

MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
FEBRUARY 20, 1997
10:00 A.M.

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held February 20, 1997 in Jefferson City, Missouri. The following members were present:

Robin Overstreet, Fayette
Karen Yohe, Madison
Paula Thies, Glasgow
Elizabeth Cupp, Marceline
Dana Tarpening, Brookfield
Judy Duncan, Osage Beach
Florence Tucker, Versailles
Kay Williams, Versailles
Brenda Colter, Camdenton
Tana Mitschele, Richland
Penny St. Romaine, Columbia
Kim Gerlach, Boonville

Barbara Stinson, Waynesville
Phyllis Powell, Jefferson City
Betty Rayhart, Eldon
Donna Barnes, Mexico
Diann Warner, Osage Beach
Betty Brumbaugh, Warsaw
Dailen Pinyke, Versailles
Carol Cain, Camdenton
Sandy Oyshan, Linn Creek
Cheri Reisch, Hallsville
Sharon Myers, Vandalia

Others present was: Katie Bradley of the Missouri Municipal League.

BUSINESS MEETING

The business meeting was called to order by President Phyllis Powell.

APPROVAL OF MINUTES

Barbara Stinson moved and Kay Williams seconded that the minutes of the November 21, 1996 meeting be approved. Motion carried.

TREASURER'S REPORT

Sharon Myers, Treasurer, reported that we had a balance of \$1,579.00. Dana Tarpening moved and Elizabeth Cupp seconded that the Treasurer's Report be approved. Motion carried.

OLD BUSINESS

Scholarship

Cheri Reisch reported that she had received one application from Shirley Jenkins for the division scholarship for the Spring Institute. The scholarship will pay for the attendees registration fee, half of the charges for the room and \$40 for mileage/food. In addition, Cheri stated that Shirley would be commuting to Jefferson City so would

not be using the hotel reimbursement. In a motion duly made by Kay Williams and Donna Barnes, that the Central Division Scholarship for the 1997 Spring Institute be awarded to Shirley Jenkins of Rocheport.

COMMITTEE REPORTS

Membership - Sharon Myers, reported that we had 19 paid members this year but dues were due this month.

Historian - Dana Tarpene did not have anything new to report.

By-Laws - Cheri Reisch reported that at the last meeting in November, the suggestion was made to change the meeting date from the 3rd Thursday to the 3rd Wednesday. After some discussion by the division, Kay Williams moved and Barbara Stinson seconded that we change our meeting date to the 2nd Wednesday for 1 year. Motion carried.

Programs - Robin Overstreet offered to hold the May meeting in Fayette and the group could tour the new Tele-Communication Center on the Central Methodist College campus.

New Business

Host Cities

The following will be the 1997-98 Host Cities for the division's meetings.

May 14, 1997 - Fayette, Missouri

August 13, 1997- Versailles, Missouri

November 12, 1997- Osage Beach, Missouri

February 11, 1998- Columbia, Missouri (Tentatively)

Election of Officers

The Nominating Committee consisting of Barbara Stinson, Karen Yohe and Paula Thies submitted the following names for consideration as officers of the Central Division of the Missouri City Clerks and Finance Officers Association to serve for 1997-98.

President - Robin Overstreet, Fayette

Vice President - Paula Thies, Glasgow

Secretary - Kim Gerlach, Boonville

Treasurer - Karen Yohe, Madison

In a motion duly made by Donna Barnes and Diann Warner to accept the slate of officers by acclamation. Motion carried.

ADJOURNMENT

In a motion made by Diann Warner and seconded by Karen Yohe to adjourn the meeting. Motion carried.

PROGRAM

Phyllis Powell, City Clerk of Jefferson City, presented a demonstration at the Nichols Career Center on Filemaker. Pro., the Database program used by Phyllis for indexing the City of Jefferson's ordinances for prompt retrieval.

Lunch was at Madison Cafe.

Respectfully submitted,

Paula Thies, Secretary

MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
MAY 14, 1997
10:00 A.M.

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held May 14, 1996 in Fayette, Missouri. The following members were present:

Barbara Stinson, Waynesville	Donna Barnes, Mexico
Dana Tarpending, Brookfield	Liz Cupp, Marceline
Paula Thies, Glasgow	Carole Kehoe, Moberly
Robin Overstreet, Fayette	

Others present were: Katie Bradley, Missouri Municipal League
Carolyn Collings, Local Records

BUSINESS MEETING

The business meeting was called to order by President Robin Overstreet.

