

IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION
BOARD MEETING
APRIL 10, 2021

President Beverly Conrad called the IMFOA Board of Directors web conference to order at 8:35 a.m. with the following Board Members present: Amber Julseth, Trish Gleason, Tricia Maiers, Karyl Bonjour, Daisy Huffman, Kelly Groskurth, and Deb Wheatley Field. Absent: Erin Learn, Kevin Jacobson, and Ondrea Elmquist.

MINUTES

Tricia moved, Amber seconded, to approve the minutes of the January 16, 2021 as presented. All in favor.

TREASURER'S REPORTS

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

RETIRED/ASSOCIATE MEMBERSHIPS

Karyl moved, Trish seconded, to approve Retired Memberships for: Patrick Callahan, Lorna Fletcher, Cindy Kendall, Rexanne McEnroe, Jody Smith, Karen Christner, Roxanne Schneider, and an Associate Membership for Jester Insurance Services for 2021-22. All in favor.

BENEFITTED MEMBERSHIP-JOB TITLE REQUEST

Considered a request to add the job title of Assistant City Administrator to the Benefitted Membership list of job titles. Trish moved, Amber seconded, to approve a change in the Constitution and By-Laws by adding the job title of Assistant City Administrator to Article II, Section 1., Membership. All in favor.

CONSTITUTION AND BY-LAWS VARIANCE REQUEST

Received a request from two individuals with the City of Fairfax for a variance to the job titles for a Benefitted Membership, as they would like their job descriptions to be considered in determining if they qualify for said memberships. One individual's job title is Utility Clerk or Deputy City Clerk – Utilities, while the other's is Office Administrator or Deputy City Clerk. The job titles listed on their due's application forms were Utility Clerk and Office Administrator respectfully. After considerable discussion, the consensus of the Board was that these individuals qualify for Active Memberships, thus a variance will not be granted.

Discussion then followed regarding the issue of allowing for job descriptions to be used in determining if an individual qualifies for a Benefitted Membership since job titles can vary from city to city. Tricia moved, Karyl seconded, that beginning on April 1, 2022 only those with the job titles, or derivatives thereof, listed in the Constitution and By-Laws can be Benefitted Members and that job descriptions shall no longer be used in determining the eligibility for Benefitted Memberships. All in favor.

HOTEL

Barb Reynolds, Director of Sales and Catering for the Holiday Inn Des Moines Airport, went over final details for the upcoming conference.

CONSTITUTION AND BY-LAWS

The Board reviewed the final draft of proposed changes to the Constitution and By-Laws, with just a few minor changes made. Tricia moved, Trish seconded, to approve the amended final draft of the Constitution and By-Laws. All in favor. The document will be presented to the membership for approval at the Annual Business Meeting, which follows the Spring Conference. It will be made available electronically prior to the Annual Meeting.

SPRING 2021 CONFERENCE

Plans for the conference were finalized.

RETENTION POLICY FOR CERTIFICATION PROGRAM

Kelly moved, Tricia seconded, to approve a Retention Policy for the Certification Program which, requires hard copies of records to be retained for at least one year and electronic records retained permanently. All in favor.

ADJOURNED

With no further business, Tricia moved, Amber seconded, to adjourn at 10:55 a.m. All in favor.

Respectfully submitted,

Deb Wheatley Field,
Secretary/ Treasurer