

**MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
FEBRUARY 11, 1998
10:00 A.M.**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held February 11, 1998 in Columbia, Missouri. The following members were present:

Kathy Colvin, Centralia	Cheri Reisch, Hallsville
Karen Yohe, Madison	Barbara Stinson, Waynesville
Gary Millard, Auxvasse	Phyllis Powell, Jefferson City
Carla Stock, Salisbury	Paula Thies, Glasgow
Donna Barnes, Mexico	Diann Warner, Osage Beach
Brenda Colter, Camdenton	Phyllis Ryan, Sunrise Beach
Penny St. Romaine, Columbia	Shirley Jenkins, Rocheport
Robin Overstreet, Fayette	Kim Gerlach, Boonville
Dana Tarpenting, Brookfield	Liz Cupp, Marceline
Barbara Allphin, Armstrong	

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

Carla Stock moved and Barbara Stinson seconded to approve the November 12, 1997 minutes. Ayes: All were in favor. Opposed: None.

TREASURER'S REPORT

Karen Yohe reported that the balance as of date was \$1,601.28.

OLD BUSINESS

There was no old business.

COMMITTEE REPORTS

MEMBERSHIP - Karen Yohe reminded everyone to pay their membership dues.

HISTORIAN - There was no report.

BY-LAWS - Cheri Reisch recalled that the organization wants to move the quarterly meetings to the fourth Wednesday of the month on a trial basis. Ms. Reisch said that there doesn't need to be any changes to the bylaws, if it is on a trial basis. A copy of the by-laws was passed around for those who wanted to see it.

PROGRAMS - There was nothing to report.

NEW BUSINESS

ELECTION OF OFFICERS AS PRESENTED BY NOMINATING COMMITTEE

The following members were elected by the nominating committee:

President - Paula Thies

Vice President - Kim Gerlach

Secretary - Dana Tarpening

Treasurer - Karen Yohe

Donna Barnes moved and Carla Stock seconded to approve the slate of officers by acclamation. Ayes: All in favor. Opposed: None.

COMMITTEE APPOINTMENTS

Membership - Karen Yohe

Historian - Carla Stock

By-Laws - Cheri Reisch

Programs - Kim Gerlach

The following towns will host the quarterly meetings for the next year.

May, 1998 - Glasgow

August, 1998 - Centralia

November, 1998 - Jefferson City (This meeting will be held the 3rd Wednesday, due to Thanksgiving)

February, 1999 - Boonville

Cheri Reisch, head of Scholarship committee reported that she received two applications for a scholarship to the Missouri City Clerk and Finance Officers Conference in March, 1998. The scholarship was awarded to Paula Thies of Glasgow.

Donna Barnes presented flyers on, "Where are we Headed?" presented by G.F.O.A.. The program is a three hour session and costs \$10 for those who were interested.

Katie Bradley of Missouri Municipal League reported that they will be hosting a legislative conference at the Capital Plaza on February 25, 1998 and February 26, 1998. Ms. Bradley also informed the group of the local use tax decision and House Bill #1095 dealing with open meetings law.

Carolyn Colling of Local Records Program reminded everyone of the grant workshops to be held the first week in March, 1998.

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

Roundtable discussion for the City Clerks Conference was held following the meeting.

Lunch was then held at the Boone Tavern.

Respectfully Submitted,



Kim Gerlach

City Clerk

**MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
MAY 27, 1998
10:00 A.M.**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held May 27, 1998 in Glasgow, Missouri. The following members were present:

Phyllis Powell, Jefferson City	Dana Tarpening, Brookfield
Karen Yohe, Madison	Carla Stock, Salisbury
Paula Thies, Glasgow	Kay Williams, Versailles
Liz Cupp, Marceline	Kim Gerlach, Boonville

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

BUSINESS MEETING

The business meeting was called to order by President Paula Thies.

APPROVAL OF MINUTES

Kay Williams moved and Liz Cupp seconded to approve the February 11, 1998 minutes. Ayes: All were in favor. Opposed: None.

TREASURER'S REPORT

Karen Yohe reported that the balance as of date was \$1,335.06.

OLD BUSINESS

There was no old business.

COMMITTEE REPORTS

MEMBERSHIP - There are 19 paid members.

