

CENTRAL MISSOURI CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
FEBRUARY 18, 1988

The Central Missouri City Clerks and Finance Officers Association met Thursday, February 18, 1988 in Hermann, Missouri with Dolores Grannemann serving as hostess.

President Grannemann welcomed everyone to Hermann.

LaVerne Belk introduced Speakers Charles Renn, Division of Insurance, whose topic was "Regulations Governing Insurance Companies and How They Can Help the City"; and James Howard, Insurance Broker, whose topic was "Group Health Insurance, COBRA Law and Section 125."

Members and guest present were: Doris Holt, Brenda Colter, Donna Barnes, Teresa Kelly, Sue Utterback, Brenda Cirtin, LaVerne Belk, Dolores Grannemann, Doris Parcel, Carole Kehoe, Marilyn Fricke, Alan Bailey, Mr. Renn and Mr. Howard.

APPROVAL OF MINUTES

Donna Barnes moved for approval of the minutes of the November 19, 1987 meeting of the Central Missouri City Clerks and Finance Officers Association as presented. Brenda Colter seconded the motion. On a call by the Chair for ayes and nays, the motion carried unanimously.

TREASURER'S REPORT

President Grannemann presented the Treasurer's Report showing a balance on hand of \$998.41 with 22 active members and 10 associate members. Brenda Colter moved for approval of the Treasurer's Report as presented. Doris Holt seconded the motion. On a call by the Chair for ayes and nays, the motion carried unanimously.

President Grannemann suggested that on the Notice of Meeting Form that it be noted that annual dues are due in February of each year.

OLD BUSINESS

There was no old business.

COMMITTEE REPORTS

Nominating Committee - Carole Kehoe reported that Linda Medlock and Liz Cupp also served on the committee in presenting the following slate of officers to serve February 1988 to February 1989.

President - LaVerne Belk
Vice-President - Brenda Cirtin
Secretary - Elizabeth Cupp
Treasurer - None

Carole Kehoe reported that the clerk nominated for Treasurer had requested her name be removed because of increased committments with her family and work.

Donna Barnes moved to nominate Evelyn Hoplins as Treasurer. Doris Holt seconded the motion. On a call by the Chair for ayes and nays, the motion carried unanimously.

Brenda Coulter moved that nominations cease. Doris Holt seconded the motion. On a call by the Chair for ayes and nays, the motion carried unanimously.

Brenda Coulter moved that LaVerne Belk be elected President; Brenda Cirtin be elected Vice-President; Elizabeth Cupp be elected Secretary; and Evelyn Hopkins be elected Treasurer by aclamation. Doris Holt seconded the motion. On a call by the Chair for ayes and nays, the motion carried unanimously.

President Grannemann thanked all members and officers for their assistance during the past year and then turned the meeting over to the Newly elected President, Laverne Belk.

COMMITTEE APPOINTMENTS

President Belk made the following appointments.

Newsletter - Liz Cupp
Membership - Doris Holt
Progran - Brenda Cirtin
By-Laws - Brneda Cirtin
Historian - Dolores Grannemann

MEETING LOCATIONS FOR 1988

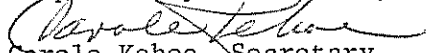
May 19 - Lake Ozark - Doris Holt
August 18 - Mexico - Donna Barnes
November 17 - Moberly - Carole Kehoe
February 16 - Jefferson City - Brenda Cirtin

ANNOUNCEMENTS

CCFOA Spring Seminar April 18 - 21, Columbia, Mo.
MFOTA Institute March 10 - 11, Jefferson City, Mo.
IIMC meeting May 21 - 26 in Spokane, Washington.

There being no further business, Dolores Grannemann moved to adjourn. Donna Barnes seconded the motion, on a call by the Chair for ayes and nays, the motion carried unanimously.

Respectfully submitted,


Carole Kehoe, Secretary
Central Mo. CCFOA

CENTRAL MISSOURI CITY CLERKS AND FINANCE OFFICERS ASSOCIATION

MAY 19, 1988

The Central Missouri City Clerks and Finance Officers Association met Thursday, May 19, 1988 in Lake Ozark, Missouri with Doris Holt serving as hostess.

