

IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION
BOARD MEETING
APRIL 21, 2017
DES MOINES, IOWA

The IMFOA Board of Directors met at the Holiday Inn Des Moines Airport at 11:38 a.m. with President Kevin Jacobson presiding. Members present were: Sally Hinrichsen, Beverly Conrad, Kelly Groskurth, Kris Vipond, Erin Learn, Denise Hoy, Christina Perkins, Daisy Huffman, and Deb Wheatley Field. Absent: Ondrea Elmquist.

WELCOME NEW BOARD MEMBERS

Kevin introduced newly elected Board Member Christina Perkins and asked the other Board Members to introduce themselves. He noted that the Board of Directors list, Committee Appointments and Descriptions, Board Member Information and Policies were included in the packet. He asked for any corrections to this information.

APPOINTMENT OF SECRETARY-TREASURER

Erin moved, Kelly seconded, to appoint Deb Wheatley Field as Secretary/Treasurer for FY18. All in favor.

COMMITTEE APPOINTMENTS

Kevin noted that Laura Schaefer has agreed to serve another term on the Certification Review Committee and the vacancy, left some time ago on the Certification Curriculum Committee due to the retirement of Jack Buchhuber, does not need to be filled.

MINUTES

Kris moved, Beverly seconded, to approve the minutes of the January 7, 2017 and March 31, 2017 meetings. All in favor.

TREASURER'S REPORTS

Erin moved, Daisy seconded, to approve the Treasurer's reports. All in favor.

LEAGUE UPDATE

Heather Roberts with the Iowa League of Cities reported on the Small City Workshops, MPI on-line registration, League's Annual Conference, updating of the Clerk's Manual, and a change in League staff.

HOLIDAY INN DES MOINES AIRPORT

Barb Reynolds, Director of Sales and Marketing for the hotel, visited with the Board about upcoming improvements to the hotel and asked for any concerns or issues with regard to the conference just held.

IIMC REGION VI DIRECTOR'S REPORT

Director Pam DeMouth reported on IIMC's mid-year meeting held in Arlington, Virginia. She also noted that in March the Iowa membership in IIMC was down by 15 members.

ISU INSTITUTE UPDATE

Cindy Kendall spoke about the update to the Clerk's Manual and training at the upcoming Academy. She also spoke of a request by ISU Extension Specialist Cindy Fletcher. Fletcher is applying for a grant to launch an educational program that would help employees to better plan for retirement. The program would help those Cities that do not have any retirement financial planning for their employees other than IPERS. Daisy moved, Christina seconded, to authorize Kevin to contact Fletcher to inform her that the Board is willing to send her a letter of support for the grant application, but not willing to allow for use of the IMFOA logo, at this time. All in favor.

Mary Beth Sprouse, who has been working with Cindy, was introduced.

BOARD MEETING DATES

June 9-10, Des Moines

August 18-19, Mason City

September 26 (teleconference)

October 18-20 (conference)

November 10-11, Des Moines

January 5-6, Des Moines

March 30 (teleconference)

April 18-20 (conference)

ADMINISTRATIVE CERTIFICATION

Erin moved, Beverly seconded, to direct Janet Gann of the Certification Review Committee to destroy the Administrative Certificates she has in her possession. All in favor.

NUMBER OF YEARS TO FALL BACK ON REGARDING CERTIFICATION

There was a short discussion regarding a recommendation from the Certification Review Committee to amend the Certification Guidelines to allow individuals completing Clerk School before 2005 to obtain 25 flex hours and 25 specialized hours within the last five years, instead of having to retake the school including the basics. Sally said she would send out additional information to the Board regarding this issue.

ASSOCIATE MEMBERSHIP: DAFFRON & ASSOCIATES, INC.

Erin moved, Christina seconded, to deny an Associate Membership for Daffron & Associates, Inc., as the business does not meet the guidelines for such as stated in the By-Laws. All in favor.

COMPLAINT

Discussion was held regarding a verbal complaint by a conference attendee of an issue with one of the vendors. It was decided that if a written complaint is filed regarding this issue, the vendor will be contacted.

MEMBERSHIP ISSUES

Deb will be informing those, whose job titles do not qualify them for a Benefitted Membership, that they must have Active Memberships.

IMFOA CONFERENCE TIMELINE

Two changes were noted to the timeline.

COMMITTEE REPORT ON SCHOLARSHIPS

Beverly presented the list of the 2017 Institute Scholarship recipients as follows: Martha Becker-Carlisle, Rosina Boddicker-Long Grove, Robyn Faust-Worthington, Katy Flint-Sheffield, Angela Duitsman-Fonda, and Holly Richardson-Bonaparte. Erin moved, Beverly seconded, to fund all six scholarships with restrictive cash (earmarked for scholarships). All in favor.

CONFERENCE RECAP AND SUGGESTIONS

Board Members noted the suggestions/compliments that were received.

IIMC ANNUAL CONFERENCE

Kevin noted that he won't be attending the conference in Montreal from May 21-24, as he will be attending the GFOA Conference.

IOWA EMPLOYMENT CONFERENCE

Discussed correspondence from Nan Boland regarding IMFOA's continued relationship or partnership with the Iowa Employment Conference, which used to be HR One Source. There was some concern upon how attendance for the conference is being tracked regarding certification. Kevin said he would visit with Kay Cmelik, Chair of the Certification Curriculum Review Committee, to see if credit hours for the conference should continue to be used toward certification. He will also visit with Nan regarding issues raised by the Board.

Daisy moved, Kris seconded, to adjourn at 2:07 p.m.

Respectfully submitted,

Deb Wheatley Field, Secretary/Treasurer

