

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

**February 18, 2004
10:00 AM
Boonville, MO**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held February 18, 2004 in Boonville. The following members and visitors were present:

Eileen Brandes, Cole Camp
Dana Tarpenting, Brookfield
Donna Barnes, Mexico
Shirley Collins, Sedalia
Tana Mitschle, Richland
Cheri Reisch, Hallsville
Kathy Colvin, Centralia

Kay Williams, Versailles
Becky Dolby, Eldon
Barb Stinson, Waynesville
Sharon Hammer, Linn Creek
Beth Faught, Bevier
Kim Justus, Boonville

Karen Schutz, Vandalia
Barb Faulconer, Lincoln
Mary Reed, Eldon
Pat Cunningham, New Franklin
Toni Jacobs, Bevier
Karen Schutz, Vandalia

Mayor Danielle Blank welcomed our group to Boonville.

Business Meeting:

President Becky Dolby called the meeting to order.

Approval of November 19th minutes: Carol Kehoe, Moberly and Brenda Colter, Camdenton were in attendance at the November 19th meeting and the minutes should be corrected to reflect that. Donna Barnes moved to approve the minutes of the November 19th meeting as corrected. Motion was seconded by Shirley Collins and the motion passed unanimously.

Treasurer Eileen Brandes reported a current balance of \$1,037.00. An invoice of \$25.00 to reimburse Kay Williams for expenses is not reflected in the current balance. Kay Williams made the motion to accept the treasurer's report with Barb Stinson seconding the motion. The motion passed unanimously.

Old Business: None.

Committee Reports:

Membership: Eileen Brandes reported there are currently 50 paid members.

Historian: No report but please submit any news articles, etc. to Kathy Colvin.

By-Laws: No report

Program: Round table discussion concerning certification for CMC, MMC, MRCC and MPCC.

New Business:

Election of 2004 Officers: Nominating committee members were: Shirley Collins, Brenda Colter, Becky Dolby and Barb Faulkner. Barb Faulkner withdrew from the committee to be considered for nomination as secretary. The nominating committee presented the following slate of officers for 2004-2005:

President – Karen Schutz, Vandalia
Vice President – Kathy Colvin, Centralia
Treasurer – Eileen Brandes, Cole Camp
Secretary – Barb Faulkner, Lincoln

Kay Williams made the motion to accept the proposed slate of officers for 2004-2005. Motion was seconded by Cheri Reisch. The motion passed unanimously

Election of Division Director: Shirley Collins made the motion to approve the appointment of Kay Williams as the Division Director. Donna Barnes seconded the motion. The motion passed unanimously

Web Page: Phyllis Powell has been working on the Central Division web page and it can be seen at www.centralmocityclerks.org. Phyllis has done a wonderful job putting the web page together. Everyone is encouraged to send their city's web page address to Phyllis so she can link it from the division's web site. Phyllis would also appreciate any pictures and other information for the web site. New secretary, Barb Faulkner was asked to send a thank-you note to Phyllis for all of her hard work.

Division Invitation: President Becky Dolby had received a fax from Mickey Streeter, co-chairman of the membership committee for the Spring Institute. Mickey had sent a copy of an invitation that the Western Division had left at the membership table for new attendees last year. The membership committee handed out the invitation for the new attendees that would be located in the Western Division. Then a member of the Western Division would stop by the registration table to see who had registered that was located in their division. Someone from the Western Division would then seek out the potential new member to contact them in person. Copies of the letter and invitation had been mailed to all Central's members in their meeting packet for them to review.

Discussion was held concerning the invitation as well as ideas for the mentoring committee. Several Central Division members are on the mentoring committee and Kathy Colvin is chair of that committee. Beth Faught from Bevier was a new attendee at last year's Spring Institute and offered several suggestions. Beth said it would have been very helpful had she received information prior to the spring institute about the hospitality room and the planned meal on Tuesday night with the mentoring committee members. Donna Barnes offered to compose a letter for the mentoring committee to send out to the new attendees prior to the meeting. Kathy Colvin will work on the invitation to leave at the membership table. Kathy will ask for a list of all new attendees along with their mailing address and email address. Kathy will email and mail the mentoring committee letter to all new attendees. Beth Faught stated leis could be given to the new attendees from the hospitality room to let everyone know they are new attendees so everyone will be sure to make them feel welcome. Barb Stinson will ask Jim Kaatz about the "new member" ribbons that have been attached in past years to new attendees' nametags.

