

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

**February 20, 2003
10:00 AM
Boonville, MO**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held February 20, 2003 in Boonville, Missouri. The following members and visitors were present:

Cheri Reisch, Hallsville	Shirley Jenkins, Rocheport
Stephanie Lewis, Glasgow	Eileen Brandes, Cole Camp
Kay Williams, Versailles	Brenda Colter, Camdenton
Sharon Hammer, Linn Creek	Kim Justus, Boonville
Colleen Paige, Boonville	Karen Schutz, Vandalia
Stuart Haynes, MML	Dana Tarpenting, Brookfield
Becky Dolby, Eldon	Phyllis Powell, Jefferson City
Donna Barnes, Mexico	Shirley Collins, Sedalia
Barb Stinson, Waynesville	Kathy Colvin, Centralia

Mayor Blanck welcomed our group to Boonville.

Business Meeting:

President Dana Tarpenting called the meeting to order.

Kay Williams moved to approve the minutes of the November 21, 2002 meeting. Motion was seconded by Becky Dolby and the motion passed unanimously.

Treasurer Karen Schutz reported a current balance of \$824.75. Becky Dolby made the motion to accept the treasurer's report with Shirley Collins seconding the motion. The motion passed unanimously.

Old Business:

Discussion was held concerning changing the Central Division meeting day to the 3rd Wednesday instead of the 3rd Thursday. Several members stated the 3rd Wednesday would be more convenient for their cities and no one in attendance had a conflict with the 3rd Wednesday. Kay Williams made the motion to change the meeting day to the 3rd Wednesday with Barb Stinson seconding the motion. The motion passed unanimously. By-laws will need to be changed to reflect the meeting day change as well as changing the quarterly meeting in the by-laws from May to June. Any by-law change requires 30 days written notice. Shirley Collins will take care of any by-law changes. Both changes will be voted upon and take effect at the next meeting which will be the 3rd Wednesday in June.

Committee Reports:

Membership: Karen Schutz reported there are currently 43 members.

Historian: no report

By-Laws: No report other than what was stated under Old Business.

Programs: The State Treasurer's Office will give a program on Unclaimed Property.

New Business:

President's Business: Dana Tarpenting thanked Kim Justus and Colleen Paige for their Boonville hospitality including the gift bags (Each member present had received a little gift bag from the City of Boonville). Dana also presented Vice President Becky Dolby and Treasurer Karen Schutz with thank you gifts for their past service. Elizebeth Wilbanks, Secretary, will be presented her gift at a later date since she was unable to attend. Dana also thanked her committee members for their work the past year.

Dana reminded members that applications for scholarships for the new clerk meetings to be held in June are available from Becky Dolby.

Dana also reminded everyone to pay their dues. Division dues must be paid current in order for the member to attend the Spring Insitute next month, March 16th to March 20th.

20th Anniversary Committee: Kay Williams will chair the committee with the following charter members serving on the committee: Shirley Collins, Donna Barnes, and Brenda Colter. Kay will review the scrap book to see what other members were charter members. Kay Williams would like to host the meeting in November to celebrate the anniversary. Discussion was held concerning purchasing a keepsake item for each division member for the 20th anniversary. It was suggested the committee get prices and list of possible items for the anniversary award to present at the next meeting for a vote. It was also decided to have the committee plan the celebration.

Discussion was held concerning increase the dues with Donna Barnes making the motion to increase the division dues from \$6.50 to \$10.00. Kay Williams seconded the motion. The motion passed unanimously. The \$10.00 dues are due now and should be submitted to Eileen Brandes, Cole Camp.

Becky Purley from Bethany (Northwest Division) has contacted Dana concerning the 2004 hospitality room for the MOCCFOA meeting. The Northwest and Central Divisions will share hostess responsibilities in 2004. Kay Williams volunteered to serve on this committee along with Dana Tarpenting and Toni from Marceline.

Cheri Reisch gave a brief summary of the Region 7 meeting held last month in St. Charles. Several from the Central Division attended.

Announcement of Scholarship Recipient: Cheri Reisch received two applications for the Central Division scholarship for the MOCCFOA Spring Institute: Barb Faulkner from Lincoln and Barb Stinson from Waynesville. Barb Faulkner was the recipient of a state scholarship so the Central Division scholarship will go to Barb Stinson.

