

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

February 15, 2006
 10:00 AM
 Jefferson City, MO

The Central Division of the Missouri City Clerks and Finance Officers Association met at 10:00 a.m. on Wednesday, February 15, 2006 at the Police Training room in Jefferson City, Missouri. The following members were present:

Beth Faught	Bevier	Rachel Kelley	Lake Ozark
Dana Tarpening	Brookfield	Barb Johnson	Lincoln
Kathy Colvin	Centralia	Sharron Hammer	Linn Creek
Brenda Colter	Camdenton	Toni Jacobs	Marceline
Eileen Brandes	Cole Camp	Donna Barnes	Mexico
Connie Hill	Cole Camp	Pat Cunningham	New Franklin
Becky Dolby	Eldon	Nancy Clark	Osage Beach
Mary Reed	Eldon	Diann Warner	Osage Beach
Thomas Laird	Four Seasons	Arlene Silvey	Sedalia
Cheri Reisch	Hallsville	Karen Schutz	Vandalia
Phyllis Powell	Jefferson City	Kay Williams	Versailles

Phyllis Powell welcomed the group to Jefferson City.

President Kathy Colvin called the meeting to order.

Minutes. Cheri Reisch reported that her name was mis-spelled in the November minutes. Kay Williams moved to approve the minutes of the meeting held on November 16, 2006, with the correction of Cheri's name. Becky Dolby seconded the motion which was unanimously passed.

Treasurer's Report. Toni Jacobs, Treasurer, reported that the balance as of February 15, 2006 was \$994.71. She reported that there are 0 paid members and one lifetime member for 2006. Beth Faught moved to accept the Treasurer's report as presented. Connie Hill seconded the motion which was unanimously passed.

Old Business.

Cheri Reisch reported that there were no applications for the Central Division Scholarship for the Spring Conference.

Becky Dolby told the group that she and Mary Reed have been notified that they will not be funded for staying at the conference and will have to find a place to change for the banquet on Wednesday night, but are willing to stay together if allowed the scholarship funds to stay one night.

Cheri Reisch moved that the scholarship funds be awarded to Becky Dolby and Mary Reed. Beth Faught seconded the motion, which carried unanimously.

Membership. Barb Johnson reported that the "missing you" cards to members who have not been actively attending division meetings have not been sent yet, but will be soon.

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

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

By Laws. Becky Dolby stated that there has been nothing submitted for changes in the by-laws.

Programs. No report.

NEW BUSINESS:

Election 2006:

A slate of officers was presented by the committee of President Kathy Colvin, Diann Warner, Becky Dolby and Connie Hill.

Those officers are: Barb Johnson-President
Toni Jacobs-Vice-President
Beth Faught-Secretary
Sharon Hammer-Treasurer

Diann Warner moved to approve the slate of officers. Brenda Colter seconded the motion, which carried unanimously.

Hosts for the next year's meetings are: June-Cole Camp
August-Eldon
November-Lincoln
February-Hallsville

Presidents Business

President Colvin reminded the group that dues are now payable—and anyone wishing to pay today can see Toni Jacobs.

Program

Captain Mike Smith of the Jefferson City Police Department presented a program on Violence in the Workplace.

Following the program, door prizes were awarded.

There being no further business to come before the association, Brenda Colter moved that the meeting be adjourned at 11:50 a.m. Connie Hill seconded the motion, which carried unanimously.

Karen Schutz, Secretary
Central Division CCFOA

Central Division
Missouri City Clerks and Finance Officers
June 21, 2006
Cole Camp City Hall
10:00 A.M.
Minutes

Those Present: Becky Dolby – Eldon; Toni Jacobs – Marceline; Donna Barnes – Mexico; Eileen Brandes – Cole Camp; Barb Johnson – Lincoln; Connie Hill – Cole Camp; Sharron Hammer – Linn Creek; Brenda Colter – Camdenton; Arlene Silvey – Sedalia; Shirley Collins, Retired; Laina Starnes – Lebanon; Kathy Colvin – Centralia; Kay Williams – Versailles; Phyllis Powell – Jefferson City; Pat Cunningham – New Franklin; and guests Mike Perry with Sullivan Publications and Max Allegar and Ronda Headland with Mo. Department of Conservation were present at the meeting.