President LaVerne Belk welcomed everyone to Lake Ozark.

Brenda Cirtin introduced speakers Pat Cronan, University of Missouri, and John Ballard, University of Missouri, whose topic was "How to Stay Non-Political In A Political World or The Teflon Coated Clerk."

Members and guest present were: LaVerne Belk, Brenda Cirtin, Liz Cupp, Peggy Geiger, Dolores Granneman, Doris Holt, Evelyn Hopkins, Florence Tucker, Brenda Colter, Elinor Snelson, Martha Sellers, Diane Peck, Verna Eckhoff, Marilyn Fricke, John Ballard and Pat Cronan.

APPROVAL OF MINUTES

Dolores Granneman moved for approval of the minutes of the February 18, 1988 meeting of the Central Missouri City Clerks and Finance Officers Association as presented. Brenda Colter seconded the motion. On a call by the Chair for ayes and nays, the motion carried unanimously.

TREASURER'S REPORT

Evelyn Hopkins presented the Treasurer's report showing a balance on hand of \$1,076.29 with 11 active members and 1 associate member. Brenda Cirtin moved for approval of the Treasurer's report as presented. Seconded by Peggy Geiger. On a call by the Chair for ayes and nays, the motion carried unanimously.

OLD BUSINESS

There was no old business.

COMMITTEE REPORTS

CCFOA Newsletter - No report

Membership - Doris Holt stated that Membership Letters had been sent out.

Historian and By-Laws - No report

Program - Brenda Cirtin asked that members let her know what they would like to hear about.

NEW BUSINESS

President Belk said that anyone interested in submitting their favorite receipes for the City Clerk's Cookbook being put together send them to Myrna VanDeusen, City Clerk, P. O. Box 64, Licking, MO. 65542

The Central Missouri Chapter will be in charge of the Hospitality Room at the Spring Institute in April of 1989 in Jefferson City. President Belk appointed the following committee: Donna Barnes, Shirley Collins, Dolores Granneman, Lee Daniels and Diane Warner.

A gift was presented to outgoing President Dolores Granneman for a job well done by President LaVerne Belk.

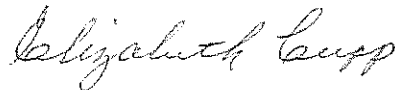
It was suggested that a letter or a card be sent to Alan Bailey who was leaving the Municipal League in appreciation for his help in our Chapter.

Diane Peck from the Municipal League informed the Chapter on several issues before the Legislature. The one that seemed to be of utmost importance to all City Clerks was the Statute regarding the reading of ordinances. Effective August 13th, ordinances can be read only two times in full or by title only providing that copies are available inadvance for the public.

ADJOURNMENT

There being no further business, Brenda Colter moved to adjourn the meeting. Seconded by Peggy Geiger. On a call by the Chair for ayes and nays, the motion carried unanimously.

Respectfully submitted,



Elizabeth Cupp, Secretary

Central MO. CCFOA

CENTRAL MISSOURI CITY CLERKS AND FINANCE OFFICERS ASSOCIATION

AUGUST 18, 1988

The Central Missouri City Clerks and Finance Officers Association met Thursday, August 18, 1988 in Mexico, Missouri with Donna Barnes serving as hostess.

President LaVerne Belk welcomed everyone to Mexico.

Brenda Cirtin introduced speaker Sue Utterback, Personnel and Safety Officer, City of Jefferson City, whose topic was "Personnel Policies and Employee Handbook."

Members and guests present were: Liz Cupp, Kay Williams, Evelyn Hopkins, Cheri Reisch, Diann Warner, Doris Holt, LaVerne Belk, Brenda Cirtin, Jan Miller, Kim Wood, Beth Storm of MML, Bill Johnson of MML, Doris Parcel, Jon Perkins and Pam Beamer.

APPROVAL OF MINUTES

Kay Williams moved for approval of the May 19, 1988 meeting of the Central Missouri City Clerks and Finance Officers Association as presented. Doris Holt seconded the motion. On a call by the Chair for ayes and nays, the motion carried unanimously.