The nominating committee presented the following for slate of officers for 2003-2004:

President – Becky Dolby, Eldon
Vice President – Karen Schutz, Vandalia
Treasurer – Eileen Brandes, Cole Camp
Secretary – Kathy Colvin, Centralia

Kay Williams made the motion to accept the slate of officers as presented for the 2003-2004. Barb Stinson seconded the motion. Motion passed unanimously.

Meeting Locations for next year will be:

June – Cole Camp
August – Hallsville
November – Versailles
February - Boonville

Program:

Becky Dolby introduced Lisa Wehmeyer and Karl Funk, both with the Missouri State Treasurer's Office. Lisa , a CPA and audit manager for the Division of Unclaimed Property, presented the program on Unclaimed Property. Unclaimed property is defined as funds or intangible property held or owing in the ordinary course of business that have been unclaimed by the owner for a certain number of years. The State of Missouri requires all unclaimed property be remitted to the state when the owners of the property cannot be found. The property for local governments is considered abandoned three years after it becomes payable or distributable. Local governments must then report the abandoned property to the State of Missouri as well as turn over these assets to the State. For local governments this property will include deposits held for utilities, amounts owed to supplies/vendors, and payroll checks. Each city must make attempt to locate the owner of the property prior to reporting the property to the state as abandoned. Ms. Wehmeyer stated this could include mailing notification to the last known address of the owner. The notice should be sent first class mail within twelve months prior to reporting the property to the state as abandoned. The cut-off date for each year's reporting is June 30th with the report due to the state by

November 1st. Once the property is reported and turned over to the State, then the state treasurer's office becomes responsible for finding the rightful owner to the property.

Ms. Wehmeyer stated the unclaimed property staff is available, at the request of Cities, to review the city's records, complete the report and bring the city into compliance with the unclaimed property state statute as well as assist in setting up a system to track and report future abandoned property. This service is offered free of charge by their office. To be in compliance, a city must look back to July 1, 1989 and report and remit property that has been abandoned since that time. For more information, cities may contact the State Treasurer's Office at 573/751-0840 or write to P O Box 1272, Jefferson City, MO 65102 or email at: ucp@mail.sto.state.mo.us. Their web site is located at: www.showmemoney.com

Karl Funk, Compliance Auditor with the State Treasurer's Office, had a laptop available for anyone wishing to view the unclaimed property web site.

After the program, the group had lunch at the Isle of Capri Casino in the Calypso Buffet.

Respectfully submitted,

Kathy Colvin, Acting Secretary

Notice:

In order to be eligible for the Central Division 20th anniversary award, your dues must be paid by the June meeting. Please send your \$10.00 dues to Eileen Brandes, P O Box 36, Cole Camp, MO 65325.

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

**June 18, 2003
10:00 AM
Cole Camp, MO**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held June 18, 2003 in Cole Camp, Missouri. The following members and visitors were present:

Stephanie Lewis, Glasgow	Eileen Brandes, Cole Camp
Kay Williams, Versailles	Karen Schutz, Vandalia
Dana Tarpenting, Brookfield	Becky Dolby, Eldon
Phyllis Powell, Jefferson City	Donna Barnes, Mexico
Barb Stinson, Waynesville	Debbie Guthrie, Eldon
Diann Warner, Osage Beach	Brenda Colter, Camdenton
Jennifer Schmidt, Tipton	Dorothy Rowden, Tipton
Barb Faulconer, Lincoln	Kathy Colvin, Centralia
Shirley Cash, Cole Camp Alderman	

Mayor Harris welcomed our group to Cole Camp and gave a brief history of the city.

Business Meeting:

President Becky Dolby called the meeting to order.

Barb Stinson moved to approve the minutes of the February 20, 2003 meeting. Motion was seconded by Kay Williams and the motion passed unanimously.

Treasurer Eileen Brandes reported a current balance of \$798.12. Diann Warner made the motion to accept the treasurer's report with Brenda Colter seconding the motion. The motion passed unanimously.

Old Business: None.

Committee Reports:

Membership: Eileen Brandes reported there are currently 53 members.