Storm Walker, Police Chief of Cole Camp welcomed the group to the city of Cole Camp.

Minutes: The minutes of the February 15, 2006 meeting had been distributed to the members. A motion to approve the minutes of the above mentioned meeting was made by Kay Williams and seconded by Phyllis Powell. The motion passed with each member present voting Aye.

Treasurer's Report: Sharon Hammer presented the report stating recent receipts of \$380 and expenditures of \$322.36 left a balance in the treasury of \$1,052.35. A motion to accept the report was made by Becky Dolby and seconded by Connie Hill. The motion passed with each member present voting Aye.

Committee Reports: Membership – Sharron Hammer reported a current membership of 31. The president asked Sharron to send out dues reminders to past year members.

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

By-Laws: Becky Dolby informed the group no by-law requests had been received by her.

Programs: The program for the August meeting is to be arranged by Beth Faught.

Change of August Meeting: Becky Dolby stated the restaurant she had intended to have the clerks to at the August meeting will no longer be serving lunch. Beth Faught offered to have the meeting in Bevier. It was the consensus of the group to move the August meeting to Bevier.

MoCCFOA Retreat: Becky Dolby reported on the MoCCFOA retreat held at the Lodge of the Four Seasons. The retreat was held for the out going and incoming directors and chairpersons to pass on information and discuss upcoming events. Items discussed included the formation of an ad hoc technology committee to update the state web-site, brochures for the association, possible funding for a scholarship preferably for a non-member city clerk to spring conference by pooling the resources of several insurance groups, and the extension of a contract with Mo. State University's Local Government Program.

Technology Ad Hoc Committee: Phyllis Powell further reported that she has been asked to serve on an ad hoc technology committee. She stated they are only in the beginning stage of preparing a "wish list" of things the state organization might like to have included on the state's web site as well as site capabilities. In the future the MoCCFOA may consider whether a Technology Committee needs to become one of the permanent committees.

Miscellaneous: *Parliamentary Procedures*: Barb Johnson reported she and Connie Hill had attended a class on parliamentary procedures presented by a group of parliamentarians that Bruce Lowery belongs. She and Connie both felt it had been very beneficial to them and encouraged others to attend such a class should they have the opportunity. It was decided to ask Bruce if he would present a parliamentary program at the November meeting.

Survey: Barb Johnson stated she would like to see Central Division be more pro-active. She asked the group if they felt a survey asking clerks reasons for not attending division meetings, what educational programs they feel they need, or as Kay Williams put it – "What can we do for you" could be beneficial in setting future goals for the group. A committee of Donna Barnes, Connie Hill, Becky Dolby and Barb Johnson was formed to formulate a questionnaire.

Scholarship Applications: Barb Johnson reminded anyone interested in obtaining a scholarship to spring institute will need to have their application in by August of 2006.

Installation of Officers with Oaths of Office: Becky Dolby asked the clerks' consideration of having an installation of officers for the Central Division. The item will be placed on the next agenda.

Officer Manuals: In order to implement a smoother transition of officers and duties from year to year, it was decided to compile officer manuals that could be passed down from one officer to the other describing the duties of the officer, time lines for accomplishing the duties and other helpful hints to the incoming officer. A committee of Toni Jacobs, Becky Dolby, and Kathy Colvin was formed to achieve this task.

Along the same lines, it seemed to be the consensus of the clerks to implement a statement of interest for officers or directors and to post it on the division website.

2008 Spring Institute: Becky Dolby stated she thought the Central Division is to host the Spring Institute in 2008 and plans would soon need to be made for the hosting job.

