

**MINUTES OF REGULAR MEETING
CITY CLERKS AND FINANCIAL OFFICERS ASSOCIATION
February 17, 2000 10:00 A.M.**

The regular meeting of the Central division of the Missouri City Clerks and Financial Officers Association was held February 17, 2000 in Auxvasse, Missouri. The following members were present:

Becky Dolby	- Eldon	Betty Rayhart	- Eldon
Eileen Brandes	- Cole Camp	Kay Williams	- Versailles
Karen Schutz	- Vandalia	Gary Millard	- Auxvasse
Kim Gerlach	- Boonville	Cheri Reisch	- Hallsville
Tracy Smith	- Sturgeon	Kathy Colvin	- Centralia
Brenda Colter	- Camdenton	Elizabeth Cupp	- Marceline

Visitors
Maxine Smith , (Marceline), Carolyn Collins (Local Records Office)

Mayor Doris J. Parcel welcomed everyone to Auxvasse.

BUSINESS MEETING

The Business meeting was called to order by President Kim Gerlach.

APPROVAL OF MINUTES

Brenda Colter moved and Betty Rayhart seconded to approve the minutes of November 19, 1999 with noted corrections. Ayes: All were in favor. Opposed: None.

TREASURER'S REPORT

The Treasurer's report was submitted by Gary Millard. The report shows a balance of \$ 1112.42. It was motioned by Kay Williams and seconded by Elizabeth Cupp to accept the Treasurer's report. All voted "AYE"

OLD BUSINESS

There was no old business.

COMMITTEE REPORTS

MEMBERSHIPS - Membership is now at 59 with 21 paid.

HISTORIAN - Nothing to report

BY-LAWS - Nothing to report.

PROGRAMS - Nothing to report.

SCHOLARSHIPS - After discussion, Kay Williams Motioned and Elizabeth Cupp seconded to put all members name in a hat and drawn if no application is received by March 1, 2000.

NOMINATIONS - The following nominations for officers in the Midwest region were presented to the members for the upcoming term.

President - Cheri Reisch
Vice President - Shirley Collins
Treasurer - Dana Tarpening
Secretary - Becky Dolby

Kay Williams motioned and Brenda Colter seconded to accept the nominations and to elect them by acclimation.
All Voted "AYE".

NEW BUSINESS - President Kim Gerlach asked for volunteers to host the regional meetings for the upcoming year. After discussion it was decided that the following will host meeting for next year -

Blackwater - June
Eldon - August
Columbia - November
Jefferson City - February 2001

PROGRAM - Dan Barker (KTIS)

Mr. Barker gave a talk on the many ways to utilize the Internet to enhance communications.

Elizabeth Cupp motioned and Kay Williams seconded to adjourn the meeting. All voted "AYE".

Minutes of Regular Meeting
MO City Clerks and Finance Officers Association
Central Missouri Chapter

June 15, 2000
10:00 AM
Blackwater, Missouri

The regular meeting of the Central Division of the Missouri City Clerks and Financial Officers Association was held June 15, 2000 in Blackwater, Missouri. The following members were present:

Paula Thies, Glasgow
Elizabeth Cupp, Marceline
Phyllis Powell, Jefferson City
Donna Barnes, Mexico
Cheri Reisch, Hallsville
Kim Gerlach, Boonville
Karen Schutz, Vandalia

Brenda Colter, Camdenton
Gary Millard, Auxvasse
Becky Dolby, Eldon
Tracy Smith, Sturgeon
Shirley Collins, Sedalia
Kay Williams, Versailles
Katie Bradley, MML

Visitors:

Jennifer Mihaj, Eldon and Carolyn Collings (Local Records Office)

Mayor Mr. Bobbie Danner welcomed everyone to Blackwater.

Business Meeting

The business meeting was called to order by President Cheri Reisch.

Approval of Minutes

Kay Williams moved to approve the minutes of the February 17, 2000 meeting. Seconded by Gary Millard, the motion passed.

Treasurer's Report

No treasurer's report was submitted.

Committee Reports

Membership – Nothing to report

Historian – Nothing to report

By-Laws - Nothing to report

Programs – Eldon City Administrator Ed Young will present a program on Sexual Harassment at the August 17th meeting in Eldon.

Scholarships – Tracy Smith received the scholarship to attend the Spring Institute held in Columbia, Missouri in March of this year.

New Business

President Reisch congratulated Shirley Collins for being the first in Missouri and one of the first in the nation to reach the designation Master Municipal Clerk.