Kathy Colvin suggested that meeting packets for the Division meetings be emailed to all members that use their email and only mail the ones that do not have email or do not use their email on a regular basis. This would save on postage costs for the division secretary's city. Kathy Colvin also suggested that a complete list of all potential members for the Central Division be compiled including mailing and email addresses. Correspondence could then be mailed by regular mail or email to those potential members on a regular basis. Currently only paid members are receiving the correspondence. The web site can also be used as a tool for new members. Everyone present was in favor of this idea. Kay Williams volunteered to work on compiling this list.

Hospitality Room: Hospitality room committee members: Toni Jacobs, Beth Faught and Dana Tarpening, met in Cameron on January 15th with the Northwest committee members to finalize plans for the Spring Insitutue. The schedule is as follows:

Bar - Sunday and Monday – Dale Barstow
Tuesday and Wednesday - Mike Sullivan

Room set-up – 7 p.m. Sunday night for anyone that can help

Monday night – Central Division
Tuesday night – Northwest Division
Wednesday night – both groups will work and clean up.

Central Division is purchasing the soda and snacks. Dana will purchase the needed items at Sam's on Sunday and the Northwest Division will reimburse half of the expense. Everyone is asked to wear a bright colored T-shirt. The committee has purchased a dozen grass skirts and a couple of coconut bras for anyone willing to model them. Northwest division has ordered all the decorations and Central Division will reimburse half of that cost. Northwest and Central Division will both supply one large item each to give away with the cost not to exceed \$200. Must be present to win. Kay Williams made the motion that the Central Division's big prize would be \$200 in cash. Motion was seconded by Donna Barnes. The motion passed unanimously

Meeting Locations for next year:

June – Lincoln
August – Sedalia
November – Hallsville
February – Boonville

Program:

Shirley Collins, Donna Barnes, and Barb Stinson reviewed requirements for CMC, MMC, MRCC, and MPCC. CMC stands for Certified Municipal Clerk and MMC is Master Municipal Clerk. Both of these certifications are available through IIMC (International Institute of Municipal Clerks). You must be a member of IIMC for three years before you can become eligible to apply for certification. The CMC certification is the first level. After achieving CMC you work toward your MMC certification. MRCC (Missouri Registered City Clerk) and MPCC (Missouri Professional City Clerk) is the Missouri certification program and you must have a two-year membership in MOCCFOA to be eligible to apply. Once you obtain your MRCC then you can work toward your MPCC certification. Once MPCC is attained then you are required to have continuing education to sustain your certification. You will submit copies of all the documents showing your CUE credits plus your 100 hour certificates along with your application. IIMC for the CMC/MMC certification will review your documents and let you know of anything additional you will need. Jim Kaatz will review the MRCC/MPCC applications. Division meetings, offices held in division or state level, etc can be counted toward the certification. Also, any additional continuing education for court and other job related training can also be included. It is not necessary to apply for both the IIMC certification as well as the state. The state program was started to increase the professionalism of the city clerk and to assist the rural city clerks to obtain their certification more easily. IIMC has been leaning toward the requirement of a college degree to obtain their certification in the future. New clerks joining for the first time are required to attend the new clerk sessions to obtain their MRCC certificate. Everyone was encouraged to check their hours at the Spring Institute to be sure what they have listed is accurate for you. Shirley Collins has applications available for anyone wishing to apply for any of the certifications.

Motion to adjourn the meeting was made by Donna Barnes and seconded by Shirley Collins. The motion passed unanimously and the group adjourned for lunch at the Calypso Buffet at the Isle of Capri.

Respectfully submitted,

Kathy Colvin, Secretary

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

**June 16, 2004
10:00 AM
Lincoln, MO**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held June 16, 2004 in Lincoln. The following members and visitors were present:

Eileen Brandes, Cole Camp; Kay Williams, Versailles; Karen Schutz, Vandalia; Dana Tarpening, Brookfield; Becky Dolby, Eldon; Barb Faulconer, Lincoln; Donna Barnes, Mexico; Stephanie Lewis, Glasgow; Diann Warner, Osage Beach; Jennifer Schmidt, Tipton; Beth Faught, Bevier; Toni Jacobs, Marceline; Brenda Colter, Camdenton; Phyllis Powell, Jefferson City; Shirley Jenkins, Rocheport; Glen and Cathie Nelson, Lincoln.

Mayor Glen Nelson welcomed our group to Lincoln.

