

MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
FEBRUARY 15, 1996
10:00 A.M.

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held February 15, 1996 in Jefferson City, Missouri. The following members were present:

Kim Gerlach, Boonville	Carla Stock, Salisbury
Karen Yohe, Madison	Paula Thies, Glasgow
Brenda Colter, Camdenton	Patricia Brush, New Franklin
Barbara Stinson, Waynesville	Cheri Reisch, Hallsville
Sharon Myers, Vandalia	Phyllis Powell, Jefferson City
Melinda James, Cuba	Liz Cupp, Marceline
Donna Barnes, Mexico	Linda Block, Montgomery City
Robin Overstreet, Fayette	Kim Wood, Vandalia

Others present - Beth Storm, Missouri Municipal League, and Olive Wood, University of Missouri

Duane Schreimann, Mayor of Jefferson City, welcomed the group to Jefferson City. The group discussed seven topics for the round table for the Spring Institute. The following topics and coordinators were approved:

1. New Resident Packets And Newsletters
 - Brenda Colter, Camdenton
 - Cheri Reisch, Hallsville
 - Pat Brush, New Franklin
 - Diann Warner, Osage Beach
2. Business And Liquor Licenses
 - Donna Barnes, Mexico
 - Kim Wood, Vandalia
 - Karen Yohe, Madison
 - Kay Williams, Versailles
3. How To Win The GFOA Award
 - LaVerne Belk, Eldon
 - Sharon Myers, Vandalia
4. Council Packets
 - Linda Block, Montgomery City
 - Paula Thies, Glasgow
 - Carla Stock, Salisbury
5. Working With The Media
 - Phyllis Powell, Jefferson City
 - Carolyn Laswell, Fulton

6. What Would You Like To Talk About?
 - Liz Cupp, Marceline
 - Barbara Stinson, Waynesville
 - Kim Gerlach, Boonville
 - Robin Overstreet, Fayette

7. CMC/AAE
 - Shirley Collins, Sedalia
 - Dana Tarpending, Brookfield

Olive Wood asked for a copy of the agenda in order to make room assignments for the topics listed? The agenda and room assignment information could then be put in the packets. Robin Overstreet stated that she would provide an agenda for Olive.

Business Meeting

The business meeting was called to order by Barbara Stinson at 11:40 a.m.

Approval of Minutes

Donna Barnes moved that the minutes of November 16, 1995 meeting be approved. The motion was seconded by Kim Wood and carried.

Treasurer's Report

Linda Block reported a balance of \$1,546.37. Pat Brush moved that the treasurer's report be approved. The motion was seconded by Phyllis Powell and carried.

Old Business

There was no old business.

Committee Reports

Membership - Linda Block reported 39 paid members.

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

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

Programs - Phyllis Powell reported she had nothing to report.

New Business

1. Donna Barnes reported that the Scholarship Committee had received one application from Carla Stock, City of Salisbury. Donna Barnes asked if the division would consider paying half of

Carla's lodging expense and \$40.00 for meals and mileage like the State Scholarship, because Carla thought she was applying for the State Scholarship and there was money available to do this.

Donna Barnes moved that the Central Division pay for Carla Stock's registration, half of her lodging expense and \$40.00 for meals and mileage. The motion was seconded by Barbara Stinson and carried.

2. Brenda Colter reported that the Nominating Committee had met and the proposed slate of officers is as follows:

President - Phyllis Powell
Vice President - Robin Overstreet
Secretary - Paula Thies
Treasurer - Sharon Myers

Barbara Stinson asked if there were any nominations from the floor. There were no other nominations from the floor.

Donna Barnes moved that the proposed slate of officers be approved by acclamation. The motion was seconded by Kim Wood and carried.

3. The following cities were selected to the 1996-97 meetings:

May - New Franklin
August - Montgomery City
November - Madison
February - Jefferson City.

4. The following committee appointments were made:

Membership - Sharon Myers
Historian - Dana Tarpening
By-Laws - LaVerne Belk
Programs - Robin Overstreet

5. Barbara Stinson reported that Doris Holt had resigned as Director of the Central Division. Barbara Stinson stated that she would be interested in finishing the term as Director and would like also to take the next two years as Director. There was no other interest shown and Liz Cupp stated she would submit Barbara Stinson name to the nominating committee.

6. Barbara Stinson asked how many members would be attending the IIMC Conference in May? Donna Barnes, Barbara Stinson and Liz Cupp stated they would be attending. Robin Overstreet and Brenda Colter stated that they might be able to attend.

7. Donna Barnes reported on the Region VII meeting that was held in Chicago on December 1st and 2nd. Donna Barnes also reported that the Region VII meeting in 1996 may be held in Branson, Mo.

8. Beth Storm asked that a "Thinking of You" card be sent to Debra Adkins of St. Roberts who has a daughter who is ill. Paula Thies stated that she would send a card.

Adjournment

There being no further business at this time, Paula Thies moved that the meeting be adjourned. The motion was seconded by Kim Wood and carried unanimously. The meeting was adjourned at 11:45 a.m. Lunch followed at Domenico's Italian Restaurant.

