

IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION
BOARD MEETING
APRIL 22, 2016
DES MOINES, IOWA

The IMFOA Board of Directors met at the Holiday Inn Des Moines Airport at 12:27 p.m. with President Daisy Huffman presiding. Members present were: Tawnia Kakacek, Sally Hinrichsen, Kevin Jacobson, Beverly Conrad, Ondrea Elmquist, Dale Oltmans, Kris Vipond, Denise Hoy, and Deb Wheatley Field. Absent: Erin Learn. Also attending were Pam DeMouth, Heather Roberts, and Cindy Kendall.

New board member Kris Vipond was welcomed to the board.

Daisy asked the board to review the Board of Directors list and inform her of any needed corrections.

Daisy presented the committee assignments and noted some changes she is recommending in several of the committee job descriptions. Because Jack Buchhuber of Waverly is retiring, there was some discussion of whether there is a need to replace him on the Certification Curriculum Committee. After it was determined that he should be replaced and with a certified finance officer, Daisy said she would come up with a recommendation for his replacement.

Dale moved, Ondrea seconded, to approve the president's changes to the committee job descriptions as presented. All in favor.

There was a review of the board members information and policies with only one noted change needing to be made.

Daisy distributed the Constitution and By-Laws and Statement of Policy and noted that both documents are posted on the IMFOA website.

Heather Roberts of the Iowa League of Cities gave an overview of the League's Service Agreement with IMFOA, which includes the conference management services and hosting of the certification database.

Daisy talked about the restricted scholarship balances that are listed on the treasurer's report.

Denise moved, Dale seconded, to appoint Deb Wheatley Field as Secretary/Treasurer for FY16/17. All in favor.

Beverly moved, Ondrea seconded, to approve the minutes of the January 8, 2016 and April 1, 2016 meetings. All in favor.

Denise moved, Dale seconded, to approve the treasurer's report as presented. All in favor.

IIMC Region VI Director Pam DeMouth reported on her first year of serving on the Board of Directors and talked about the annual IIMC conference to be held next month in Omaha.

Iowa State Institute Director Cindy Kendall gave an update on the accounting training sessions that were recently held and the upcoming "On the Road" training to be held in October.

Daisy presented the following dates for the board meetings for the upcoming year:

June 10-11, 2016—Des Moines
August 19-20, 2016—Garner
September 30, 2016—teleconference
October 19-21, 2016—conference—Des Moines
November 11-12, 2016—Des Moines
January 6-7, 2017—Des Moines
March 31, 2017—teleconference
April 19-21, 2017—conference—Des Moines

Heather explained why the costs to maintain the certification database website have escalated so much in the past year. The individual doing the work for Delta Consulting has provided an annual contractual amount of \$17,500, but because that amount is not feasible, a task force will be formed to negotiate a more reasonable amount. In the meantime, however, Heather will authorize any needed fixes to be done at an hourly rate. Daisy asked that the Certification Review Committee review the certification fees for a possible increase due to these increased costs for the website.

A request from some individuals with the City of Cedar Falls regarding changing the current stance on what positions are eligible for certification was presented. Discussion then followed upon whether certifications should be based on job titles, as it is now, or on job descriptions. The consensus of the board was for an Ad Hoc Committee consisting of Heather Roberts, Cindy Kendall, and members of the Certification Review and Certification Curriculum Committees meet to study the issue and possibly make a recommendation at the August board meeting.

Heather described a problem that has surfaced due to some individuals renewing their dues using one address for Clerknet and using a different one for City business. It makes matching up email addresses for those who have paid their dues much more difficult.

Kevin moved, Dale seconded, to require that work email addresses be used when renewing dues. All in favor.

Due to a change in the dues structure this year, the dues being collected are considerably less than what was anticipated. Because there are a number of individuals who have yet to pay their dues, it was suggested that one way to get the word out was for board members to bring up the issue at the various clerk association meetings.

Beverly announced that the following individuals were awarded scholarships to IMPI:

Koreena Nepple, Pacific Junction—IMFOA
Pamela Robb, Lakota—IMFOA
Melissa Simmons, Latimer—IMFOA
Lisa Cowelss-Sidney—IMFOA
Kathy Brouillette, Salix—CMG

Lindsey Nielsen, Dike—CMG

Some discussion followed about how to make sure that those who receive IMPI scholarships complete the courses. A suggestion was made that a statement be added to the scholarship application regarding such.

The board reviewed comments/suggestions regarding the spring conference.

Daisy noted that IMFOA will be recognized at the upcoming IIMC conference in Omaha for the donation to the Municipal Clerks Education Foundation.

Dale moved, Beverly seconded, to adjourn at 3:03 p.m. All in favor.

Respectfully submitted,

Deb Wheatley Field, Secretary/Treasurer

At 3:03 p.m., Dale moved, Beverly seconded, to adjourn the meeting. All in favor.

Respectfully submitted,

Deb Wheatley Field, Secretary/Treasurer