Thank You: Connie Hill thanked the clerks for the flowers sent to them after their mayor passed away.

Work Session: Becky Dolby stated she felt it would be helpful after a meeting to hold work sessions for filling out applications. The intent would be to have seasoned clerks who have already received state and IIMC certifications for different levels help others with the application process.

Upcoming Events in Our Towns: Versailles: October 7th – Apple Feast; Eldon: October 14th - Fireworks on the 3rd of July, Halloween Haunted House activities; Centralia: Anchor Festival on the 1st weekend in June; Jefferson City: June 24th - Renaissance Festival, July 2nd-July 4th –4th of July Celebration; Camdenton: Bagnall Dam Lake of the Ozarks Area 75th Anniversary – year long celebration with most activities planned for Labor Day weekend and September 9-11th Bagnall Dam will be open to the public; Cold Camp: June 24 – 25th Civil War Enactment, August 10th – Bar-B-Q contest, September 7,8, & 9 – Cole Camp Fair; Lebanon: August 2,3,4, & 5 - Brumley Sing; Sedalia: August 10th-20th – Missouri State Fair, 1st weekend of June – Scott Joplin Festival; Mexico: August – Walk Back in Time, September – Soy Bean Festival, and on going activities for

"Restore Simmons Stables"; New Franklin: 3rd weekend of September – Santa Fe Trail Days, each fall – Chestnut Roast; Marceline: June 27-July 4 – 4th of July Celebration, September 9th Family Festival and September 9th & 10th Professional Rugby teams are in town, September 16 & 17th – Toon Fest; Clinton: June 30-July 2nd – Old Glory Days; Linn Creek: October – Arts in the Park; Lincoln: 4th of July Celebration with fireworks, December – Christmas parade.

Adjournment: Upon the passage of a motion for adjournment made by Donna Barnes and seconded by Phyllis Powell, President Johnson adjourned the meeting.

Program: Connie Hill introduced Max Allegar, area conservation specialist with the Prairie Chicken Recovery Program. Mr. Allegar spoke briefly on his specialty and then introduced Ronda Headland, Community Specialist for the area. Ms. Headland presented information on wildlife conservation, tree conservation, grant programs as well as places to find needed help and information.

Lunch was at the Handel Haus with Mike Perry of Sullivan Publications sponsoring the meal.

Submitted by:

Barb Johnson, President

Approved _____

Central Division
Missouri City Clerks and Finance Officers
August 16th, 2006
Bevier Missouri, Ugo's Pizzaland
10:00 A.M.
Minutes

Those Present : Pat Cunningham-New Franklin, Dana Tarpeneing-Brookfield, Phyllis Powell-Jefferson City,
Donna Barnes-Mexico, Kathy Colvin-Centralia, Liliane Elrod-Atlanta, Sharron Hammer-Linn Creek,
Arlene Silvey-Sedalia, Becky Dolby-Eldon, Barb Johnson-Lincoln, Connie Hill-Cole Camp, Toni Jacobs-Marceline, Shirley Collins-Sedalia and Beth Faught-Bevier.

Beth Faught, Bevier City Clerk welcomed the group to the City of Bevier.

Minutes: The minutes of the August 16, 2006 meeting had been distributed to the members. A motion to approve the of the above mentioned meeting was made by Donna Barnes and seconded by Connie Hill. The motion passed with each member present voting aye.

Treasurer's Report: Sharon Hammer presented the report stating as of June 1st the account total was \$1,052.35. After membership deposits the current total is \$1,242.35. A motion to accept the report was made by Becky Dolby and seconded by Kathy Colvin. The motion passed with each member present voting aye.

Committee Reports: Sharon Hammer reported a current membership of 57 and 1 life time.

Historian: This position will be turned over to the new historian by board appointment at June's meeting.

By Laws: Becky Dolby informed the group no by-law request had been received by her.

Programs: The program for November is by Bruce Lowery on Parliamentary Procedures.

