

Central Division
Missouri City Clerks and Finance Officers
June 15, 2005
Centralia City Hall
10:00 A.M.
Minutes

Those Present: Beth Faught – Bevier; Becky Dolby – Eldon; Toni Jacobs – Marceline; Donna Barnes – Mexico; Cheri Reisch – Hallsville; Karen Schutz – Vandalia; Eileen Brandes – Cole Camp; Barb Johnson – Lincoln; and guests Cary Sayre and Kim Gerlach with Allstate Consultants were present at the meeting.

Kathy Colvin welcomed the group to her city of Centralia.

Minutes: The minutes of the February meeting had been distributed to the members. A motion to approve the minutes of the above mentioned meeting was made by Becky Dolby and seconded by Donna Barnes. The motion passed with each member present voting Aye.

Treasurer's Report: Toni Jacobs presented the report stating the balance in the treasury being \$1,138.35. A motion to accept the report was made by Beth Faught and seconded by Donna Barnes. The motion passed with each member present voting Aye.

Committee Reports: Membership – Kathy Colvin stated Eileen Brandes, Pat Cunningham and Barb Johnson were willing to serve on a membership committee. It was suggested that cities without web sites be added to the Central Division's web site even though there would be no link for them.

Historian: Kathy Colvin asked if someone else would like to serve as historian. She would like to step down from the position.

By-Laws: Per a request made at the February meeting, Becky Dolby presented a proposed change in the by-laws for associate member's dues to be \$10.00.

By-Law Amendment: A motion to increase dues for associate membership to \$10.00 was made by Donna Barnes and seconded by Eileen Brandes. The motion passed with each member present voting aye.

IIMC Changes: Donna Barnes informed the group there were several changes that were taking place within IIMC and encouraged the clerks to make themselves aware of the changes.

Program: Toni Jacobs introduced Cary Sayre an engineer for Allstate Consultants. Cary presented a program on preparing for state and federal funding. The presentation detailed what should be included in an engineering report as well as types of funding and financial management.

Upon the passage of a motion for adjournment made by Becky Dolby and seconded by Karen Schutz, President Colvin adjourned the meeting.

Submitted by:

Barb Johnson, Vice President

Approved _____

**MINUTES OF THE REGULAR MEETING
CENTRAL DIVISION
MISSOURI CITY CLERKS AND FINANCE OFFICERS ASSOCIATION**

August 17, 2005

The Central Division of the Missouri City Clerks and Finance Officers Association met at 10:00 a.m. on Wednesday, August 17, 2005 at Wilmore Lodge in Lake Ozark, Missouri. The following members were present:

Kathy Colvin	Centralia
Toni Jacobs	Marceline
Barb Johnson	Lincoln
Eileen Brandes	Cole Camp
Tana Mitschele	Richland
Phyllis Powell	Jefferson City
Kay Williams	Versailles
Becky Dolby	Eldon
Mary Reed	Eldon
Beth Faught	Bevier
Diann Warner	Osage Beach
Sharon Hammer	Linn Creek
Brenda Colter	Camdenton

Diann Warner welcomed the group to the Lake.

Minutes. Kay Williams moved to approve the minutes of the meeting held on June 15, 2005. Phyllis Powell seconded the motion which was voted on and unanimously passed.

Nominations for Secretary. There were no nominations, however, Karen Schutz, City Clerk of the City of Vandalia has offered to serve the remaining term as secretary of the Central Division since the resignation of Colleen Paige. Phyllis Powell moved to accept Karen Schutz's offer to serve the remaining term as secretary. Barb Johnson seconded the motion which was voted on and unanimously passed.

Treasurer's Report. Toni Jacobs, Treasurer, reported that the balance as of June 15, 2005 was \$1,138.35. She reported that there are 60 paid members and one lifetime member for 2005. Mary Reed moved to accept the Treasurer's report as presented. Beth Faught seconded the motion which was voted on and unanimously passed.

Old Business. President Kathy Colvin explained that last year the division paid a portion of the cost of the lunch and boat ride for each member. Barb Johnson moved to pay \$10 of the \$25 cost of the lunch and boat ride. Kay Williams seconded the motion which was voted on and unanimously passed.

