartar. An affirmative vote was unanimous.

President Scott called for nominations to the office of Treasurer. LaVerne McLain moved the nominations cease. Seconded by Kay Williams. An affirmative vote was unanimous.

LaVerne McLain moved that Peggy Geiger be elected to President and Phyllis Powell be elected to Secretary by means of acclamation. Seconded by Kay Williams. An affirmative vote was unanimous.

The ballot count was as follows for Vice-President and Treasurer:

Vice-President:	Linda Medlock	----	13
	Donna Barnes	----	5
Treasurer:	Jan Boehne	----	13
	Dolores Mottaz	----	5

The newly elected officers of the Central Missouri Chapter of the City Clerks and Finance Officers Association for the business year 1985 are:

PRESIDENT:	Peggy Geiger
VICE-PRESIDENT:	Linda Medlock
SECRETARY:	Phyllis Powell
TREASURER:	Jan Boehne

ADJOURNMENT:

LaVerne McLain moved the business year 1984 be adjourned. Seconded by Jan Boehne. An affirmative vote was unanimous.

NOTICE OF SEMINARS: -- WESTERN CHAPTER:

Guest from Warrensburg (Western Chapter Members) announced upcoming seminars relating to various subjects and invited those present to the Seminars in Higginsville, March 20. This seminar will deal with WORKING WITH PEOPLE.

MEETING:

President Peggy Geiger called the first meeting of 1985 to order.

MEETING SITES:

President Geiger called for volunteers to host the meetings for 1985.

Meetings have been scheduled as follows:

May:	Camdenton
August:	Iberia
November:	Eldon
February:	Columbia (Tentative)

COMMITTEES:

Peggy Geiger announced she will be appointed committees at the next meeting and called for volunteers for anyone interested in serving on a committee.

MISSOURI MUNICIPAL LEAGUE - DATES:

Alan Bailey reported on dates of interest to the group:

Legislative Conference - changed to May 21 and 22 in Jefferson City.

Newly Elected Officials Conference - June 7 in Jefferson City.

MML Annual Conference - September 18 thru 21 in Kansas City, at the Hyatt-Regency.

ADJOURNMENT:

No other business was introduced. Phyllis Powell moved the meeting be adjourned. Seconded by Earsie Tartar. An affirmative vote was unanimous.

The meeting was adjourned at 1:25 p.m.

Respectfully Submitted,

LaVerne McLain,
Secretary

CENTRAL MISSOURI
CITY CLERKS & FINANCE OFFICERS ASSOCIATION

MAY 16, 1985

The Central Missouri City Clerks & Finance Officers Association held their quarterly meeting in Camdenton City Hall at 10:00 a.m. on Thursday, May 16, 1985.

MEMBERS
PRESENT

Alan Bailey, Donna Barnes, Jan Boehne, Kay Boillot, Shirley Collins, Brenda Colter, Peggy Geiger, Louise Kneuvean, Linda Medlock, Carol Monnig, Doris Parcel, Pat Scott, Anne Shafer, Earsie Tartar, and Flo Tucker.

GUESTS

John Graham, Management Services, Jefferson City, Missouri, was guest speaker.

WELCOME

Brenda Colter introduced Kathy Kelsey, Mayor of Camdenton, who extended a welcome to all those present.

PROGRAM

Linda Medlock, Vice President and Program Chairman introduced John Graham, who presented a shortened version of "Transactional Analysis", which was well received. Mr. Graham indicated that this workshop normally takes three days when presented in Jefferson City.

LUNCH

The luncheon was held at the Lake Valley Country Club followed by the business meeting.

BUSINESS
MEETING

The business meeting was called to order with President Peggy Geiger presiding.

APPROVAL
OF MINUTES

Pat Scott moved for approval of the Minutes of the February 21, 1985 CMoCCFOA Meeting as presented. Shirley Collins seconded the Motion. On a call by the Chair for ayes and nays, the motion carried unanimously.

TREASURER'S
REPORT

Jan Boehne, Treasurer, reported a total balance on hand of \$716.76, with \$400.00 in Savings and \$316.76 in Checking. The membership currently is as follows: 20 active members; 3 associate; and 1 sustaining.

APPOINTMENT
OF COMMITTEES

President Geiger announced the following appointments to committees:

Membership: Kay Williams
Historian: Pat Scott
By-Laws: Louise Kneuvean

SECRETARY'S
RESIGNATION

President Geiger informed the members that Phyllis Powell had submitted her resignation as Secretary of CMoCCFOA with regrets. Phyllis indicated that along with her normal duties as City Clerk, she must also attend and record the proceedings of the weekly Jefferson City Charter Commission meetings, and that there is no way that she can also serve as Secretary of CMoCCFOA.