Respectfully submitted,

Robin Overstreet

Robin Overstreet
Secretary

MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
MAY 16, 1996
10:00 A.M.

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held May 16, 1996 in New Franklin, Missouri. The following members were present:

Paula Thies, Glasgow	Cheri Reisch, Hallsville
Shirley Jenkins, Rocheport	Pat Brush, New Franklin
Kay Williams, Versailles	Linda Smiley, Vandiver Village
Kim Wood, Vandalia	Sharon Myers, Vandalia
Phyllis Powell, Jefferson City	

Others present - Beth Storm, Missouri Municipal League, Olive Wood, University of Missouri and Carolyn Collings, Local Records Program.

Pat Brush, City Clerk welcomed the group to New Franklin followed by the introduction of Joe McLiney of McLiney & Company. Mr. McLiney spoke on Bond Issues: The City Clerk's Role.

Business Meeting

The business meeting was called to order by Phyllis Powell at 11:00 a.m.

Approval of Minutes

Kay Williams moved and Cheri Reisch seconded that the minutes of the February 15, 1996 meeting be approved. Motion carried.

Treasurer's Report

Sharon Myers provided copies of the Treasurer's Report, showing a balance of \$1,313.56. Kim Wood moved and Pat Brush seconded that the Treasurer's Report be approved. Motion carried.

Old Business

Kay Williams of Versailles announced to the group that she would be willing to host a meeting this year if someone was unable to.

Olive Wood of the University of Missouri reported that if approved the Missouri City Clerks and Finance Officers Association should receive a reimbursement of \$5,800. In addition, she informed the group that the Education Committee has approved a Records Management class on November 14th and 15th at the Lodge of the Four Seasons. Those attending can receive 15 hours which will apply toward your CMC or AAE. Rooms will be available for \$50.

Committee Reports

Membership - Sharon Myers reported that we had 12 paid members at this time.

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

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

Programs - In the absence of Robin Overstreet, no report was given.

New Business

Phyllis Powell announced that Betty Rayhart was the new City Clerk for the City of Eldon replacing LaVerne Belk. In addition, Phyllis requested all clerks to please send in topics to the Missouri Municipal League Office for their Fall Conference.

Cheri Reisch of Hallsville reported that she had received her Municipal Court Clerk's certification.

Carolyn Collings, Archivist for the Local Records Program, stated she is presently working with Pat Brush of New Franklin organizing the city's records. She reminded the clerks to please call the Local Records Program if they would like assistance with their records.

Olive Woods reported that Webb City's City Clerk, Lorinda Southard's son had been in an automobile accident and requested all of us to send her a "Thinking of You" card.

She also reported that Lee Willis was no longer the City Clerk of Warson Woods.

The next meeting will be held on Thursday, August 15, 1996 at Montgomery City.

Adjournment

There being no further business at this time, Pat Brush moved that the meeting be adjourned. The motion was seconded by Sharon Myers and carried unanimously. The meeting was adjourned at 11:20 a.m. Lunch was at the Katy Roundhouse Campground Wine Gardens which included a Surprise Baby Shower for Kim Gerlach.

Respectfully submitted,



Paula Thies, Secretary

MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
AUGUST 15, 1996
10:00 A.M.

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held August 15, 1996 in Montgomery City, Missouri. The following members were present:

Robin Overstreet, Fayette	Barbara Stinson, Waynesville
Karen Yohe, Madison	Phyllis Powell, Jefferson City
Gerry Millard, Auxvasse	Linda Smiley, Vandiver Village
Sharon Myers, Vandalia	Donna Barnes, Mexico
Linda Block, Montgomery City	Liz Cupp, Marceline

Others present were: Pam Miner of the Local Records Grant Program-Jefferson City and Cheri Middaugh-President of the Missouri City Clerks and Finance Officers Association-Harrisonville.

Linda Block, City Clerk welcomed the group to Montgomery City. In the absence of Paula Thies, Secretary, Linda Block served as Secretary.

Business Meeting

The business meeting was called to order by Phyllis Powell.

Approval of Minutes

Donna Barnes moved and Barbara Stinson seconded that the minutes of the May 16th meeting be approved. Motion carried.

Treasurer's Report

Sharon Myers, Treasurer reported that we had a balance of \$1,429.77. Barbara Stinson moved and Robin Overstreet seconded that the Treasurer's Report be approved. Motion carried.

Old Business

No old business was reported.

Committee Reports

Membership - Sharon Myers reported that we had 34 paid members.

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

By-Laws - Since LaVerne Belk is no longer the City Clerk of Eldon, Donna Barnes moved and Barbara Stinson seconded to appoint Cheri Reisch, City Clerk of Hallsville. Motion carried.

Programs - Robin Overstreet reported that at the next meeting in Madison, we will hold a roundtable discussion.

