

MINUTES OF REGULAR MEETING  
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION  
CENTRAL DIVISION  
FEBRUARY 17, 1994

The regular meeting of the Central Division of the City Clerks and Finance Officers Association met on February 17, 1994 in Mexico, Missouri. The following members were present:

Brenda Colter, Camdenton	Diann Warner, Osage Beach
Barbara Stinson, Waynesville	Cheri Reisch, Hallsville
Kay Williams, Versailles	Delores Grannemann, Hermann
Dana Tarpening, Brookfield	Carla Stock, Salisbury
Jeanie McGinnis, Versailles	Shirley Collins, Sedalia
Claudia Boatright, Tipton	Doris Holt, Lake Ozark
LaVerne Belk, Eldon	Donna Barnes, Mexico
Judy Uptergrove, Tipton	Sharon Myers, Vandalia
Kim Gerlach, Boonville	Doris Parcel, Auxvasse
Phyllis Powell, Jefferson City	Paula Thies, Glasgow

Guests - Len Cooksey, Secretary of State's Office  
Beth Storm, Missouri Municipal League

Donna Barnes introduced Tim Williams, Mayor of Mexico who gave a short talk about his City.

Lynn Morrow, Director of Local Records Preservation Program was introduced to the Central group. His office is under the supervision of the Secretary of State's office. Mr. Morrow discussed what records should be saved, how they should be retained, and what type of grants are available through his office. He also discussed the free services which are available. A question and answer period followed.

The meeting was adjourned for luncheon at Pam's Pantry.

#### Business Meeting

The business meeting was called to order at 12:50 P.M. at Pam's Pantry restaurant.

#### Approval of Minutes

LaVerne Belk moved to approve the minutes of the regular meeting of November 18, 1993. Dianne Warner seconded the motion which was voted on and passed.

#### Treasurer's Report

Treasurer Cheri <sup>Reisch</sup> Reisch distributed copies of the Treasurer's Report. She reported a fund balance of \$1,461.02. LaVerne Belk moved to approve the Treasurer's Report as presented. Delores Grannemann seconded the motion which was voted on and passed.

## Committee Reports

### Membership

Cheri Reisch reported that there are currently thirty six paid members. Yearly dues are now due.

### Historian

No report

### By-Laws

No report

### Programs

Diann Warner reported this was her last meeting to plan the program for so she had nothing to report.

### Report on Hospitality Room

Dana Tarpening reported that she had met with the Northwest Division who is co-hosting the Hospitality Room at the Spring Seminar with us. Our division will need to purchase cups, napkins, coffee and juices. Municipal Code Corporation will handle the bar on both Monday and Tuesday evening and Sullivan Publications will take Wednesday. Our division again plans on going out to dinner as a group. A gift will need to be purchased for Liz Cupp as outgoing State President and a gift for Brenda Colter as outgoing President of the Central Division.

### New Business

#### Election of Officers

Donna Barnes, on behalf of the Nominating Committee consisting of Diann Warner, Doris Holt and herself, presented the proposed slate of officers.

President - Diann Warner, Osage Beach  
Vice President - Barbara Stinson, Waynesville  
Secretary - Kim Wood, Vandalia  
Treasurer - Doris Holt, Lake Ozark

LaVerne Belk made the motion to approve the slate of officers. Shirley Collins seconded the motion which was voted on and passed.

#### Host Cities for 1994

The following cities will be hosting our 1994 meetings:

May, 1994 - Vandalia  
August, 1994 - Jefferson City  
November, 1994 - Camdenton

February, 1995 - Sedalia

Committee Appointments

Committee appointments for 1994 are as follows:

Membership - Doris Holt  
Historian - Dana Tarpenting  
By-Laws - LaVerne Belk  
Programs - Barbara Stinson

State Offices

Brenda Colter, Chairman CCFOA State Nominating Committee reported the the following slate of officers will be presented at our business meeting in March of 1994.

President - Myrna Van Deusen, Licking  
President Elect - Coralee Patrick, Nixa  
Secretary - Cheri Powell, Harrisonville  
Treasurer - Eric Haddock, Neosho  
Board of Directors  
Central Division - Doris Holt, Lake Ozark

Russia

LaVerne Belk reported she had heard from her contact in Russia a couple of weeks ago and she had finally received the boxes our division sent.

Adjournment

There being no further business at this time, upon motion made by LaVerne Belk, seconded by Donna Barnes, voted on and passed, the meeting was adjourned at 1:10 P.M.