APPROVAL OF MINUTES

Barbara Stinson moved and Liz Cupp seconded that the minutes of the February 20, 1997 meeting be approved. Motion carried.

TREASURER'S REPORT

Karen Yohe, Treasurer, faxed a report showing a balance of \$1,601.96. Donna Barnes moved and Paula Thies seconded that the Treasurer's Report be approved. Motion carried.

OLD BUSINESS

There was no old business to discuss.

COMMITTEE REPORTS

Membership - No report was given.

Historian - Dana Tarpending asked those who were attending the IIMC to bring pictures back with them.

By-Laws - In the absence of Cheri Reisch, Robin Overstreet reported the change in the meeting date was for a one year trial basis; if the division agreed to change the meeting date after this time the by-laws would be changed at that time.

Programs - Paula Thies asked for suggestions for programs. Robin Overstreet suggested a program on the Missouri Sunshine Law to assist the new clerks.

NEW BUSINESS

Donna Barnes reported on the upcoming IIMC Conference and events at the conference.

Carolyn Collings, Local Records, reported Pam Miner is the new Grant Administrator for Local Records. Local Records will be holding a grant seminar the first week in November for grant applications due in April.

Donna Barnes also reported Lyn Morrow had asked her to serve on the Local Records Board.

ADJOURNMENT

Carole Kehoe moved and Barbara Stinson seconded the motion to adjourn the meeting. Motion carried.

PROGRAM

Virginia Wishard Lambert, Executive Director of the Southwestern Bell Telecommunity Center at Central Methodist College, gave a tour of the Telecommunity Center in Fayette.

Lunch was at the Black Walnut Cafe.

Respectfully submitted,



Robin Overstreet, President

**MINUTES OF REGULAR MEETING
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AUGUST 13, 1997
10:00 A.M.**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held August 13, 1997 in Versailles, Missouri. The following members were present:

Barbara Stinson, Waynesville	Robin Overstreet, Fayette
Kim Gerlach, Boonville	Brenda Colter, Camdenton
Carol Cain, Camdenton	Bonnie Wilkinson, Village of Laurie
Phyllis Powell, Jefferson City	Carla Stock, Salisbury
Paula Thies, Glasgow	Gary Millard, Auxvasse
Kelly Hutchison, Sunrise Beach	Jeanie McGinnis, Versailles
Barb Alphin, Armstrong	
Kay Williams, Versailles	

Others present were: Katie Bradley, Missouri Municipal League; Jeannie Walton, Guest of Phyllis Powell, Florence Tucker, Guest from Versailles and Versailles Mayor, John Leeper.

John Leeper, Mayor of Versailles welcomed everyone to Versailles. Joe Kidwell, Attorney from Cronan and Robinson gave an interesting and informational presentation on the Sunshine Law.

BUSINESS MEETING

The business meeting was called to order by President Robin Overstreet.

APPROVAL OF MINUTES

Barbara Stinson moved and Phyllis Powell seconded to approve the May 14, 1997 minutes.

TREASURER'S REPORT

There was no treasurer's report available.

OLD BUSINESS

There was no old business to discuss.

COMMITTEE REPORTS

MEMBERSHIP - No report was given.

HISTORIAN - There was no report.

BY-LAWS - There was no report.

PROGRAMS - Paula Thies reported that the next meeting will be held in Osage Beach and a Tour of their City Hall will be given.

NEW BUSINESS

Kelly Hutchison of Sunrise Beach said that they are in desperate need for bond money and grant money and asked for help on where to start.

The clerks were reminded if they had any items to donate to the CCFOA Silent Auction at the Missouri Municipal League Conference, to contact Robin Overstreet.

Katie Bradley of the Missouri Municipal League (MML) reported that Tan-Tara hotel was sold out for the MML Conference.

ADJOURNMENT

With no further business, Phyllis Powell moved and Brenda Colter seconded to adjourn. Vote was unanimous and the meeting adjourned.

Lunch was held at The Hilty Inn, Bed and Breakfast.