New Business

Phyllis Powell, City Clerk of Jefferson City will begin publishing the State Newsletter. After some discussion on how to handle the costs of mailing and the content of the newsletter, the group decided to have Phyllis mail out a survey to each division on the content and to request their assistance in sharing the responsibility for labels and postage.

Program

Donna Barnes, City Clerk of Mexico presented a video and pictures on her trip to the IIMC Conference in Albuquerque, New Mexico in May.

In addition, Pam Miner of the Local Records Program, Jefferson City gave a short presentation on the assistance the Local Records Program can offer to municipalities.

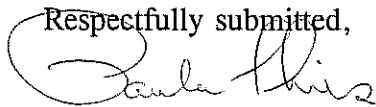
The next meeting will be held in Madison on November 21st.

Adjournment

There being no further business at this time, Barbara Stinson moved and Liz Cupp seconded that the meeting be adjourned. Motion carried.

Lunch was at Caroline's.

Respectfully submitted,

A handwritten signature in cursive script that reads "Paula Thies". The signature is written in dark ink and is positioned above the printed name of the signatory.

Paula Thies, Secretary

MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
NOVEMBER 21, 1996
10:00 A.M.

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held November 21, 1996 in Madison, Missouri. The following members were present:

Robin Overstreet, Fayette
Karen Yohe, Madison
Paula Thies, Glasgow
Elizabeth Cupp, Marceline
Dana Tarpening, Brookfield

Barbara Stinson, Waynesville
Phyllis Powell, Jefferson City
Linda Smiley, Vandiver Village
Donna Barnes, Mexico

Others present were: Carolyn Collings of the Local Records Grant Program-Jefferson City and Katie Bradley of the Missouri Municipal League.

Program

A round table discussion was held on the following topics: Cigarette Stamp ordinance, the Records Management Seminar that was recently held at the Lodge of the Four Seasons, Records Management grants, Elections, Internet and software programs for municipalities.

In addition, Carolyn Collings of the Local Records Program, Jefferson City gave a short presentation on the assistance the Local Records Program can offer to municipalities and passed out new vendors lists and archival boxes to all the attendees.

Business Meeting

The business meeting was called to order by Phyllis Powell.

Approval of Minutes

Donna Barnes moved and Elizabeth Cupp seconded that the minutes of the August 15, 1996 meeting be approved. Motion carried.

Treasurer's Report

In the absence of Sharon Myers, Treasurer, Phyllis Powell reported that we had a balance of \$1,449.09. Robin Overstreet moved and Elizabeth Cupp seconded that the Treasurer's Report be approved. Motion carried.

Old Business

Phyllis Powell reported that she had received a list of nonpaid members for our division. After some discussion by the group, the decision was made to have Phyllis write them a letter asking them to rejoin our group.

Barbara Stinson requested that meeting notices be sent to the City Clerks of Crocker and Richland.

Katie Bradley of MML requested that contact be made with the new City Clerk of Potosi on how she can join the State Association and her local division. Paula Thies will call Nancy Kossman, Chairman of the Mentor Committee regarding the change.

Committee Reports

Membership - In the absence of Sharon Myers, Phyllis Powell reported that we had 35 paid members.

Historian - Dana Tarpenting requested pictures from anyone that had attended IIMC in May.

By-Laws - In the absence of Cheri Reisch, no report was given.

Programs - Robin Overstreet reported that at the next meeting in Jefferson City, we will preview the Internet and an Indexing program that is used by Phyllis Powell of Jefferson City.

New Business

Barbara Stinson presented a fact sheet on Vickie L. McCune who is running for Shirley Collins position on MML board as MCCFOA representative.

Barbara also proposed changing the meeting date of the Central Division from the third Thursday to the third Wednesday.

After some discussion by the association, Barbara Stinson moved and Elizabeth Cupp seconded the motion to change the meeting date of the Central Division from the third Thursday of February, May, August and November to the third Wednesday of those months. Motion carried.

Phyllis Powell stated she will contact Cheri Reisch to notify all members 30 days prior to the February meeting on the proposed by-laws change.

Barbara also proposed the idea of changing our meetings to a centralized location i.e. Columbia and Jefferson City. After some discussion on this change, the group decided to discuss this possibility at the next meeting.

Barbara Stinson, Karen Yohe and Paula Thies volunteered to serve on the Nominating committee. A slate of officers will be presented at the February meeting.

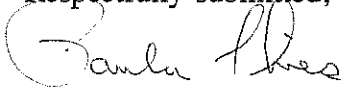
Donna Barnes extended an invitation to all members to attend the Region 7 meeting at the Sheraton Plaza in St. Louis on December 7th. In addition, Donna also related to the group the board discussion on changing the requirements for attaining your CMC and AAE.

Adjournment

There being no further business at this time, Donna Barnes moved and Barb Stinson seconded that the meeting be adjourned. Motion carried.

Lunch was at DJ's.

Respectfully submitted,

A handwritten signature in cursive script that reads "Paula Thies". The signature is written in black ink and is positioned above the printed name.

Paula Thies, Secretary