

CITY CLERKS AND FINANCE OFFICE ASSOCIATION
CENTRAL DIVISION
MINUTES
FEBRUARY 20, 1992

The regular meeting of the City Clerks and Finance Officers Association met February 20, 1992, in Tipton, Missouri. In the absence of President Debbie Boyd, Vice President Judy Uptergrove called the meeting to order at 10:00 a.m. and welcomed everyone to Tipton. Those present included:

Kim Kempf, Boonville	Judy Uptergrove, Tipton
Betty Spearman, Rolla	Carol Daniels, Rolla
Diann Warner, Osage Beach	Boris Holt, Lake Ozark
Cheri Reisch, Hallsville	Donna Barnes, Mexico
Roberta Moore, Wellsville	Barbara Stinson, Waynesville
Verna Eckhoff, Cole Camp	Florence Tucker, Versailles
Kay Williams, Versailles	LaVerne Belk, Eldon
Dana Tarpenting, Brookfield	Brenda Colter, Camdenton

At this time Vice Present Uptergrove turned the floor over the City Clerk LaVerne Belk for program presentation--Russia and Czechoslovakia--An Observation from a City Clerk. Belk shared with those present highlights of her recent trip to Russia and Czechoslovakia.

At 12.00 noon the group adjourned for lunch.

BUSINESS MEETING

Vice Present Uptergrove called the business meeting to order at 1:00 p.m.

APPROVAL OF MINUTES OF NOVEMBER 21, 1991. Motion was made by LaVerne Belk, seconded by Barbara Stinson to approve the minutes of November 21, 1991, meeting of Central Missouri City Clerk and Finance Officers as presented. Call for vote: Motion passed unanimously.

TREASURER'S REPORT--Barbara Stinson Stinson provided copies of Treasurer's Report for those present. Stinson reported balance of funds as of February 20, 1992, \$1,534.08.

Motion was made by Kay Williams, seconded by Dana Tarpenting to approve the Treasurer's Report as presented. Call for vote: Motion passed unanimously.

OLD BUSINESS. None

COMMITTEE REPORTS.

Membership - Barbara Stinson. Stinson reported to date Central Division has 32 paid active memberships. Stinson reminded group February is renewal month.

Historian - Dana Tarpening. Tarpening advised nothing additional to report.

By-Laws Committee - LaVerne Belk. Belk had no proposed changes to report.

Program Committee - Judy Uptergrove. Nothing additional to report.

Newsletter - Brenda Colter. Minutes of previous meeting were forwarded to State Newsletter. Nothing additional to report.

NEW BUSINESS.

Election of Officers. Nominating Committee for 1992 election of officers are Barbara Stinson, Doris Parsel, and Cheri Reisch. The following slate of officers were offered for consideration:

President	Judy Uptergrove
Vice President	Brenda Colter
Secretary	Diann Warner
Treasurer	Barbara Stinson

Vice President Uptergrove called for any additional nominations from the floor.

Motion was made by Kay Williams, seconded by LaVerne Belk that the nominations cease. Call for vote: Motion passed unanimously.

Motion was made by Donna Barnes, seconded by Kay Williams to accept the slate of officers as recommended by the nominating committee by acclamation. Call for vote: Motion passed unanimously.

Committee Appointments - President Uptergrove. Uptergrove made the following Committee appointment recommendations:

Historian -	Dana Tarpening
By-laws -	LaVerne Belk
Programs -	Brenda Colter
Newsletter -	Diann Warner
Membership -	Barbara Stinson

By consensus committee appointments were confirmed.

1992 Meeting Locations. Meeting locations for the following year are as follows:

May, 1992 -	Brookfield
August, 1992 -	Rolla
November, 1992 -	Lake Ozark
February, 1993 -	Hallsville (alternate - Mexico)

It was discussed it is a possibility that May, 1992, meeting date and departure date to attend IIMC Conference could conflict. Consensus to leave Central Meeting date third Thursday in May, 1992 as scheduled.

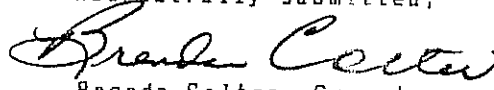
Approval for Expenditure of Funds for Donations to Russian Citizens. Colter proposed Central Group consider approving expenditure of funds from their treasury to be used to purchase needed items to be sent to Russian citizens through LaVerne Belk. Discussion was had. It was proposed at the May and August meetings members wishing to do so bring donation items to put together a box of needed items to send to Russia through LaVerne Belk and, as postage is quite costly, that Central Group funds be appropriated for postage.

Motion was made by Kay Williams, seconded by Brenda Colter to allow expenditure of up to \$100 for postage and donated items from treasury. Call for vote: Motion passed unanimously.

Scholarships. It was announced that Cheri Reisch is the winner of this year's Robert Karsh scholarship award to attend annual City Clerks and Finance Officers Conference.

ADJOURNMENT. Motion was made by Kay Williams, seconded by LaVerne Belk, being no further business to discuss, that the meeting be adjourned. Call for vote: Motion passed unanimously. Meeting adjourned at 2:00 p.m.