Respectfully Submitted,



Kim Gerlach, Secretary

**MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
NOVEMBER 12, 1997
10:00 A.M.**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held November 12, 1997 in Osage Beach, Missouri. The following members were present:

Kay Williams, Versailles	Tana Mitschele, Richland
Karen Yohe, Madison	Donna Barnes, Mexico
Brenda Colter, Camdenton	Linda Block, Montgomery City
Diann Warner, Osage Beach	Robin Overstreet, Fayette
Barbara Stinson, Waynesville	Kim Gerlach, Boonville
Phyllis Powell, Jefferson City	

Others present were: Katie Bradley, Missouri Municipal League; Carolyn Collings and Michelle Snider of Local Records Program.

BUSINESS MEETING

The business meeting was called to order by President Robin Overstreet.

APPROVAL OF MINUTES

Barbara Stinson moved and Diann Warner seconded to approve the August 13, 1997 minutes. Ayes: All were in favor. Opposed: None.

TREASURER'S REPORT

Karen Yohe reported that the balance as of August, 1997 was \$1,588.28.

OLD BUSINESS

There was no old business.

COMMITTEE REPORTS

MEMBERSHIP - Karen Yohe reported that there were thirty-two active memberships.

HISTORIAN - There was no report.

BY-LAWS - A letter was presented from City Clerk Cheri Reisch requesting the members consider changing the quarterly meetings from the third Thursday to the second Wednesday. There was some discussion held on changing the meeting time and several

members did not want to change the time, because the first two weeks of the month were not suitable and there were a few that had no preference. The members came to a consensus to try the fourth Wednesday of the month, beginning the meeting in May, 1998 and try this for one year before making a permanent change.

PROGRAMS - Robin Overstreet suggested that final round-table preparations be made at the February, 1998 meeting. The next central division meeting will be held in Columbia, in February, 1998. If this meeting place was still not available, it was offered to hold the meeting in Boonville.

NEW BUSINESS

NOMINATING AND SCHOLARSHIP COMMITTEES

Cheri Reisch volunteered to serve on the Scholarship Committee. Phyllis Powell and Robin Overstreet volunteered for the Nominating Committee.

SELECTION OF DIRECTOR

Robin Overstreet asked if there were any selections to the Board of Directors. Donna Barnes suggested to submit Brenda Colters name.

DISCUSSION OF DONATION FOR IIMC CONFERENCE IN 2001

Barbara Stinson suggested that the Central Division make a donation to the State Treasury for IIMC 2001. The group was in favor of the donation, but wanted to wait until closer to the actual event, so the money would be appropriated properly.

It was mentioned that the Northwest Division decided to give portfolios or pen sets to their members who received CMC's. The group felt that this was a nice gesture and wanted the Central Division to start something similar. Donna Barnes moved and Brenda Colter seconded to purchase portfolios to those clerks who receive their CMC in the future. Ayes: All were in favor. Opposed: None.

SPRING INSTITUTE ROUNDTABLE DISCUSSION

The Central Division is in charge of the Spring Institute Roundtables. Barbara Stinson said that they needed to come up with at least eight topics. After discussion, the group came up with these following topics and those who would help coordinate them:

1. Council Packets (Donna Barnes and Linda Block)
2. Business License and Forms (Paula Thies and Robin Overstreet)
3. New Resident Packets and Newsletters (Brenda Colter and Diann Warner)
4. Personnel Issues (Phyllis Powell will check on a speaker for discussion and Kay Williams will help facilitate)

5. Looking Professional in Print (Phyllis Powell and Kim Gerlach)

MISCELLANEOUS

Brenda Colter presented an article called, "Casual chic hurts women who work."

Carolyn Collins presented Michelle Schneider from the Local Records Program.

Katie Bradley from MML requested City Websites.

With no further business, Phyllis Powell moved and Barbara Stinson seconded to adjourn. Vote was unanimous and the meeting adjourned.

After the meeting, Ken Johnson of Advanced Computer Service from Harrison, Arkansas gave a brief presentation of his computer programs and offered to explain the system more in detail to anyone interested after lunch.

The group then took a tour of Osage Beach's New City Hall and lunch was held at Chief's Food and Spirit.

Respectfully Submitted,



Kim Gerlach
City Clerk