

IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION
BOARD MEETING
AUGUST 20, 2016
GARNER, IOWA

The IMFOA Board of Directors met at the Garner City Hall at 9:32 a.m. with President Daisy Huffman presiding. The following members were present: Denise Hoy, Beverly Conrad, Kris Vipond, Ondrea Elmquist, Sally Hinrichsen, and Deb Wheatley Field. Absent: Tawnia Kakacek, Dale Oltmans, Erin Learn, and Kevin Jacobson.

Beverly moved, Ondrea seconded, to approve the minutes of the June 11, 2016 meeting. All in favor.

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

Daisy noted that she was unavailable to attend the Wisconsin Municipal Clerk's Association Conference which was just held, but is hopeful that she will be able to attend the Minnesota Clerks and Finance Officers Association Conference in March.

Daisy mentioned the letter she received from one of the recipients of a Municipal Professional's Institute scholarship. She had to decline the scholarship because of a financial situation with her city and it was too late to award the scholarship to someone else. Consideration was given to increase the scholarship amounts, however, it was noted that they were increased from \$330 to \$540 this year with the understanding that the Education Committee would review the scholarship program for any needed changes in 2017.

Sally reported on behalf of the Certification Curriculum and Certification Review Committee's recent meeting held to discuss a possible increase in certification fees, the certification data website contract and job titles/descriptions for certification. Along with an increase in certification/renewal fees, it was recommended that the certificates for new certifications be awarded at the IMFOA conference banquet instead of being mailed and the database contract be based on an hourly rate at this time, but increased over time up to \$12,000. Some discussion and suggestions were made regarding the addition of a "Municipal Associate Certification," which would include Administrative Assistants and Utility Billing Clerks. The two committees will be meeting again in September and will consider the suggestions of the Board. Denise moved, Ondrea seconded, to increase the certification fee from \$75 to \$125, the certification renewal fee from \$25 to \$50, and the certification re-filing fee from \$5 to \$15 beginning January 1, 2017. All in favor.

Following the end of the upcoming fall IMFOA conference, new certificates will no longer be mailed, but will be presented to recipients during the banquet at the IMFOA conferences. Upon certification, however, a letter will be mailed to recipients notifying them that they have been certified.

Some discussion was held concerning a request for proposals for hosting the IMFOA conferences since the contract with the Holiday Inn Des Moines Airport runs through October, 2017. The thought was to keep the conference at the Holiday Inn and have Daisy contact the hotel to see if the room rates could remain at the same rate.

Denise moved, Beverly seconded, to comp. Janet Gann's registration and lodging for the upcoming fall IMFOA conference for her work on the Certification Committee. All in favor. Possible additional compensation for Janet will be discussed at the October board meeting.

Daisy reminded everyone that a teleconference will be held at 1:00 p.m. on September 30, for final plans regarding the upcoming fall conference.

Deb said she would work with Heather to keep the membership list updated that has now been posted on the IMFOA website.

A requirement will be added to the D.A. Davidson & Co. and Civic Systems IIMC scholarship applications noting that a transcript for attendance must be provided before a final reimbursement for expenses is made.

The Board agreed that if the GFOA would like a list of IMFOA members for sending letters to regarding an upcoming training event in Chicago, the list can be obtained from the IMFOA website.

Kris moved, Ondrea seconded, to adjourn at 11:28 a.m. All in favor.

Respectfully submitted,

Deb Wheatley Field, Secretary/Treasurer