HISTORIAN - Phyllis Powell reported she has pictures from CCFOA. Carla Stock asked for pictures from IIMC.

BY-LAWS - No changes.

PROGRAMS - The program for August will be presented by Nancie

Saccaro from Brookfield concerning apparel for "dress down" days at work and other products her company has to offer.

NEW BUSINESS

CALENDARS

President Paula Thies passed out calendars for the remainder of the year which designates everyone's council meeting dates.

DEAR NORMA

Question and answer sheets to Norma Caldwell are available from Paul Thies and should be returned to Phyllis Powell to be printed in the newsletter.

HOSPITALITY ROOM

The Central Division and Northwest Division are responsible for the **HOSPITALITY ROOM** for the conference in March, 1999. There are a lot of ideas for a successful hospitality room. One being to have an auction with an auctioneer and the money to go towards the state convention. This will include all divisions participating. Other ideas--have a "Disney" night, gambling night, country store. Dana Tarpening and Liz Cupp were appointed "rooked" into being co-chair's for our division. They will be meet with members of the Northwest Division. ALL Central Division members need to begin gathering items for the hospitality room to be used as prizes and give-a-ways!!! Please bring any items you may have to the quarterly meetings. All members must participate in order to provide for a successful hospitality room.

MML

Katie Bradley reported the MML Conference will be September 13-16 in St. Louis. Carla Stock's brother will be presenting the program for the Advanced Academy! There will be spouse tours and off-site tours this year! The Newly Elected Officials Conference is June 19th in Jefferson City.

LOCAL RECORDS PROGRAM

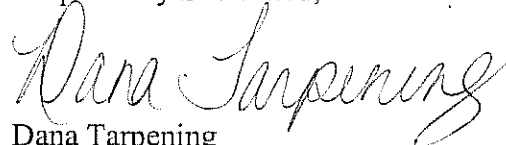
Carolyn Collings stated the Board will meet June 18th to evaluate grants. Handouts were given concerning preservation and archives.

With no further business, Liz Cupp moved and Kim Gerlach seconded to adjourn. Vote was unanimous and the meeting adjourned.

Note - This meeting was held in the sanctuary of a Presbyterian Church that is now a museum. The lower level of the church serves as the museum at this time. A tour of the museum was given before the meeting.

After the meeting we toured a home with beautiful woodwork and hardwood floors -- and enjoyed homemade molasses cookies!!! Lunch was served at Beckett's restaurant. We then had the pleasure of purchasing fresh picked strawberries from Paula's daughters!

Respectfully Submitted,

A handwritten signature in cursive script that reads "Dana Tarpening". The signature is written in black ink and is positioned to the right of the typed name.

Dana Tarpening
City Clerk, CMC

**MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
AUGUST 26, 1998
10:00 A.M.**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held August 26, 1998 in Centralia, Missouri. The following members were present:

Cheri Reisch, Hallsville	Dana Tarpening, Brookfield
Debbie Guthrie, Eldon	Becky Dolby, Eldon
Carla Stock, Salisbury	Kathy Colvin, Centralia
Tana Mitschele, Richland	Brenda Colter, Camdenton
Donna Barnes, Mexico	Barbara Stinson, Waynesville
Robin Overstreet, Fayette	Gary Millard, Auxvasse
Paula Thies, Glasgow	Phyllis Powell, Jefferson City
Betty Rayhart, Eldon	

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

BUSINESS MEETING

The business meeting was called to order by President Paula Thies.

APPROVAL OF MINUTES

Gary Millard stated he was not at the May meeting. Minutes will be corrected. Robin Overstreet moved and Gary Millard seconded to approve the May 27, 1998 minutes. Ayes: All were in favor. Opposed: None.

TREASURER'S REPORT

No report.

OLD BUSINESS

There was no old business.

COMMITTEE REPORTS

MEMBERSHIP-No report.

HISTORIAN-No report.

BY-LAWS-Cheri Reisch stated she has copies of By-Laws and State By-Laws.

PROGRAMS-No report.

NEW BUSINESS

IIMC

Donna Barnes reported she has applications for IIMC membership and CMC. There are changes in obtaining CMC and AAE. It will be easier to obtain points as they have created a section for business and vocational education. Also, serving on IIMC committees or Municipal Clerk's Association committees and serving on a panel or speaking at the State meetings can be used towards the designations. Phyllis Powell pointed out members obtaining a CMC or AAE should be cautious when marking the box for employer/media notification. If you check the "no" box, they do not notify anyone.