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MAY 19, 1994

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held on May 19, 1994 in Vandalia, Missouri. The following members were present:

Brenda Colter, Camdenton  
Donna Barnes, Mexico  
Betty Rayhart, Eldon  
Cheri Reisch, Hallsville  
Kim Wood, Vandalia

Barbara Stinson, Waynesville  
Phyllis Powell, Jefferson City  
Linda Block, Montgomery City  
Sharon Myers, Vandalia

Guests - John Ballard, owner of Governmental Services, Ashland  
Beth Storm, Missouri Municipal League

Kim Wood welcomed John Ballard who began the program by explaining some of the ramifications of Hancock II. Mr. Ballard also discussed how the Fair Labor Standards Act relates to payment of overtime to salaried municipal employees. Members were allowed to ask questions during Mr. Ballard's presentation.

Business Meeting

The business meeting was called to order at 12:10 p.m. by Vice-President Barbara Stinson.

Approval of Minutes

Donna Barnes noted the misspelling of a name in the minutes of February 17, 1994, and moved that the minutes be approved as corrected. The motion was seconded by Phyllis Powell and carried unanimously.

Treasurer's Report

The Treasurer's Report was reviewed and Brenda Colter answered various questions regarding the report, in the absence of Treasurer, Doris Holt. Brenda Colter moved that the Treasurer's Report be approved. The motion was seconded by Donna Barnes and carried unanimously.

Old Business

There was no old business to discuss at this time.

Committee Reports

Membership - In the absence of Doris Holt, no report was given at this time.

Historian - In the absence of Dana Tarpending, no report was given at this time.

By-Laws - In the absence of LaVerne Belk, no report was given at this time.

Programs - Barbara Stinson reported that the program for the August 18 meeting in Jefferson City would be given by the State's Records Preservations Office.

### New Business

There was a discussion regarding holding all Central Division meetings in Jefferson City, a more centralized location, beginning with the May, 1995 meeting. Beth Storm offered a meeting room in the new MML building as a meeting place. This idea was well received by those in attendance.

Brenda Colter stated that the city clerk in Neosho had discussed with her the possibility of divisional scholarships to the Spring Institute. Brenda suggested that this was something the Central Division might want to consider, and offered to report back after more details were available.

Donna Barnes told the group that Region 7 would be well represented at the IIMC conference in Alaska, with twenty-two clerks attending from the State of Missouri.

Beth Storm asked if the group had considered raising state or divisional membership dues to increase revenues. The matter was discussed briefly, but no action was taken.

### Adjournment

There being no further business at this time, Cheri Reisch moved that the meeting be adjourned. The motion was seconded by Brenda Colter and carried unanimously. The meeting adjourned at 12:20 p.m., followed by a tour of the Waters' Furniture Gallery, lunch at the Magic Wok, and a brief tour of Pattie's Florist, Cakes & Collectibles.

Respectfully submitted,



Kim Wood, Secretary

MINUTES OF REGULAR MEETING  
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION  
CENTRAL DIVISION  
AUGUST 18, 1994

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held on August 18, 1994 in Jefferson City, Missouri. The following members were present:

Doris Holt, Lake Ozark	Kim Gerlach, Booneville
Brenda Colter, Camdenton	Barbara Stinson, Waynesville
Donna Barnes, Mexico	Phyllis Powell, Jefferson City
Diann Warner, Osage Beach	Linda Block, Montgomery City
Kay Williams, Versailles	Kim Wood, Vandalia
Jeannie McGinnis, Versailles	

Guests were Jim Koshmider, City Administrator of Montgomery City; Sgt. Laura Webster of Camdenton; Bonnie Schroder and Mayor Louise Gardner of Jefferson City; and Beth Storm, Missouri Municipal League.

Phyllis Powell welcomed the group to Jefferson City and introduced Mayor Gardner who spoke briefly regarding her duties as mayor and the importance of city hall staff. Mayor Gardner also spoke of some of the changes taking place in municipal offices over the past several years.

Business Meeting

The business meeting was called to order at 10:43 a.m. by President Diann Warner.

Approval of Minutes

Brenda Colter moved that the minutes of the May 19, 1994 meeting be approved. The motion was seconded by Donna Barnes and carried unanimously.

Treasurer's Report

Doris Holt provided copies of the Treasurer's Report, showing a July 29 balance of \$1,477.59. Kay Williams moved that the Treasurer's Report be approved. The motion was seconded by Barbara Stinson and carried unanimously.

Old Business

There was a discussion regarding the possibility of a Central Division Scholarship to assist a member with expenses of the Spring Institute. Scholarship criteria was discussed including that the amount of the scholarship should cover the institute registration fees only, and that the scholarship be limited to members of the Central Division. After further discussion, Donna Barnes moved

that Brenda Colter discuss the matter with the City Clerk in Neosho (whose division is also working toward a divisional scholarship program) and report back to the group at the November meeting. The motion was seconded by Kay Williams and carried unanimously. A Central Division scholarship committee will be appointed at the November meeting.