Respectfully submitted,


Brenda Colter, Secretary

CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
CENTRAL DIVISION
MINUTES
MAY 21, 1992

The regular meeting of the City Clerks and Finance Officers Association met May 21, 1992, in Brookfield, Missouri. In the absence of Secretary, Diann Warner, Vice President Brenda Colter took the minutes of the meeting. President Judy Uptergrove called the meeting to order at 10:00 a.m. City Clerk Dana Tarpending introduced Brookfield City Manager Stan Kasiske extending a welcome to those present, which included:

Judy Uptergrove, Tipton
Carol Daniels, Rolla
Donna Barnes, Mexico
Roberta Moore, Wellsville
Dana Tarpending, Brookfield
Kenda Troutman, Fulton

Liz Cupp, Marceline
Cheri Reisch, Hallsville
Pat Elliott, California
Barbara Stinson, Waynesville
Brenda Colter, Camdenton
Beth Storm, MML

President Uptergrove turned the floor over to Beth Storm, Staff Associate for Missouri Municipal League. Beth addressed the group concerning Networking Among Clerks and Finance Officers. Included was information on Clerk's duties, fair labor standards, open meetings law and preparing council meeting agenda and minutes.

At 12.00 noon the group adjourned for lunch at Beauregard's Restaurant.

BUSINESS MEETING

President Uptergrove called the business meeting to order at 1:00 p.m.

APPROVAL OF MINUTES OF May 21, 1992. Motion was made by Donna Barnes, seconded by Barbara Stinson to approve the minutes of May 21, 1992, meeting of Central Missouri City Clerk and Finance Officers as presented. Call for vote: Motion passed unanimously.

TREASURER'S REPORT--Barbara Stinson Barbara Stinson provided copies of Treasurer's Report for those present. Stinson reported balance of fund as of May 21, 1992, \$1,664.48.

Motion was made by Dana Tarpending, seconded by Liz Cupp to approve the Treasurer's Report as presented. Call for vote: Motion passed unanimously.

President Uptergrove reported, on behalf of the Central Division, she had forwarded outgoing President Debbie Boyd a \$30 City of Marshall, Chamber of Commerce Gift Certificate to express the Central Division's appreciation for her service as Central President this past year.

OLD BUSINESS.

Donations for Package to be Sent to Russia. President Uptegrove reminded everyone to bring package donations to August meeting.

COMMITTEE REPORTS.

Membership - Barbara Stinson. Barbata Stinson reminded group membership renewals are due.

Beth Storm reminded group state CCFDA membership renewals are due July 1.

Historian - Dana Tarpenting. Dana Tarpenting advised nothing additional to report.

By-Laws Committee. LaVerne Belk was not present for report. Group discussed proposal to change May meeting date because each year IIMC Conference date tends to conflict with Central's May meeting date. No action taken.

Program Committee - Brenda Colter. Brenda Colter reported Program for August meeting in Rolla scheduled to cover Recycling and Solid Waste Management.

Floor opened for discussion of future programs group would like to see present. Possible topics: 1) City Clerk liability, 2) Prevailing Wage, 3) Worker's Compensation Insurance.

Colter advised she will contact each City host prior to setting the programs.

Newsletter - Diann Warner. Dianne Warner was not present for the report.

NEW BUSINESS.

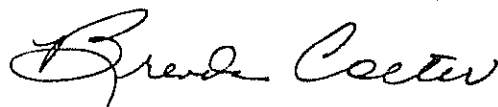
Missouri Credit Union. Brenda Colter reported Camdenton had been accepted into the Missouri Credit Union. Information available for anyone interested.

Report on Clerks Receiving New CMC and AAE Certification. It was announced the following have received their Certifications:

Donna Barnes, CMC, AAE
Liz Cupp, CMC
Cheri Reisch, CMC
Carol Daniels, CMC

ADJOURNMENT. Motion was made by Carol Daniels, seconded by Donna Barnes, being no further business to discuss, that the meeting be adjourned. Call for vote: Motion passed unanimously.

Respectfully submitted,



MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
CENTRAL DIVISION

08/20/92

The regular meeting of the Central Division of the City Clerks and Finance Officers Association met on August 20, 1992, in Rolla, Missouri. In the absence of President Judy Uptergrove, Vice President Brenda Colter called the meeting to order at 10:00 a.m. The following members were present:

Kay Williams, Versailles	Florence Tucker, Versailles
Donna Barnes, Mexico	Elinor Snelson, Cuba
Barbara Miller, Bourbon	Cathy Breyer, Bourbon
Carol Daniels, Rolla	Brenda Colter, Camdenton
Barbara Stinson, Waynesville	Betty Spearman, Rolla
Diann Warner, Osage Beach	

Carol Daniels introduced Jim Swenka, City of Rolla, and Bill Ransdall, Mayor of Waynesville, who shared their knowledge about public and private aspects of recycling and solid waste disposal.

At 12:00 noon, the group adjourned to Zeno's Restaurant where lunch was provided by the City of Rolla.

