

IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION
BOARD MEETING
November 12, 2016
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: Kelly Groskurth, Tawnia Kakacek, Kris Vipond, Sally Hinrichsen, Ondrea Elmquist, Kevin Jacobson, Erin Learn and Beverly Conrad. Others attending were: Cindy Kendall, Heather Roberts. Absent: Denise Hoy, Deb Wheatley Field.

President Daisy Huffman called the meeting to order.

MINUTES

Kevin moved and Erin seconded a motion to approve the minutes of October 21, 2016 with the following corrections: GFOA will not sponsor coffee bar- it will be Bernie Lowe Associates (BLA). Also, correct a typo in the section regarding GFOA; should be organization instead of organizational. All in favor, motion carried.

TREASURER'S REPORT

Kelly moved and Kris seconded a motion to approve the Treasurer's Report as presented. All in favor, motion carried.

LEAGUE UPDATES

***Services Agreement Renewal:**

Heather Roberts of the Iowa League asked for questions/approval of the League's Service Agreement. Tawnia wondered if we could save money by having Deb (if willing) do sections C-G (see agreement) of the Conference Management Services in the future. Erin moved and Ondrea seconded a motion to approve the current Agreement and consider having Deb do a larger portion of the services that the League is doing for Conference Management Services for the next agreement. All in favor, motion carried.

***IMFOA Google Account:**

Bev moved and Erin seconded a motion to approve monthly fee of \$10 for a Board Google Account and that this fee shall be paid via the league credit card and passed through to IMFOA. This will allow for distribution lists for members and possible sharing of files. Heather continues to work on details. Account will be sec-treas@IMFOA.org. All in favor, motion carried.

***Conference Attendance/Credits Records:**

Heather reported that a file was missed (another was duplicated) and now has been accounted for and all credits applied. We are reminded to stay close to the docking station and make sure green light appears when scanning badges.

***Other:**

League's computer experienced a cyber-attack that is causing issues for their system. It is being addressed as quickly as possible. It does affect some of the IMFOA website sections.

IIMC UPDATE

Upcoming meetings will be held in Bloomington, MN for Region 6. They will offer training sessions instead of Athenian dialogue for this meeting.

ISU INSTITUTE UPDATE

Cindy Kendall reported on the 2016 "On The Road" training sessions. The use of community colleges computer labs worked very well but costs more in rental fees. There was lower attendance than last year. ISU will decide if program will continue. Cindy stressed that encouragement and endorsement would be appreciated. Kris moved and Ondrea seconded a motion for President Daisy to write letter of support for "On The Road" training sessions to continue. All in favor, motion carried.

Cindy obtained a Memo of Understanding from ISU so that IMFOA will have guaranteed use of two computers for our conferences.

CERTIFICATION REVIEW

Tawnia stated that the Certification Committee met to discuss an amendment to the by-laws. It is proposed that Associate Clerk and Associate Finance Officer be added to Membership: Section 2. Active Members. Active Members with those duties would be eligible for IMFOA certification (separate certification with a separate application). They would not be eligible for ClerkNet. Changes to the proposed requirements for Associate Certification, from the meeting notes, include: Combining #6 and #8. Change #6 to reflect that the representative writing letter to verify employee duties must have oversight of the applicant. Change #8 to remove "management" and change to "duties" (assist). Also add clarification in parenthesis (assist in these areas, not required to be construed as management or be held responsible for). Tawnia will email revised notes. Will put by-law proposed changes on postcard sent prior to April conference. Kevin moved and Kris seconded a motion to approve changes as discussed. All in favor, motion carried.

HOTEL CONTRACT

Discussed changes to contract with Holiday Inn Airport Hotel for 2018-2020. Changes: Vendor Booths increased to \$90 (\$10 increase), Room charge was \$85 single/\$95 double will go to \$90/\$100 for all three years. We are working with hotel to include right of first refusal for rooms A,B, C,D,E at no costs with set release date. Also, want to include Iowa Foyer/Des Moines "room" for Wednesday for registration/storage purposes at no costs. Need in writing the size of booths/piping/skirting, electricity provided and shipping costs for vendor. Barb from the Hotel will provide new contract with these items if agreeable. Note there is a change in the 2019 dates due to Easter. Erin moved and Kevin seconded motion to approve contract with changes included. All in favor, motion carried.

HOTEL INVOICE

Kevin moved and Kris seconded motion to approve payment of Hotel Invoice for October 2016 Conference. All in favor, motion carried.

CONFERENCE REFUNDS

Will put "Review Statement of Policy" - Conference Refunds on next agenda.

SPRING 2017 PLANNING

The Board worked on planning the 2017 Spring Conference.

ADJOURNMENT - Daisy moved and Kris seconded a motion to adjourn at 11:45 am.

Respectfully Submitted,

Beverly Conrad, Board Member