The group again discussed centralizing all future division meetings in Jefferson City. Opinions were given for continuing to hold the meetings in four different communities each year as well as for centralizing the meetings in one or more locations in central Missouri. The discussion also led to the suggestion of holding the two winter meetings in Jefferson City with the other two meetings being hosted elsewhere. No decision was made and all members agreed to wait until the February, 1995 meeting to make a decision.

#### Committee Reports

Membership - Doris Holt reported that the Central Division presently has 33 active members and that she plans to mail reminder cards in the near future to past members who have not maintained membership this year.

Historian - In the absence of Dana Tarpening, no report was given at this time.

By-Laws - In the absence of LaVerne Belk, no report was given at this time.

Programs - Barbara Stinson reported that no program has been set for the November meeting at this time.

#### New Business

President Diann Warner reported that an IIMC Records Management Workshop is being planned in Jefferson City on October 26 and 27. She continued that the cost of the workshop would be approximately \$75.00 per person, adding that CCFOA members should be receiving information about the workshop in the next few weeks. President Warner added that she hoped many would be able to attend this workshop as well as the MML Fall Conference to be held in Springfield in early October.

The group also discussed various types of business licenses and the application process followed by some of the cities represented.

There was also a brief discussion regarding software packages for municipal court.

#### Adjournment

There being no further business at this time, Brenda Colter moved that the meeting be adjourned. The motion was seconded by Barbara Stinson and carried unanimously. The meeting was adjourned at

11:25 a.m. followed by lunch at Madison's Cafe. After lunch, members toured the State Archives Building with Lynn Morrow, Director of the Local Records Preservation Program.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kim Wood". The signature is written in dark ink and is positioned above the typed name.

Kim Wood, Secretary

MINUTES OF REGULAR MEETING  
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION  
CENTRAL DIVISION  
NOVEMBER 17, 1994  
10:00 A.M.

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held on November 17, 1994 in Camdenton, Missouri. The following members were present:

Doris Holt, Lake Ozark	Paula Thies, Glasgow
Brenda Colter, Camdenton	Barbara Stinson, Waynesville
Donna Barnes, Mexico	Phyllis Powell, Jefferson City
Kay Williams, Versailles	Kim Wood, Vandalia
Jeannie McGinnis, Versailles	Sharon Myers, Vandalia
Sue Kuhn, California	Nancy Tasker, Linn Creek
Robin Overstreet, Fayette	

Guest - Beth Storm, Missouri Municipal League

Brenda Colter welcomed the group to Camdenton and introduced Mayor Kay Cyrus, who also gave a brief welcome.

Business Meeting

The business meeting was called to order by Vice-President Barbara Stinson.

Approval of Minutes

Donna Barnes moved that the minutes of the August 18, 1994 meeting be approved. The motion was seconded by Doris Holt and carried unanimously.

Treasurer's Report

Doris Holt provided copies of the Treasurer's Report, showing a balance of \$1,490.59. Donna Barnes moved that the Treasurer's Report be approved. The motion was seconded by Kay Williams and carried unanimously.

Old Business

The group reviewed a scholarship application form and again discussed development of a Central Division Scholarship to assist a member with expenses of the Spring Institute. After discussion, the group's consensus was that the scholarship should be offered to all members of the Central Division and that the scholarship be developed to cover institute registration fees only. Brenda Colter suggested that the recipient could perhaps ride and lodge with another Central Division member to further cut the recipient's expenses. Minor changes were suggested to the sample application and the secretary was asked to make the changes and prepare the application for mailing to all Central Division members by the end

of November. Brenda Colter, Diann Warner and Doris Holt were appointed to the Scholarship Committee to review all applications received by the January 13, 1995 deadline. All applications are to be mailed to Brenda Colter in Camdenton. The Committee will make a recommendation to the Central Division members at the February meeting in Sedalia. Kay Williams moved that the scholarship plans proceed as set out herein. The motion was seconded by Doris Holt and carried unanimously.

#### Committee Reports

Membership - Doris Holt reported that the Central Division presently has 34 active members.

Historian - In the absence of Dana Tarpenting, no report was given at this time.

By-Laws - In the absence of LaVerne Belk, no report was given at this time.

Programs - Barbara Stinson reported that no program has been set for the February meeting at this time.

#### New Business

Donna Barnes, Sharon Myers and Kim Wood volunteered to serve on the Nominating Committee. A slate of officers will be prepared for presentation at the February meeting.

#### Adjournment

There being no further business at this time, Paula Thies moved that the meeting be adjourned. The motion was seconded by Doris Holt and carried unanimously. The meeting was adjourned at 11:30 a.m. followed by an interesting presentation by Elmer Meyer, Camdenton Police Chief. Lunch at Senor Pepper's followed.

Respectfully submitted,



Kim Wood, Secretary