Historian: no report

By-Laws: No report but will vote on proposed changes to by-laws later.

Program: No report but Karen Schutz would like to hear from anyone with any program suggestions.

20th Anniversary: Kay Williams had chosen several items for members to vote on for the 20th anniversary of our division for a keepsake for those who have paid their dues by this meeting. The items were as follows: a square shaped crystal dish for \$10.00 each, a miniature clock displayed in a clear stand for \$19.00 each, and three styles of business card holders varying in price from \$12 to \$14. Each member's name would be on the 20th anniversary label to be attached to the item. Charter members would have that additional distinction on the label. Members reviewed the items with Donna Barnes making the motion to purchase the \$10.00 crystal box as the anniversary keepsake. Brenda Colter seconded the motion. The anniversary celebration will be held in Versailles at the November meeting.

Hospitality Room: Dana Tarpenting reported on the 2004 hospitality room. She has been in contact with the clerk from Tarkio and their group has met. They have tentatively discussed an "Island Casino" theme but would like two rooms – one for the "casino" and one for bingo with a 10 p.m. closing time. They have also discussed having two higher dollar items (\$100 to \$150) to auction off each night. Barb Stinson stated the clerk's group would have access to the same two rooms as this past year. The 2004 MOCCFOA meeting will start on Tuesday with the Advanced Academy to be held on Monday so would only have hospitality room for Tuesday night and Wednesday night after the banquet. At the Spring Institute, Becky

Dolby spoke with Janice Hatcher with the Northwest Group to see if the groups could meet briefly at the MML meeting this fall. Donna Barnes suggested everyone go back to their communities to see if any businesses would be willing to donate large items for the hospitality room.

Correspondence: Kathy Colvin read thank-you notes from Barb Stinson for the flowers she received for her installation as president of MOCCFOA and from Cheri Reisch for the plant she received upon her mother's death in March.

Barb Stinson reported that Tana Mitschele of Richland had surgery in March and was doing fine.

New Business:

Proposed Constitutional By-Law Changes:

The proposed changes to the Constitution By-Laws were discussed and the proposed changes (**bolded**) are as follows:

Article IV – Dues

Annual dues payable by the February meeting shall be \$6.50 (**\$10.00**) for active and \$5.00 for associate membership and \$10.00 for sustaining membership. Any member may be suspended from the organization for delinquency in payment of dues, after six months, upon written notice.

Article VI - Meetings

Section 3. The organization shall hold not less than four meetings per year on the third Thursday (**Wednesday**) in February, May (**June**), August and November, (Please note: May should be June)

Becky Dolby read the proposed changes to all members present. Donna Barnes made the motion to increase the active membership dues to \$10.00. Barb Stinson seconded the motion and the motion passed unanimously.

Donna Barnes made the motion to approve the changes in article VI to change the meeting days to Wednesday and officially change the May meeting month to June. Diann Warner seconded the motion and the motion passed unanimously.

Program:

Since our scheduled speaker had not arrived, Shirley Cash gave additional information about Cole Camp's German heritage and how the city received its name. Shirley is an alderman and former owner of the Handel Haus restaurant in Cole Camp. Included in each of our "goody" bags was a paper cutting that Shirley had created as well as a cookie cutter in the shape of the Cole Camp water tower and recipe book. She started creating the German craft of paper cutting when she ran the restaurant. Shirley along with another lady from El Dorado Springs cut out approximately 400 paper cuttings for a Christmas tree that has been on display at the Smithsonian. The tree and paper decorations are owned by the Smithsonian and are stored there. The tree has been on display at the governor's mansion in the past. Shirley also is a member of a national cookie cutter's organization. The Germans were the first to start the steel mills in the United States. Paper was made from rags and the Germans had the technology for this process.

Barb Faulconer introduced Dr. Doug Strauss, Professor and Department Chair at the State Fair Community College in Sedalia. Dr. Strauss presented a program on "Memory". Dr. Strauss stated there are three ways we use our memory: 1) encoding, 2) storage, and 3) retrieval. Encoding consists of taking in the information directly. Encoding may have interference due to distractions going on around you or things that you may be thinking. All the interference can affect your memory. Three suggestions to help with our memory process are 1) to focus and concentrate, 2) writing things down, and 3) relieving anxiety.