President Reisch also congratulated Brenda Colter for being selected Missouri's Outstanding Clerk for 2000.

Minutes of Regular Meeting
MO City Clerks and Finance Officers Association
Central Missouri Chapter

June 15, 2000
10:00 AM
Blackwater, Missouri

Central Division Director, Brenda Colter, presented an update of the preparations for the IIMC 2001 Conference. Brenda said they are asking for volunteers to help on Thursday and Friday prior to the conference as well as throughout the conference. They are also asking for items to fill the welcome bags, and craft items for the silent auction. Anyone who would be available to help can contact Brenda for further information.

Following discussion, Gary Millard made a motion and Phyllis Powell seconded, that our division sponsor 2 half scholarships to the IIMC 2001 Conference. The motion passed. A drawing will be held at the regular meeting in Columbia, November 16th. Must be present to win.

Program – Mayor Mr. Bobbie Danner, Blackwater

Mayor Danner gave a brief history of Blackwater (pop. 220) explaining how it had gone from a prosperous small town to becoming nearly abandoned with many buildings empty and in need of demolition. In the early 90's the community came together and began to restore the downtown area. While a grant was obtained to upgrade the waste water system, most of the revitalization efforts have been done privately and with neighbor helping neighbor. Following lunch, Mayor Danner showed us through many of the businesses in their various stages of redevelopment.

Adjournment

Gary Millard moved and Paula Thies seconded to adjourn the meeting. The motion passed.

Minutes of Regular Meeting
MO City Clerks and Finance Officers Association
Central Missouri Chapter

August 17, 2000
10:00 AM
Eldon, Missouri

The regular meeting of the Central Division of the Missouri City Clerks and Financial Officers Association was held August 17, 2000 in Eldon, Missouri. The following members were present:

Betty Rayhart, Eldon	Becky Dolby, Eldon
Cheri Reisch, Hallsville	Barbara Stinson, Waynesville
Diann Warner, Osage Beach	Karen Schutz, Vandalia
Shirley Jenkins, Rocheport	Paula Thies, Glasgow
Patricia Brush, New Franklin	Shirley Collins, Sedalia
Katie Bradley, MML	Eileen Brandes, Cole Camp
Kay Williams, Versailles	Gary Millard, Auxvasse
Phyllis Powell, Jefferson City	Kim Gerlach, Boonville
Visitor: Debbie Guthrie, Eldon	

Mr. Kyle Mason, Director of Public Safety, welcomed everyone to Eldon.

Business Meeting

The business meeting was called to order by President Cheri Reisch.

Approval of Minutes

Shirley Collins moved to approve the minutes of the June 15, 2000 meeting. Seconded by Kay Williams, the motion passed.

Treasurer's Report

The treasurer's report was submitted by Cheri Reisch. The report shows a balance of 1,044.92. Kay Williams moved and Betty Rayhart seconded to approve the treasurer's report. The motion passed.

Committee Reports

Membership – There are 43 paid members at this time. President Reisch is hoping to increase our membership and increase active participation.

Historian – Historian Carla Stock has left her position with City of Salisbury and is no longer a member of CCFOA. President Reisch has asked for a volunteer to fill the position.

By-Laws - Copies of the by-laws may be obtained from President Reisch or Secretary Dolby.

Programs – The next program is not yet confirmed.

Scholarships – Two half (1/2) scholarships to the IIMC 2001 Conference will be awarded at the November meeting to be held in Columbia, MO. There will be a drawing for the scholarships and you must be present to win.

New Business

Minutes of Regular Meeting
MO City Clerks and Finance Officers Association
Central Missouri Chapter

August 17, 2000
10:00 AM
Eldon, Missouri

President Reisch complimented Secretary Dolby on the membership roster she compiled and mailed along with the agenda and minutes. President Reisch asked everyone to submit any changes or corrections to Secretary Dolby.

Diann Warner reported on the July planning meeting held in Kansas City for the IIMC 2001 Conference. Diann said they are asking for volunteers to help for 4 hours at a time and noted that volunteers should still be able to attend most of the sessions. Items are still being solicited for the silent auction, goodie bags, etc. A County Fair will be held and they will need face painters, fortune tellers, and clowns. Negotiations were still ongoing with the hotels regarding room rates and should be finalized soon. T-shirt sales will begin at the MML meeting in October.

Program – City Administrator, Mr. Ed Young, and Mrs. Teresa Young

Our program was “Violence in the Workplace”.

Mrs. Teresa Young, Supervisor of Tellers at Union Planters Bank in Eldon, gave the first part of the presentation. She spoke about making the workplace safe and secure for employees, especially those who handle money, against violence from “outside sources”.

