

IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION  
BOARD MEETING  
JANUARY 7, 2017  
DES MOINES, IOWA

The IMFOA Board of Directors met at the Holiday Inn Des Moines Airport at 8:30 a.m. with President Daisy Huffman presiding. Members present were: Sally Hinrichsen, Kevin Jacobson, Beverly Conrad, Ondrea Elmquist, Kelly Groskurth, and Deb Wheatley Field. Absent: Kris Vipond, Erin Learn, Denise Hoy, and Tawnia Kakacek.

Beverly moved, Ondrea seconded, to approve the minutes of the November 20, 2016 minutes. All in favor.

Kevin moved, Beverly seconded, to approve the Treasurer's Reports as presented. All in favor.

Heather Roberts of the Iowa League of Cities reported on the following:

- Legislative Day on February 7, 2017
- IMWCA hiring a HR Specialist
- Lobbyist position filled by IMWCA
- Issues with the League's server

President Huffman read a report provided by IIMC VI Director Pam DeMouth on the following:

- IIMC Board of Director's Mid-Year Board Meeting
- Upcoming Region VI Meeting in Bloomington, MN-- January 20-21, 2017
- Annual IIMC Conference in May in Montreal

President Huffman read a report provided by ISU Institute Director Cindy Kendall on the following:

- Scholarships applications for the Clerk Institute due by March 1
- A scholarship not used last year will be used this year
- Request that a LINK be provided on the IMFOA website regarding IMPI information

There was discussion regarding the proposed changes from the last Board Meeting for the addition of a certification for a Clerk Associate and Finance Associate. A separate application form will be created and the information for such will be posted on the IMFOA website. The postcard that will be mailed to the membership regarding the spring conference will include a LINK to said information on the website.

The By-Laws to include the new certification will be voted on during the Business Meeting following the spring conference. Beverly moved, Kevin seconded, to add to Article II, Section 2, of the By-Laws, "Any active member shall be eligible for an Associate Clerk or Associate Finance certification by IMFOA." All in favor.

Sally opened discussion regarding a proposed amendment to the certification guidelines by the Certification Committee. Currently, anyone completing the Clerk Institute prior to 2005 is required to retake the entire institute including the basic courses. The committee is recommending that if an individual has completed the institute prior to 2005, they must earn 25 flex hours and 25 specialized hours within the past five years. A lengthy discussion followed regarding how recent the training should be, as there was some concern for training occurring almost five years earlier. Kevin moved, Kelly seconded, to require for certification that an individual who has completed the Clerk Institute before 2005 earn 75 flex hours, with 25 of those hours earned in the past two years, plus an additional 25 in specialized hours. All in favor.

The board then reviewed the conference refund policy and after a short discussion, Kelly moved, Kevin seconded, to change the administration fee for cancellations from \$25.00 to \$50.00. All in favor.

The consensus of the board was to continue with the policy of not releasing a list of the names and addresses of the membership or conference attendee list. Both, excluding the addresses, are on the IMFOA website.

Kevin moved, Beverly seconded, to award six scholarships @ \$540 each for the 2017 Clerk Institute. All in favor.

Final plans were made for the upcoming spring conference.

At 11:30 a.m., Kevin moved, Beverly seconded, to adjourn.

Respectfully submitted,

Deb Wheatley Field, Secretary/Treasurer