Business Meeting. Vice President Colter called the business meeting to order at 1:00 p.m.

Approval of Minutes. Donna Barnes moved to approve the minutes of the regular meeting of May 21, 1992. Elinor Snelson seconded the motion which was voted on and passed.

Treasurer's Report. Treasurer Barbara Stinson distributed copies of the Treasurer's Report. She reported a fund balance of \$1,695.20.

Kay Williams moved to approve the Treasurer's Report as presented. Betty Spearman seconded the motion which was voted on and passed.

Old Business. Vice President Colter reported that \$100 had been set aside for the package to be sent to Russia. She asked those that have items to be sent in the package to contact LaVerne Belk.

COMMITTEE REPORTS.

Membership. Barbara Stinson distributed copies of the list of paid members for 1992 and reported that she had contacted several city clerks to invite them to the meeting.

Historian. No report.

By-laws. No report.

Programs. Vice President Colter suggested that the division try to use local people for speakers when possible to reduce travel time. She asked those who have suggestions for future programs to contact her.

New Business. Following discussion, a date for a party was scheduled for 12:00 noon, January 16, 1993, at the new Versailles Civic Center. Each member is asked to bring a covered dish. Meat, drinks and table service will be provided by the division. Those members wishing to participate in a grab bag exchange were asked to bring a gift costing no more than \$5. Dress will be casual and guests are welcome.

It was noted that the regular meeting scheduled for November 19, 1992, will be held in Lake Ozark. It was suggested that notices be sent three weeks prior to the meeting.

There being no further business at this time, upon motion made by Kay Williams, seconded by Elinor Snelson, voted on and passed, the meeting was adjourned.

Respectfully submitted,

Diana Harner

MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
CENTRAL DIVISION

11/19/92

The regular meeting of the Central Division of the City Clerks and Finance Officers Association met on November 19, 1992, in Lake Ozark, Missouri. President Judy Uptergrove called the meeting to order at 10:00 a.m. The following members were present:

Kay Williams, Versailles
Donna Barnes, Mexico
Diann Warner, Osage Beach
Brenda Colter, Camdenton
Beth Storm, MML
Barbara King, Four Seasons
LaVerne Belk, Eldon
Cheri Reisch, Hallsville

Doris Holt, Lake Ozark
Barbara Stinson, Waynesville
Carol Daniels, Rolla
Betty Spearman, Rolla
Claudia Boatright, Tipton
Dana Tarpening, Brookfield
Judy Uptergrove, Tipton

Hank Berger, Mayor of Lake Ozark, welcome the group to Lake Ozark.

Brenda Colter, Vice-President, introduced Kent Hixson, City Administrator of Camdenton, who was a writer and planner in Wichita, Kansas prior to coming to Camdenton in 1989. Mr. Hixson has degrees in English and Public Administration. Mr. Hixson shared his knowledge of the Americans with Disabilities Act with those present.

At 12:00 noon, the group adjourned to Maggie Mae's Restaurant.

Business Meeting. President Uptergrove called the business meeting to order at 1:00 p.m.

Approval of Minutes. Kay Williams moved to approve the minutes of the regular meeting of August 20, 1992. LaVerne Belk seconded the motion which was voted on and passed.

Treasurer's Report. Treasurer Barbara Stinson distributed copies of the Treasurer's Report. She reported a fund balance of \$1,717.79.

LaVerne Belk moved to approve the Treasurer's Report as presented. Doris Holt seconded the motion which was voted on and passed.

Old Business. The party, which will be held January 16, 1993, at the civic center in Versailles, was discussed. Kay Williams explained that games, meat, table service, and drinks will be provided and all members are to bring a covered dish. She added that all guests are welcome and those desiring to participate in a grab bag exchange are asked to bring a gift in the amount of no more than \$5. She asked members to RSVP by January 11, 1993. It was noted that the meat will be paid for by the Central Division.

COMMITTEE REPORTS.

Membership. Barbara Stinson explained that there are thirty one paid members. President Uptergrove introduced Claudia Boatright who is a new staff person in Tipton.

Historian. No report.

By-laws. No report.

It was noted that next year is the ten year anniversary of the Central Division of CCFOA and it was suggested that all old members be contacted to invite them to a meeting. Kay Williams suggested that members bring back ideas for the meeting in February and possibly a committee could be appointed.

New Business. The Spring Institute will be held March 15 - 18, 1993, at the Holiday Inn Executive Center in Columbia. Barbara Stinson explained that CCFOA needs funds and a silent auction will be held each night in the hospitality room during the institute. Kay Williams suggested that an item be donated for the auction.

The regular meeting scheduled for February 18, 1993, will be held at the Hallsville Community Center.

It was noted that the Nominating Committee, whose members include Barbara Stinson, Cheri Reisch and LaVerne Belk, will have a slate of officers to be voted upon at the February meeting.

There being no further business at this time, upon motion made by LaVerne Belk, seconded by Cheri Reisch, voted on and passed, the meeting was adjourned.

Respectfully submitted,