Mr. Young then talked about violence from employees, former employees, and spouses of employees. He spoke about the warning signs, profiles, legal liability for employers, and policies and prevention.

Adjournment

Shirley Jenkins moved and Gary Millard seconded to adjourn the meeting. The motion passed.

Respectfully submitted,
Becky Dolby, Secretary

Minutes of Regular Meeting
MO City Clerks and Finance Officers Association
Central Missouri Chapter

November 16, 2000
10:00 AM
Columbia, Missouri

The regular meeting of the Central Division of the Missouri City Clerks and Financial Officers Association was held November 16, 2000 in Columbia, Missouri. The following members were present:

Cheri Reisch, Hallsville
Gary Millard, Auxvasse
Paula Thies, Glasgow
Kim Gerlach, Boonville
Donna Barnes, Mexico
Dana Tarpening, Brookfield
Eileen Brandes, Cole Camp
Kay Williams, Versailles

Barbara Stinson, Waynesville
Liz Cupp, Marceline
Becky Dolby, Eldon
Phyllis Powell, Jefferson City
Kathy Colvin, Centralia
Shirley Jenkins, Rocheport
Brenda Colter, Camdenton
Patricia Brush, New Franklin

Visitors: Debbie Wolfmeier, Kingdom City; Maxine Smith, Marceline; Doris Beasley, Auxvasse; Barb Faulconer, Lincoln.

Mayor Hindman of Columbia was unable to attend our meeting so President Reisch welcomed everyone to the City of Columbia.

Business Meeting

The business meeting was called to order by President Cheri Reisch. Everyone sang Happy Birthday to Cheri since her birthday fell on the day of our meeting.

Approval of Minutes

Paula Thies moved to approve the minutes of the August 17, 2000 meeting. Seconded by Barb Stinson, the motion passed.

Treasurer's Report

Treasurer Dana Tarpening reported a current balance of 1,044.92 with dues received but not yet deposited from 2 members. Liz Cupp moved and Paula Thies seconded to approve the treasurer's report. The motion passed.

Committee Reports

Membership – There are 43 paid members at this time. President Reisch has been working to increase our membership and increase active participation.

Historian – Historian Carla Stock has left her position with City of Salisbury and is no longer a member of CCFOA. President Reisch has asked for a volunteer to fill the position. As no one came forward, someone will be appointed at the February meeting.

By-Laws - Copies of the by-laws may be obtained from President Reisch or Secretary Dolby. Barb Stinson has copies of the State By-Laws available upon request.

Programs – The next program is not yet confirmed but may be given by the Missouri State Highway Patrol on the topic of self-defense.

Scholarships – A drawing was held for two half (1/2) scholarships to the IIMC 2001 Conference. Those receiving the scholarships were Brenda Colter and Donna Barnes with Becky Dolby as alternate. It was agreed that no scholarship will be offered for the Spring Institute.

New Business

President Reisch asked for 2 volunteers to serve on a Nominating Committee to select a candidates for 2001 offices. Betty Rayhart and Donna Barnes will serve with President Reisch.

Brenda Colter reported on the IIMC 2001 Conference. Brenda said there isn't anything really new to report that hadn't been covered in the newsletter that just came out. Anyone wishing to serve on the greeters committee can contact Brenda. Other volunteers can contact Barb Hogelin. Barb is also collecting recipes for a cookbook to be added to the tote bags. 2000 tote bags will be stuffed and given to attendees. Anyone with items for the tote bags needs to let Committee members know what the items are and approximate quantity. Items should be turned in no later than the Spring Institute. Any volunteers who have not received a T-shirt should contact Diann Warner.

Program

Our program was presented by Carolyn Collings and Sandra File, Local Records Archivists, and Lisa Fox, Senior Conservator, Missouri State Archives.

Carolyn Collings spoke about the different grants available regarding records retention and the application process and various deadlines that will have to be met.

Lisa Fox spoke about the actual care and handling of documents. She explained the various hazards and pitfalls to be avoided when storing and handling documents and outlined the preferred methods to be followed.

Adjournment

Gary Millard motioned and Phyllis Powell seconded to adjourn the meeting. The motion passed.

Minutes of Regular Meeting
MO City Clerks and Finance Officers Association
Central Missouri Chapter

November 16, 2000
10:00 AM
Columbia, Missouri

Refreshments were served and 3 door prizes were presented. Lunch followed at the Boone Tavern.

Respectfully submitted,
Becky Dolby, Secretary