Barnes reported we will be losing our Executive Director Frank Adshead due to illness.

LOCAL RECORDS

Carolyn Collings reported vendor workshops were recently held. Grants have been awarded and staff will be visiting the sites before the grants start. There is also currently an intern program at the Archives.

Donna Barnes stated she is a member of the Retention Board. They are open to questions and suggestions for their manual.

MML

Katie Bradley reported the MML meeting is scheduled for September 13-16. Tuesday afternoon will be mobile tours of parks and recreation. There are currently 350 registered for the meeting.

It was noted Bruce Lowrey reports there will be a silent auction at MML and he is looking for donations.

OTHER MATTERS

Donna Barnes reported Carol Fritschie from Florissant is retiring.

Brenda Colter reported we need a person to serve on the Nominating Committee for state officers. Paul Thies stated she will make some phone calls.

PROGRAM

Nancie Saccaro, Account Representative with Jii Sales Promotion Associates, Inc. showed wearables, calendars and promotional products suitable for government bodies. Handouts were distributed.

ADJOURN TO PROGRAM - TOUR MUSEUM & GARDENS

A motion to adjourn was made by Gary Millard and seconded by Phyllis Powell. Vote was unanimous and meeting adjourned.

Members proceeded to the beautiful Centralia Museum and Gardens and enjoyed the delicious meal prepared by the Centralia Historical Society Ladies.

Respectfully submitted,

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

Dana Tarpening
City Clerk, CMC

**MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
NOVEMBER 18, 1998
10:00 A.M.**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held November 18, 1998 in Jefferson City, Missouri. The following members were present:

Phyllis Powell, Jefferson City	Dana Tarpening, Brookfield
Karen Yohe, Madison	Paula Thies, Glasgow
Robin Overstreet, Fayette	Cheri Reisch, Hallsville
Kathy Colvin, Centralia	Diann Warner, Osage Beach
Brenda Colter, Camdenton	Kim Gerlach, Boonville
Tana Mitschele, Richland	Karen Schutz, Vandalia
Gary Millard, Auxvasse	Donna Barnes, Mexico

Others present: Gary Markenson, Missouri Municipal League; Carolyn Collings of Local Records Program.

City Administrator Rich Mays welcomed everyone to Jefferson City.

BUSINESS MEETING

The business meeting was called to order by President Paula Thies.

APPROVAL OF MINUTES

Donna Barnes reported a correction to minutes that Education Director Frank Adshead was temporarily out due to quadruple by-pass and is now back to work.

Minutes will be corrected. Gary Millard moved and Tana Mitschele seconded to approve the August 26, 1998 minutes. Ayes: All were in favor. Opposed: None.

TREASURER'S REPORT

Karen Yohe reported a balance of \$1,350.60. Phyllis Powell moved and Donna Barnes seconded to approve the Treasurer's Report.

OLD BUSINESS

There was no old business.

COMMITTEE REPORTS

MEMBERSHIP - No additional memberships at this time.

HISTORIAN - Paula Thies reported Carla Stock was unable to attend but reports she has pictures from MML to send to Phyllis Powell.

BY-LAWS - Cheri Reisch reported she has copies of By-Laws and State By-Laws. Reisch stated the By-Laws read our meeting date is the 3rd Thursday, if this date is changed permanently she is to notify members 30 days in advance. Gary Markenson suggested we remove this from the By-Laws and prepare a Resolution.

PROGRAMS - Kim Gerlach stated there is no program scheduled for February, 1999. If anyone has any ideas, please contact Kim.

NEW BUSINESS

DISCUSSION OF FEBRUARY MEETING DATE

Paula Thies stated she received a letter from Kay Williams. The 4th Wednesday is not good for her. Cheri Reisch stated the 3rd week is better for her. It was noted the MML has offered their meeting room if we desire a central location. It was also noted to contact Sharon Roehl to see if we can meet on campus. Donna Barnes stated we draw people from the area we are at when we move around and it showcases that town, although she understands the need for a central location. A poll was taken among the members present. The majority voted to remove the meeting date from the By-Laws and prepare a resolution stating meetings will be held on the 3rd Thursdays, quarterly. The locations of the meetings will be discussed at the February 18th meeting, which will be held in Boonville. Anyone with suggestions or opinions may submit them in writing, if they desire, to President Paula Thies.