Peggy announced that according to the By-Laws nominations for vacancies are to be made from the floor. Linda Medlock nominated Brenda Colter for Secretary. Pat Scott seconded the nomination. Donna Barnes moved that nominations cease and that Brenda Colter be elected by acclamation. Pat Scott seconded the motion. On a call by the Chair for ayes and nays, the motion carried unanimously.

COMMITTEE
REPORTS

MEMBERSHIP: Flo Tucker reported that she and Kay Williams had sent out 50 letters in hopes of obtaining memberships. It was reported by Jan Boehne, Treasurer that Terry Crane, Lake Ozark, had replaced Jaclyn Brown as a member; and that Kay Boillot had sent in her membership. Kay is City Collector of Camdenton.

MEETING HOST: Earsie Tartar informed the members that Iberia is not ready to host the August meeting of CMoCCFOA because of the sewer construction work, and asked to trade with another city or be permitted to host it at a later date. The November Meeting is scheduled for Eldon and February for Columbia, tentatively. Peggy Geiger volunteered to host the August meeting in Boonville, indicating that restaurants are a problem as far as having a luncheon meeting.

PROGRAMS: Linda Medlock informed the members that planning is in the works for programs on Stress; and Liquor License information; and asked for suggestions for program topics and speakers.

HOSPITALITY: Peggy Geiger commended Pat Scott for the excellent job of hosting the Hospitality Room at the CCFOA Annual Conference in Columbia in April. Pat thanked those who donated door prizes which added to the success of the Hospitality Room, and announced that donations had been received totaling \$225.00; \$150.00 from Utilities Billing Services - Bob Kenney; and \$75.00 from an accounting firm in Columbia. The total cost was \$530.28 minus the \$225.00 donations, made the total out of the treasury of \$305.28. Anne Shafer reminded members that around \$204.00 was received from the State CCFOA treasury which represented donations for hospitality and was deposited into the Central Missouri account last fall, which would reduce the cost to a little over a hundred dollars. Pat indicated that we also made some money from the Revenue Sharing Seminar, which we sponsored.

Peggy said, we owe a vote of thanks to Jeff Scott for arranging the bartending duties and suggested that we buy him a gift. Pat said, the only thing I know that he wants is a magazine subscription which costs \$25.00. Anne Shafer asked if a gift should be given to his helper? Pat said, I don't think so, he enjoyed doing it, as much as Jeff did.

Linda Medlock moved that the \$25.00 magazine subscription be sent in as a gift for Jeff Scott in appreciation for his help with the Hospitality Room. Doris Parcel seconded the motion. On a call by the Chair for ayes and nays, the motion carried unanimously.

ADJOURNMENT

There being no further business, Doris Parcel moved that the meeting be adjourned. The motion was seconded by Shirley Collins. On a call by the Chair for ayes and nays, the motion carried unanimously.

Respectfully submitted,



A handwritten signature in cursive script, appearing to read "Anne Shafer", is written over a horizontal line.

Anne Shafer, Appointed Acting Secretary

CENTRAL MISSOURI
CITY CLERKS & FINANCE OFFICERS ASSOCIATION

AUGUST 15, 1985

The Central Missouri City Clerks and Finance Officers Association held their quarterly meeting in Boonville City Hall at 10:00 a.m. on Thursday, August 15, 1985.

MEMBERS
PRESENT

Debbie Boyd, Dorothy Hughes, Kay Williams
Carol Monnig, Louise Kneuvean, Phyllis
Powell, Evelyn Hopkins, Donna Barnes,
Jan Boehne, Shirley Collins, Peggy Geiger,
Theresa Crane, and Brenda Colter

GUESTS

Don Aggeler, Agent for Cooper, Saline
and Howard Counties; Marshall Spencer,
District VI Supervisor, Division of
Liquor Control.

WELCOME

Peggy Geiger introduced Mayor Dale Robinson
who extended a welcome to all those present.

PROGRAM

In the absence of Linda Medlock, Peggy
Geiger introduced guest speakers Mr.
Spencer and Mr. Aggeler, who presented
the program on liquor license laws.

LUNCH

The luncheon was held at State Headquarters
of the Daughters of the American Revolution,
followed by the business meeting.

BUSINESS MEETING.

The business meeting was called to order
with President Peggy Geiger presiding.

APPROVAL OF
MINUTES

Jan Boehne made a motion to approve the
Minutes of the May 16, 1985, meeting
as presented. Motion seconded by Shirley
Collins. Vote: Aye: All.