Business Meeting:

President Karen Schutz called the meeting to order.

Approval of February 18th minutes: Changes to the minutes of the February 18 meeting minutes were to amend the attendance to delete the double entry of Karen Schutz and change Toni Jacobs as being from the town of Marceline. A motion to accept the minutes as amended was made by Donna Barnes and seconded by Brenda Colter. The motion passed with those present voting Aye.

Treasurer's Report: Treasurer Eileen Brandes reported a current balance of \$1,057.25. A motion to accept the treasurer's report was made by Becky Dolby and seconded by Beth Faught. The motion passed unanimously.

Old Business: Those present felt the spring institute had been a success. Dana, Tony, and Beth were thanked for their hard work in organizing the hospitality room.

After some discussion, it was decided to plan a fun day at the Lake of the Ozarks for the next meeting. Karen Schutz appointed Diann Warner, Becky Dolby, and Brenda Colter to a committee to make the plans and reservations for the event.

Committee Reports:

Membership: Eileen Brandes reported there are 54 active members.

Historian: No report.

By-Laws: With the retirement of Shirley Collins, a chairperson was needed for this committee. Becky Dolby volunteered to chair the committee.

Program: Barb Faulconer reported Kathy Colvin had requested suggestions for future programs. It was suggested to have a program on the Sunshine Laws and Ethics.

New Business: Beth Faught stated she had not been receiving agendas for the division meetings. Also, agendas need to be sent to Shirley Collins at her home.

Shirley Powell informed the clerks there is to be an E-Government Technology Seminar in Jefferson City. Further information is available on the Central Division web site.

Program: A circle discussion was held on topics helpful in organizing city clerks' duties, projects of the city and the city offices in general. Templates for minutes, agendas and ordinances, P&Z meeting notices and checklists, checklists for projects, and ordinance indexing were the main topics discussed. It was the concurrence of the group, that Beth Faught of Bevier needs a council willing to move her office into the age of technology. The meeting was temporarily adjourned to eat a

garden buffet served in the Lincoln Community Building by the First Lady of Lincoln, Cathie Nelson. Further discussion on ways to organize the paper work related to capital improvement projects and payment of overtime took place after lunch.

A motion to adjourn the meeting was made by Phyllis Powell and seconded by Becky Dolby. The motion passed unanimously and the group adjourned at 2:00 P.M.

Respectfully submitted,

Barb Faulconer, Secretary

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

**August 18, 2004
10:00 AM
Lake Ozark, MO**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held August 18, 2004 at Willmore Lodge, Lake of the Ozarks. The following members and visitors were present:

Barb Stinson, Waynesville; Toni Wright, Waynesville; Kay Williams, Versailles; Karen Schutz, Vandalia; Dana Tarpenting, Brookfield; Shirley Collins, Sedalia; Mary Rud, Eldon; Rachel Kelley, Lake Ozark; Alan Bailey, Mo. Consolidated Health Care; Connie Stadler, Sunrise Beach; Sharron Hammer, Linn Creek; Becky Dolby, Eldon; Barb Faulconer, Lincoln; Donna Barnes, Mexico; Diann Warner, Osage Beach; Beth Faught, Bevier; Toni Jacobs, Marceline; Phyllis Powell, Jefferson City.

Business Meeting:

President Karen Schutz called the meeting to order. Karen Schutz thanked Diann Warner, Becky Dolby and Brenda Colter for organizing the day's meeting and outing.

Diann Warner introduced Alan Bailey with Mo. Consolidated Health Care.

Approval of June 16th minutes: A change to the minutes of the June 16 meeting was under new business to amend the name of Shirley Powell to Phyllis Powell. A motion to accept the minutes as amended was made by Phyllis Powell and seconded by Becky Dolby. The motion passed with those present voting Aye.

Treasurer's Report: The treasurer's report sent by Eileen Brandes reported a current balance of \$1,033.35 with 54 active members. A motion to accept the treasurer's report was made by Kay Williams and seconded by Diann Warner. The motion passed unanimously.

Old Business: A motion for the Central Division Treasury to pay \$15.00 per person for the cruise to be taken later in the day was made by Diann Warner and seconded by Becky Dolby. The motion passed with each person present voting aye.