Membership. Kay Williams moved to invite non members to the November meeting to be held at Camdenton City Hall further, that the division pay for lunch of prospective members. Phyllis Powell seconded the motion which was voted on and unanimously passed.

Historian. No report.

By Laws. No report.

Programs. The next meeting will be held at the new Camdenton City Hall on November 16, 2005. Becky Dolby asked members to bring forms and questions to the next meeting for round table discussion. She also asked those interested in participating in an ornament exchange to bring an ornament to the November meeting. The cost of the ornament should not exceed \$5.00.

Becky Dolby reported that Bob Niffen of Knob Noster would be invited to give his tips on self defense at the February meeting to be held in Jefferson City.

Those members having items for the CCFOA Silent Auction at the MML Conference were asked to drop them off to Becky Dolby at the City of Eldon or to Diann Warner at the City of Osage Beach.

Barb Johnson introduced Linda Myers of the Local Records Division of the Secretary of State's Office who presented an educational program on Records Retention with emphasis on payroll records and organization.

There being no further business to come before the association, the meeting adjourned at 11:40 a.m.

Diann Warner for
Karen Schutz, Secretary

November 16, 2005

The Central Division of the Missouri City Clerks and Finance Officers Association met at 10:00 a.m. on Wednesday, November 16, 2005 at the new City Hall in Camdenton, Missouri. The following members were present:

Kathy Colvin	Centralia	Phyllis Powell	Jefferson City
Barb Johnson	Lincoln	Rachel Kelley	Lake Ozark
Karen Schutz	Vandalia	Sharron Hammer	Linn Creek
Carol Cain	Camdenton	Donna Barnes	Mexico
Brenda Colter	Camdenton	Pat Cunningham	New Franklin
Eileen Brandes	Cole Camp	Diann Warner	Osage Beach
Connie Hill	Cole Camp	Shirley Collins	Sedalia
Becky Dolby	Eldon	Kay Williams	Versailles
Mary Reed	Eldon		

Prospective new members attending were: Jackie Knapp from Stoutland, Laina Starnes from Lebanon, and Louise Willis from Macks Creek.

Mayor Kerry Shannon and City Administrator Elmer Meyer welcomed the group to Camdenton.

Minutes. Kay Williams moved to approve the minutes of the meeting held on August 17, 2005. Becky Dolby seconded the motion which was unanimously passed.

Treasurer's Report. Toni Jacobs, Treasurer, was not present at the meeting, however Kathy Colvin reported that the balance as of October 31, 2005 was \$1,023.35. She reported that there are 60 paid members and one lifetime member for 2005. Kay Williams moved to accept the Treasurer's report as presented. Donna Barnes seconded the motion which was unanimously passed.

Old Business. There was no Old Business

Membership. Barb Johnson reported that there are 60 active members, and there were 18 invitations sent to prospective members for the meeting today. Barb and Eileen Brandes have been working on this committee.

Barb told the group that she intends to send out "missing you" cards to members who have not been actively attending division meetings.

A motion was made by Kay Williams to send out the cards. The motion was seconded by Diann Warner, and was unanimously approved.

Historian. Kathy Colvin asked if anyone was interested in helping with the scrap book. There were no volunteers.

By Laws. No report.

Programs. The next meeting will be held in February in Jefferson City. Becky Dolby reported that Bob Niffen of Knob Noster would be invited to give his tips on self defense, and if he can attend the

Presidents Business

President Colvin reminded the group that new officers will be elected at the February meeting. At that meeting, those interested in hosting a Division meeting will be asked to sign up.

Program

A round table discussion was held, with information shared to help in problem areas.

Kay Williams presented a game.

The thank you gift was won by Mary Reed of Eldon.

An ornament exchange was enjoyed by all after a tour of the beautiful new Camdenton City Hall.

There being no further business to come before the association, the meeting adjourned at 11:40 a.m.

Karen Schutz, Secretary
Central Division CCFOA