TREASURER'S
REPORT

Jan Boehne, Treasurer, reported membership
of twenty-two active, two associate
and one sustaining paid for 1985. Jan
reported balance on hand \$716.84, with \$400.00 in savings and
\$316.84 in checking.

COMMITTEE
REPORTS:

MEMBERSHIP Kay Williams reported no
additional recruiting materials had
been sent out. It was noted there are
twenty-two active members.

BY-LAWS Louise Kneuvean advised she
had nothing to report at this time.

PROGRAM

Peggy Geiger advised Linda Medlock had requested any members with input for future programs of interest to contact her. Peggy reported, because of resignation of Pat Scott, Linda Medlock will be Chairman of Education Committee both for Missouri Municipal League Conference and CMoCCFOA Spring Conference. She asked members be informed program for MML Conference will concern "Stress".

MEETING HOST

Peggy Geiger reported November meeting will be in Eldon as planned unless LaVerne McLain advises otherwise. Evelyn Hopkins offered to host the November meeting if LaVerne advises it cannot be held in Eldon.

HISTORIAN

Peggy Geiger asked for volunteers to accept Historian office left vacant by Anne Shafer. Peggy will contact Anne for Historian records. Donna Barnes agreed to assume Historian duties.

NEW BUSINESS

Evelyn Hopkins advised she has copies of Finance Officer's projected programs for next four years. Anyone interested in obtaining a copy should contact Evelyn.

Shirley Collins reported CMoCCFOA recently held a special election. Stephen Matthews is now President, filling vacancy left by Anne Shafer. Shirley was elected Vice President. Peggy Ewens assumed Treasurer position.


OLD BUSINESS

None

ADJOURNMENT

Motion was made by Phyllis Powell, seconded by Donna Barnes, being no further business to consider that the meeting be adjourned. Vote: Aye: All.

Respectfully submitted,



Brenda Colter, Secretary

CENTRAL MISSOURI

CITY CLERKS & FINANCE OFFICERS ASSOCIATION

NOVEMBER 21, 1985

The Central Missouri City Clerks and Finance Officers Association held their quarterly meeting in the Eldon School Administration Building on Thursday, November 21, 1985

MEMBERS
PRESENT

Linda Medlock, CMC, Peggy Geiger, LaVerne McLain, Brenda Colter, Thersa Crane, Jan Boehne, Flo Tucker, Donna Barnes, Alan Bailey, and Phyllis Powell.

GUESTS

Jon Perkins, Finance Director of Mexico, Dick Franc, City Administrator of Eldon, and Gary Markenson, Executive Director-Missouri Municipal League.

WELCOME

LaVerne McLain extended a welcome to all present.

PROGRAM

Linda Medlock introduced Gary Markenson and Alan Bailey. List of questions and concerns submitted by City Clerks and Finance Officers were distributed. Discussion was had.

LUNCH

Lunch was held at Red Apple Restaurant, followed by the business meeting.

BUSINESS
MEETING

President Peggy Geiger called the meeting to order.

APPROVAL OF
MINUTES

Donna Barnes made the motion, seconded by Linda Medlock to approve minutes of August 15, 1985, meeting as presented. Vote: Aye: All

TREASURER'S
REPORT

Treasurer Jan Boehne reported as of this date there are 22 active, 2 associate and 1 sustaining memberships paid for 1985. Jan reported \$452.60 was transferred from savings September 11, 1985 with previous cash balance of \$302.84 for a total cash balance of \$755.44.

Jan reported Carole Kehoe, City Clerk of Moberly had joined Central Missouri Chapter.

COMMITTEE
REPORTS

MEMBERSHIP. No report given.

BY-LAWS. This Committee position left vacant as Louise Kneuvean is no longer with City of Glasgow. Consensus of those present as only one meeting before election that no one be appointed at this time.

HISTORIAN. President Geiger advised Pat Scott has historian materials and will get them to Donna Barnes.

MEETING HOST February 20, 1986, meeting will be held at City of Mexico. Program Chairperson Linda Medlock advised program will concern Risk Management.

OLD BUSINESS None

NEW BUSINESS NOMINATING COMMITTEE. President Geiger appointed committee composed of Phyllis Powell, LaVerne McLain and Evelyn Hopkins to seek candidates for election of officers to be held at February 20, 1986, meeting.

DAR OPEN HOUSE. President Geiger advised she will provide dates for open house for those interested in attending.

ADJOURNMENT Motion was made by Phyllis Powell, seconded by LaVerne McLain being no further business to consider that the meeting be adjourned. Vote: Aye: All.

Respectfully submitted,



Brenda Colter, Secretary