The sustaining status of members who retire was discussed. A motion to allow retiring members to retain life membership was made by Kay Williams and seconded by Connie Stadler. Further discussion resulted in a decision that such policy would need to be placed in the by-laws. Kay Williams withdrew the motion as well as Connie Stadler withdrawing the second on the motion. Becky Dolby stated she would research the by-laws and have any necessary amendments ready for the November 17th meeting.

Committee Reports:

Membership: No report.

Historian: No report.

By-Laws: No report.

Program: It was suggested to have programs on planning and zoning, the Sunshine Laws and Ethics, and Alan Bailey offered to do an employee health benefit program. Discussion of codification of codes ensued.

New Business: It was noted that Carolyn Laswell's brother had passed away.

Rachel Kelley gave a "Thank You" for the support she received during the death of her grandson.

Program: A group discussion was held on the following topics: problems with skate boards and four wheelers on city property and streets; destruction of property in the city parks; problems with paint ball gun use; organizational information for city council meetings and city curfews along with problems of being short handed and dealing with mayors and councils when several employees quit in a short period of time as well as the legal issues surrounding some of the problems.

A motion to adjourn the meeting was made by Becky Dolby and seconded by Beth Faught. The motion passed unanimously and the group adjourned at 11:20 A.M.

The group adjourned and went to Kirkwood Lodge where they boarded the cruiser "Celebration" for a noon luncheon and cruise on Lake of the Ozarks.

Respectfully submitted,

Barb Faulconer, Secretary

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

**November 17, 2004
10:00 AM
Hallsville, MO**

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held November 17, 2004 in Hallsville. The following members and visitors were present:

Toni Jacobs, Marceline; Karen Schutz, Vandalia; Barb Faulconer, Lincoln; Donna Barnes, Mexico; Diann Warner, Osage Beach; Phyllis Powell, Jefferson City; Cheri Reisch, Hallsville; Kathy Colvin, Centralia; Darla Sapp, Ashland; Eileen Brandes, Cole Camp; Connie Hill, Cole Camp; Jean Richards, Sturgeon; Brenda Colter, Camdenton; Stuart Haynes with MML, and James Klahr with the Mo. Attorney General's Office.

Cheri Reisch welcomed the group to Hallsville and shared her town's major accomplishments during the past year with those present.

Business Meeting:

President Karen Schutz called the meeting to order.

Approval of August 18th minutes: A motion to accept the minutes of the August 18, 2004 meeting was made by Donna Barnes and seconded by Brenda Colter. The motion passed with those present voting Aye.

Treasurer's Report: The treasurer's report presented by Eileen Brandes reported a current balance of \$803.35 with 56 active members. A motion to accept the treasurer's report was made by Donna Barnes and seconded by Brenda Colter. The motion passed unanimously.

Old Business: There was no old business.

Committee Reports:

Membership: No report.

Historian: Kathy Colvin asked for pictures of recent activities.

By-Laws: President Karen Schutz presented an amendment to the Central Mo. City Clerks and Finance Officers Association By-Laws. The proposed amendment read as follows with the changes in bold print:

Article III – Section 3: Life membership may be held by municipal clerks and finance officers who served in that capacity at least ten (10) years and held active membership at the time of their retirement from their respective municipalities. Life members may serve on committees, make motions, and vote.

Article IV – No annual dues shall be assessed for life-membership.

A motion to adopt the above mentioned amendments was made by Phyllis Powell and seconded by Kathy Colvin. The motion passed with each member present voting Aye.

The question was raised as to whether or not associate membership dues had been raised to \$10.00. A definite answer will be given at the February meeting.

Program – no report.

New Business:

MoCCFOA Report: The members were presented with a report on the goals for Mo. City Clerks and Finance Officers Association.

Phoebe Cameron had made a request for volunteers to serve on the different goal committees. Some member expressed interest, but wanted more information on the duties involved with volunteering.

Nominating Committee: Phyllis Powell, Karen Schutz, and Diane Warner volunteered to serve on the nominating committee for 2005-06 slate of officers.

Scholarship to Spring Institute: A motion to pay the registration fee and half of the motel room for a scholarship to Spring Institute was made by Donna Barnes and seconded by Barb Faulconer. The motion passed with all members present voting aye. Cheri Reisch and Kathy Colvin agreed to serve on the selection committee. All applications need to be submitted by January 15, 2005.

Program: James Klahr with the Missouri Attorney General's office presented the program on updates to the Missouri Sunshine Laws.

The group adjourned and went to Hudson Street Tea Room for lunch.

Respectfully submitted,

Barb Faulconer, Secretary