

**IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION
BOARD MEETING
June 4, 2022**

President Karyl Bonjour called the IMFOA Board of Directors Meeting to order at the La Quinta Inn and Suites meeting room, Clive, Iowa at 8:30 a.m. with the following Board Members present: Beverly Conrad, Trish Gleason, Tricia Maiers, Brian Weuve, Melissa Simmons, Shelby Hagan, and Darryl Ten Pas. Absent: Erin Learn, Ondrea Elmquist and Secretary-Treasurer Deb Wheatley Field.

MINUTES

Tricia moved, Melissa seconded, to approve the minutes of the April 22, 2022 meeting. All in favor, motion carried 7-0.

TREASURER'S REPORTS

Brian moved, Darryl seconded, to approve the Treasurer's reports as presented. All in favor, motion carried 7-0.

2022-2023 BOARD MEETING DATES

- Karyl indicated that she would host the Board meeting in Webster City on August 5 & 6.
- The November Board meeting will be held on November 4 and 5, 2022 in Des Moines, with meeting possibly being held at the Iowa League of Cities office.
- The January 13, 2022 meeting will be held via teleconference and the March 24 and 25, 2022 meeting held in person in Des Moines, with meeting possibly being held at the Iowa League of Cities office.

RETIRED MEMBERSHIPS

Tricia moved, Brian seconded, to approve the retired membership for Kay Cmelik. All in favor, motion carried 7-0.

CERTIFICATION REVIEW COMMITTEE

Karyl asked for names of individuals that may be interested in serving on the committee to replace Janet Gann when she retires in December. Bev will contact Tracy Mulcahey, the City Clerk from North Liberty, to see if she is interested. Discussion was had regarding creating a short questionnaire asking for individuals who would like to serve on future Certification Review and Certification Curriculum Committees as a way to get names of individuals interested in serving and having it available at the registration table at the conferences.

ISU INSTITUTE UPDATES

Karyl indicated that Sara Shonrock had notified her that there were no updates at this time.

IOWA LEAGUE OF CITIES UPDATES

Karyl indicated that Heather Roberts had notified her that there were no updates at this time.

IIMC REGION VI UPDATE

Pending the retirement of current representative Kay Cmelik, effective June 6, 2022, members were asked for possible names of individuals that may be interested in being appointed to fulfill the remainder of Cmelik's term due to expire in 2023 as Region VI Director. Karyl presented the Board with a copy of the letter of support submitted to Amber Smith, of Catch Des Moines, regarding their request to bring the 81st Annual IIMC Conference to Des Moines in May 2027.

DISCUSSION ITEMS:

1. Motion by Tricia seconded by Melissa to deny the request of Danielle Brecht for a refund of the certification fees paid prior to leaving public employment. The Board felt that once a Certification is earned, that follows the individual, not the City. The Board requested that "No Refunds" be placed in writing on both the certification and renewal certification application form. All in favor, motion carried 7-0.
Karyl will notify Sally Hinrichsen with the Board's decision, and Danielle will be informed as well.
2. Motion by Tricia seconded by Melissa to uphold the..."no refunds will be made for no-shows or those who cancel after 5:00 p.m. on the Tuesday preceding the conference"... policy in place, and deny the request of Ashley Platz for a refund for not attending the spring conference. All in favor, motion carried 7-0.
Karyl will reach out to Ashley and let her know that no refund will be given.
3. Karyl will respond to the email received by Sarah Shonrock regarding IMFOA certification certificate being used as a recommendation, ability of a clerk to be bonded, and if the certification guarantees a background check. The Boards position on this matter is: The certification certificate means that the named individual on the certificate completed the required education hours to earn the certificate. It is up to the hiring entity to do their own due diligence when it comes to any and all hiring practices.
4. Discussion was had regarding why virtual meetings and classes are not all eligible for certification credits. Lack of oversight on attendance and participation is why most do not qualify for credits.

Karyl called for a 5-minute recess at 9:45 a.m. Meeting resumed at 9:50 a.m.

CONFERENCE PLANNING

- Discussion began regarding the Fall 2022 conference. The amount of food paid for based on guarantees versus the amount of food actually consumed is a great financial concern to the Board. Small changes will be made moving forward to keep the conference cost lower.
- Thursday night, a "Vendor Party" will be held.
- Session topics were chosen, and the timeline reviewed.
- The Pop-Up Store will be open sometime in September.

ADJOURNMENT

With no further business, Tricia moved, Brian seconded, to adjourn at 11:46 p.m. All in favor, motion carried 7-0.

Respectfully submitted,
Trish Gleason, IMFOA Board Vice President