STATE SCHOLARSHIP INFO

State Scholarships are available by contacting the City of Lockwood, 417-232-4221. The State will provide eight scholarships for the Spring Institute to be held March 22-25, 1999. City Clerks with less than one year of experience are eligible for the scholarships.

Central Division scholarship provides for payment of full registration, 1/2 of the hotel and \$40 toward mileage and meals. This is what was provided for the 1998 Spring Institute and is patterned off the State's. A motion was made by Donna Barnes, seconded by Karen Yohe, to offer a scholarship based on the same criteria as last year, and appointing Cheri Reisch as Chairman. Ayes: All in favor. Opposed: none.

UPDATE ON HOSPITALITY ROOM

Dana Tarpening reported she met recently with Paula Heyde, St. Joseph and the Clerk from Maysville. Sunday evening consists of snack foods. Possibly Monday evening a Disney theme, whereas members may dress in their favorite Disney character. Tuesday evening, Paula is checking into a gambling night. Paula is also checking with Sullivan Publications. Dana is to check with Dale of Municipal Code and bingo supplies.

Each member is to provide 10 prizes, out of the ten, 2 are to be nice gifts. We discussed the chapter purchasing a nice gift. Diann Warner stated she would check into a weekend get-a-way.

A country store was also discussed. This would be held throughout the week. Items for sale would be canned, non-perishable goods. A country sign is needed for this and two people to man the booth each evening. Each member will need to bring 5 items for this. A recipe swap was also mentioned.

It was noted to check into the live auction that was mentioned at an earlier date. Kay Williams needs to be contacted concerning this.

MISC. ITEMS

Election of Officers

Paula Thies stated we need to elect new officers at the February meeting. Donna Barnes stated she will help with this.

Local Records

Carolyn Collings stated she has a program on the preservation of inventory and would like to provide a program on this if the group so desires. She is currently working on a project in Callaway County.

Collings also passed out grant program information. The deadline is April 2, 1999.

It was noted there may also be a session from Local Records at the Spring Conference.

IIMC

Donna Barnes stated she recently returned from California. She toured the headquarters and enjoyed the three day board meeting. International will be providing a promo video to bring back to state groups concerning the

International Conference in Ottawa. The funding is to be provided through the states and divisions. Donna is requesting \$100 to go towards IIMC for the promo video. A second was made by Diann Warner. Ayes: All in favor. Opposed: none.

State News Update

Brenda Colter reported on several items new with the state. There are new state by-laws. A "Clerk of the Year" is being developed, hoping to have the program set by the year 2000. It was noted they will soon be soliciting for names for the "Clerk of the Year". Brenda asked for names of those who may qualify for life membership. These persons must have an active membership at the time of their retirement. Names submitted were Doris Holt, Doris Parcel and Florence from Versailles. Other discussion at the executive board meeting concerns contributions to the International meeting. A figure of \$10,000 was discussed. The Advanced Academy will be held again on Sunday at the 1999 Conference.

Diann Warner stated the University of Mo. is retained once again to come up with the sessions for the Conference.

Presentation of Mayors

Brenda Colter stated she has been involved in a project at the City of Camdenton for at least a year and a half which involves researching for the past Mayors of Camdenton. They found all but one. They held a reception and invited all the families and displayed their pictures in the Council room.

PROGRAM-GARY MARKENSON

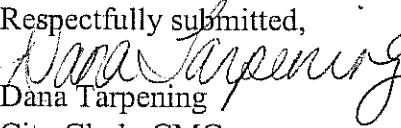
Gary Markenson, MML, provided an update on legislative issues. One major issue is Use Tax refunds. The Dept. of Revenue miscalculated and all municipalities are required to submit additional funds. Please call the MML office for an amount.

ADJOURN

Meeting adjourned with a motion by Donna Barnes, seconded by Diann Warner. Ayes: All in favor. Opposed. none

Members adjourned to lunch at Madison's Cafe.

Respectfully submitted,


Dana Tarpening

City Clerk, CMC