MML Drawings: Becky Dolby told that there would be four \$500.00 Scholarship given at MML for the Spring Institute.

Installation of Officers: Toni Jacobs made a motion to have installation of officers after the election. The motion passed with each person present voting aye.

2009 Hospitality Room: Barb Johnson informed the Central Division Clerks that they would have the hospitality room in 2009 to be thinking of creative ideas.

Committee's: Submit letter of interest for anyone wanting to serve on a committee by November meeting.

Review of By-Laws: This review shall be done by the Vice-President annually.

February Meeting 2007: Program will be on Certification Process

Card to be sent: Shirley Collins suggested we send a sympathy card to Denise Chism, that her father had passed away.

Beth Faught said she would send the card on behalf of the Central Division.

Officers two year terms: Barb Johnson made a suggestion to have officials have a 2 year term. Donna Barnes made a motion to have officers serve two year terms and to have the by-laws changed to show this.

Kathy Colvin seconded. The motion passed with each person voting aye.

Adjournment: Upon the passage of a motion for adjournment made by Donna Barnes and seconded by Becky Dolby.

President Johnson adjourned the meeting.

Program: Beth Faught introduced Philip Prewitt, Bevier City Attorney from Macon, Mo. Mr. Prewitt spoke on the every-day solutions for the City Clerks.

Lunch was held at Ugo's Pizzaland in Bevier.

Submitted By:
Beth Faught
Secretary

Approved _____

Minutes from the November 15th, 2007 Central Division Meeting

Minutes: Donna made a motion to approve the minutes as written. Becky seconded, everyone aye.

Treasurer Report: Barb gave the treasurer's report. Connie made a motion to approve the report. Diane seconded and everyone aye. The treasurer's report was filed for Audit and need not be approved or voted on according to Bruce Lowery.

Officer's Manuel: After discussion on an officers Manuel to help the incoming officers know what's expected of them and give them guidelines to follow. Diane made a motion to adopt the officers Manuel and Dana seconded, everyone aye.

Discussion was held on the City Clerk's Survey. The survey showed that there wasn't any one thing that we needed to work on, but more financial reasons were keeping the majority from attending the meetings. Also work schedules are hard for people to work around.

Barb asked that we send her a note to let her know of a New Clerk and she'll assign a local mentor to them.

Bylaws: We referred to the August discussion and Dana made a motion to change the proposed Bylaws revision be effective with the next election. Those officers will serve a two-year term. Donna seconded. Everyone aye.

Committee Reports:

1. Membership: One lifetime membership
2. Historian: Not present
3. Bylaws: Membership Committee needs a representative at the state level recommended by Becky.
4. Programs: Hallsville Program will be on Certification Forms and we will be working through them.
5. Nominating Committee: Needs volunteers. Becky, Brenda and Diane will volunteer.

Applications for Certification deadline are June 1st, 2007 for the Missouri Municipal League and January 1st, 2007 for Spring Institute. Scholarship Deadline: Central Division deadline is January 31st, 2007 for Spring Institute and August 15th on all state scholarships. (Regional and New Clerks)
Contact Janice Hatcher of Savannah.

Scholarship Committee for Central Division is Shirley Collins and Barb Johnson. Send to Barb at Lincoln Missouri for Central Division.

Miscellaneous: Brenda from Camdenton presented everyone with a 75th Anniversary Commemorative Coin from Camdenton.

Becky stated by State bylaws President Elect is to arrange for officers installation, but stated there was no bylaws needed.

Toni Jacobs is going to write the Oath of Officers.

Becky requested certificates be given to the Officers in appreciation to have to turn in with there certification papers.

Becky made a motion to adjourn the meeting. Brenda seconded. Everyone aye. Meeting adjourned.

Bruce Lowery of Independence, Missouri spoke at our meeting on Parliamentary Procedures and Robert's Rules.

Respectfully Submitted,
Beth Faught