Motion to adjourn the meeting was made by Brenda Colter and seconded by Donna Barnes. The motion passed unanimously and the group adjourned to have lunch at the Handel Haus.

Respectfully submitted,

Kathy Colvin, Secretary

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

**August 20, 2003
10:00 a.m.
Hallsville, MO**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held August 20, 2003, in Hallsville, Missouri. The following members and visitors were present:

Stephanie Lewis, Glasgow	Cheri Reisch, Hallsville	Shirley Collins, Sedalia
Becky Dolby, Eldon	Phyllis Powell, Jefferson City	Eileen Brandes, Cole Camp
Dana Tarpening, Brookfield	Toni Jacobs, Marceline	Donna Barnes, Mexico
Karen Schutz, Vandalia	Jean Richards, Sturgeon	Carolyn Collings, Local Records
Stuart Haynes, MML		

City Administrator Pete Herring welcomed the group to Hallsville. Refreshments were served. Dana Tarpening won a gift basket door prize from Addiejane Original's.

Business Meeting:

President Becky Dolby called the meeting to order.

Donna Barnes moved to approve the Minutes of June 18, 2003, second by Shirley Collins with the vote unanimous.

Treasurer Eileen Brandes reported a current balance of \$792.82 with 53 paid members. Karen Shutz moved to accept the Treasurer's report, second by Donna Barnes with the vote unanimous.

New Business: Secretary Kathy Colvin sent a thank you for the flowers for her recent surgery. Barb Stinson, Waynesville and current President of MoCCFOA received her MMC.

20th Anniversary: After discussing the 20th Anniversary keepsake, Donna Barnes moved to approve the reimbursement of Kay Williams for the purchase of the gifts at a total cost of \$550, second by Phyllis Powell with the vote unanimous.

Hospitality Room: Dana Tarpening gave a report on the 2004 hospitality room at the Spring Institute being held in Columbia March 23rd-25th. The Master Academy will be on Monday 3/22. She met with the Northwest Division on June 29th in Cameron to discuss ideas. The theme will be an Isle Casino with bingo and Island Casino games on Monday and Tuesday night, banquet on Wednesday and an auction on Thursday night. The room will be open from 7 pm-10 pm. It was suggested to have a trip for 2 to Las Vegas as a grand prize that could possibly be paid for by doing a silent auction. Hat was passed around for donations to the treasury to help offset the cost for whatever the major door prize will be.

Program: Stuart Haynes of Missouri Municipal League spoke to the group about the mission of their organization to serve municipalities. They are made up of a Board of Directors who lobby and speak as a unified voice. They offer various resources through their web site, magazine and newsletters, etc. Some topics discussed were the new liquor law changes and how to write a media release. Carolyn Collings explained to the group of the Local Records grant and resource programs that the Secretary of State's office offers. Each city clerk then gave a description of news or events going on or upcoming in their respective communities.

There being no further business, Donna Barnes moved to adjourn, second by Shirley Collins with the vote unanimous. The group had lunch at the Hudson Street Tea Room.

Cheri T. Reisch, Acting Secretary

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

**November 19, 2003
10:00 AM
Versailles, MO**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held November 20, 2003 in Versailles, Missouri. The following members and visitors were present:

Stephanie Lewis, Glasgow	Eileen Brandes, Cole Camp
Kay Williams, Versailles	Karen Schutz, Vandalia
Dana Tarpening, Brookfield	Becky Dolby, Eldon
Phyllis Powell, Jefferson City	Donna Barnes, Mexico
Barb Stinson, Waynesville	Mary Reed, Eldon
Brenda Colter, Camdenton	Shirley Jenkins, Rocheport
Jennifer Schmidt, Tipton	Claudia Burris, Tipton (former clerk)
Barb Faulconer, Lincoln	Connie Stadler, Sunrise Beach
Sharon Hammer, Linn Creek	Shirley Collins, Sedalia
Pat Cunningham, New Franklin	Stuart Haynes, MML
Florence Tucker, Versailles	Jeanie McGinnis, Versailles
Elizebeth Wilbanks, Stover	Kathy Colvin, Centralia

Mayor Russell Sharp welcomed our group to Versailles.