TREASURER'S REPORT

Evelyn Hopkins presented the Treasurer's report showing a balance on hand of \$1,173.31 with 28 active members, 3 associate members and 1 sustaining member. Doris Parcel moved for approval of the Treasurer's report as presented. Seconded by Diann Warner. On a call by the Chair for ayes and nays, the motion carried unanimously.

OLD BUSINESS

President Belk reminded everyone to send in their favorite receipes for the City Clerk's Cookbook being put together. Receipes should be sent to Myrna VanDeusen, City Clerk, P. O. Box 64, Licking, MO. 65542

COMMITTEE REPORTS

Membership - No report

CCFOA Newsletter - Liz Cupp apologized for not getting the Central Associations news in the newsletter for the last quarter.

Historian and By-Laws - No report

Program - No report

Hospitality - No report

NEW BUSINESS

President LaVerne Belk reported on her trip to the IIMC National Meeting.

The Municipal League Conference will be held September 28th thru October 1st. in Kansas City.

It was reported that Alan Bailey was now working with MoPerm in Jefferson City, Missouri.

ADJOURNMENT

There being no further business, Brenda Cirtin moved to adjourn the meeting. Seconded by Doris Holt. On a call by the Chair for ayes and nays, the motion carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elizabeth Cupp".

Elizabeth Cupp, Secretary
Central MO. CCFOA

CENTRAL MISSOURI CITY CLERKS AND FINANCE OFFICERS ASSOCIATION

November 17, 1988

The Central Missouri City Clerks and Finance Officers Association met Thursday, November 17, 1988, in Moberly, Missouri, with Carole Kehoe serving as hostess.

President LaVerne Belk welcomed everyone to Moberly.

Brenda Cirtin announced that the video, "The Clerk's Worth: A Profile of the Municipal Clerk" had not arrived from California and would not be seen at this meeting. Carole Kehoe had made arrangements to show two video tapes, "Moberly Is" and "First Alert" (tape on fire prevention). After the viewing of these two videos, there was a panel discussion on Records Management, Computers and Business License Procedures. The panel consisted of Donna Barnes, LaVerne Belk and Brenda Cirtin.

Members and guests present were: Cheri Reisch, Florence Tucker, Verna Eckhoff, Brenda Cirtin, Donna Barnes, LaVerne Belk, Mary Ann Kaiser, Vickie Wheeler, Jan Miller and Carole Kehoe.

APPROVAL OF MINUTES

Donna Barnes moved for approval of the minutes of the August 18, 1988, meeting of the Central Missouri City Clerks and Finance Officers Association as presented. Florence Tucker seconded the motion and it was approved.

TREASURER'S REPORT

Evelyn Hopkins was unable to be at this meeting and there was no Treasurer's report at this time.

OLD BUSINESS

There was no old business.

COMMITTEE REPORTS

Membership - It was reported that there are currently 19 active members, 3 associate members and 1 sustaining member.

Historian and By-Laws - No report

Program - Brenda Cirtin announced that the next meeting would be in Jefferson City and asked for members on suggestions as to what subjects the Clerks would like to have discussed.

CCFOA Newsletter - No report

Hospitality Room Committee - President Belk announced that Donna Barnes had resigned from the Hospitality Committee for the April

conference due to her involvement on the Education Committee.

NEW BUSINESS

President Belk announced that she had asked the following individuals to serve on the Nominating Committee for officers for the coming year: Doris Holt, Brenda Colter and Norma Glover.

President Belk announced that the CCFOA Scholarship Program was now receiving applications for the institute in April. Applications for a scholarship needed to be turned in by January 15. President Belk encouraged those Clerks who qualified for a scholarship to apply.

ANNOUNCEMENTS

President Belk announced that Myrna VanDeusen, P.O. Box 64, Licking, Missouri, 65542 was still interested in obtaining recipes from the City Clerks.

President Belk announced that Becky Cash had resigned as Secretary of the CCFOA and Beth Colter had replaced her in that position.

President Belk announced the dates for the Spring Institute in Jefferson City were April 17 - 20, 1989.

As there was no further business, Brenda Cirtin moved the meeting be adjourned. The motion was seconded by Carole Kehoe and approved.

Respectfully submitted,

Elizabeth Loupp, Sec.