

IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION
BOARD MEETING
NOVEMBER 5, 2022

The IMFOA Board of Directors met at the La Quinta Inn and Suites in Clive at 8:30 a.m. with President Karyl Bonjour presiding. The following Board Members were present: Trish Gleason, Ondrea Elmquist, Shelby Hagan, Beverly Conrad, Tricia Maiers, Melissa Simmons, Erin Learn, Darryl Ten Pas, and Deb Wheatley Field. Absent: Brian Weuve.

MINUTES

Tricia moved, Erin seconded, to approve the October 21, 2022 minutes as presented. Passed unanimously.

TREASURER'S REPORTS

Tricia moved, Erin seconded, to approve the Treasurer's reports as presented. All in favor

ASSOCIATE MEMBERSHIP

Tricia moved, Erin seconded, to approve an Associate Membership for Tara Hagan. All in favor.

KEVIN JACOBSON SCHOLARSHIP

It was noted that Beth Brinks was awarded one of the scholarships at the Fall Conference and is no longer employed by the City of Anamosa. Thus, the question was raised whether someone else from Anamosa could use the scholarship for their training. Upon some deliberation Melissa moved, Tricia seconded, to deny the request and ask that the funds be returned to IMFOA. All in favor.

POP-UP STORE

Melissa presented a final list of the numerous items including the cost for each to be available in the Pop-Up Store. It was suggested that 100 backpacks be ordered for First Timer's gifts. Those who order items will have the option to pick them up at a conference or pay for shipping. The Pop-Up Store will open next month and remain open, only closing so IMFOA can be paid the proceeds.

IOWA LEAGUE OF CITIES UPDATE

- Heather Roberts asked Board Members about their experience with scanning QR codes while attending the recent budget workshops.
- Heather talked about an issue with new City Clerks using the previous Clerk's candidate ID # for credits and one individual registering themselves along with someone else for training, but using the same ID # for both.
- Heather described how a QR code Google form could be created for an education provider to use for issuing credits.
- She also asked for guidance upon modifying the upcoming League's Services Agreement to account for requests from auditing firms asking for conference registration information.

Erin moved, Melissa seconded, to approve the Iowa League of Cities Services Agreement (December 1, 2022-December 1, 2023) upon changing the following wording in sections **I.L.** and **II.D.4.** from “directed to do so by a competent authority” to “requested to do so by an entity holding an information release form properly authorized by the city.” All in favor.

HOTEL/FALL CONFERENCE

Barb Reynolds, Director of Sales and Catering for the Holiday Inn Des Moines Airport Conference Center, addressed further concerns/questions regarding the Fall Conference held last month. Barb also noted that because of some issues, there will be no charge for the popcorn bar and additional desserts ordered for the vendor party.

WEBSITE PROVIDER PROPOSALS

Proposals have been received from the present provider GovOffice and also from Soc’s. Erin spoke of her experience with Soc’s and Heather talked about some things to consider when choosing a website provider. Upon considerable discussion, the thought was for the Website Committee to hold a teleconference in December to consider which website options are available and best suited for IMFOA.

RFP’S FOR FUTURE CONFERENCES

Karyl noted several additions she had already made to the draft copy of the RFP and suggested that there also be some wording added regarding the availability of onsite parking. Shelby said she could adjust the dates under the timeline upon recommendations from the Des Moines Convention and Visitor’s Bureau. A suggestion was made that as the proposals are received, they could be placed in a Google folder so the Board could review them. Melissa moved, Darryl seconded, to approve the RFP, as presented in the agenda packets, with the addition of wording regarding the availability of parking. All in favor.

COURSE GUIDELINES AND PROCESSES/COURSE REVIEW PROCESS

The Processes, which were derived from a Work Session held on October 21, 2022, were presented for approval. Upon consideration, Tricia moved, Melissa seconded, to approve the Course Guidelines and Processes/Course Review Process, as presented. All in favor.

2023 SPRING CONFERENCE PLANNING

Several topics were presented for possible sessions with a teleconference scheduled for 1:00 p.m., November 18, for further planning.

ADJOURNMENT

Tricia moved, Shelby seconded, to adjourn at 11:48 a.m. All in favor.

Respectfully submitted,

Deb Wheatley Field,
Secretary/ Treasurer