Business Meeting:

President Becky Dolby called the meeting to order.

Donna Barnes moved to approve the minutes of the August 20, 2003 meeting. Motion was seconded by Shirley Collins and the motion passed unanimously.

Treasurer Eileen Brandes reported a current balance of \$279.85. Barb Stinson made the motion to accept the treasurer's report with Barb Faulkner seconding the motion. The motion passed unanimously.

Old Business: None.

Committee Reports:

Membership: Eileen Brandes reported there are currently 54 paid members.

Historian: No report

By-Laws: No report

Program: 20th anniversary celebration.

Becky Dolby thanked Kay Williams and Shirley Collins for their hard work in planning the anniversary celebration. Shirley briefly reviewed the past 20-year history of the Central Division with a flyer she had prepared. The flyer included a list of the 15 attendees at the first organization meeting on February 17, 1983 as well as reviewing membership requirements and the division's purpose. The 2003 current membership was listed on the back of the flyer. A square crystal dish was given for a 20th anniversary keepsake to eligible members. The dish was labeled with the Division's name as well as the clerk's name and anniversary years of 1983-2003.

New Business:

Barb Stinson reported that the Region VII meeting will be held December 4th through 6th in Wichita, Kansas. Applications for the Missouri Registered Clerk are due into Jim Kaatz by January 1st. The spring institute scholarship applications should be submitted to Chairman Marty DeMay of Chesterfield by December 31st. Becky Dolby and Kathy Colvin are both serving on the scholarship committee.

Shirley Collins has received applications from Janet Kirtley for anyone interested in serving as an officer for MOCCFOA.

President Becky Dolby asked for volunteers to serve on the nominating committee and they will be as follows:

Becky Dolby
Barb Faulkner
Brenda Coulter
Shirley Collins

Donna Barnes read a note of congratulations from Springfield City Clerk Brenda Cirrin on our 20th anniversary. Brenda was formerly a member of the Central group when she was city clerk of Jefferson City.

Dana Tarpenting reported on the plans for the hospitality room for the spring institute. Dana has met with members of the Northwest group. Originally it was planned to have a grand prize for a trip to Las Vegas but it has been determined to be too expensive. They are now looking at the costs for a Isle of Capri package at Booneville.

Barb Stinson reminded everyone of the spring institute schedule change. The institute will begin on Monday (March 22nd) instead of Sunday. The master academy will be held on Monday with the regular sessions beginning on Tuesday and ending on Thursday.

Motion to adjourn the meeting was made by Phyllis Powell and seconded by Shirley Jenkins. The motion passed unanimously and the group adjourned to have the 20th anniversary celebration luncheon and tour the local shops for door prizes. Silent auction items were available at the back of the room for all members to submit their bid and winners would be announced after the luncheon.

After the meeting, Phyllis Powell asked if the Central organization would like to have a web page that she would be willing to create and maintain. To discuss this subject further, Donna Barnes made the motion to reconvene the meeting with the motion seconded by Brenda Colter and the motion passed unanimously.

Dana Tarpenting made the motion for Phyllis Powell to create and maintain a web site for the Central Division with an approximate cost of \$50 per year. The motion was seconded by Stephanie Lewis and the motion passed unanimously.

Discussion was held concerning the name of the web page with Dana Tarpenting making the motion to name the web page "centralmocityclerks". Donna Barnes seconded the motion and the motion passed unanimously.

Phyllis Powell made the motion to adjourn the reconvened meeting. Shirley Collins seconded the motion and the motion passed unanimously.

Respectfully submitted,

Kathy Colvin, Secretary

Kay Williams had arranged for lunch to be catered at city hall with dessert to be served at the Shady Gables tea room. After the business meeting adjourned and lunch was served, everyone enjoyed a tour of five local shops in Versailles. There were a total of 17 door prizes available at the five shops for lucky members. Kay had given everyone a numbered ticket that they would match up with the door prize at the business. Everyone had fun searching for the door prize enjoyed dessert at the tea room. Several members wore hats provided by the tea room.

\$287.10 was made from the silent auction!