

IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION
BOARD MEETING
AUGUST 8, 2015
MARSHALLTOWN, IOWA

The IMFOA Board of Directors met at the Tremont on Main in Marshalltown at 8:30 a.m. with President Denise Hoy presiding. The following members were present: Daisy Huffman, Tawnia Kakacek, Nancy Earles, Sally Hinrichsen, Dale Oltmans, Doreen Mowery, Kevin Jacobson, Ondrea Elmquist, Beverly Conrad, and Deb Wheatley Field. Absent: none.

President Hoy introduced new board member Beverly Conrad.

Doreen moved, Daisy seconded, to approve the minutes of the May 9, 2015 meeting. All in favor.

Sally moved, Kevin seconded, to approve the Treasurer's report as presented. All in favor.

Heather Roberts of the Iowa League of Cities previewed the new on-line registration system that will be used for this fall's conference. She noted that the new system will not allow for the service fee for using a credit card to be passed onto the registrant. Therefore, it was decided to raise the registration fee for a delegate by \$3.00 and a vendor by \$10.00. As was done for the spring conference, a postcard providing registration information, will be mailed out to the membership.

There was some discussion on how to seek additional sponsorships by vendors for such things as the coffee stations and food at the Wednesday night reception. Denise and Nancy will work with Heather to come up with some ideas for such.

With the new registration system, Heather related that the dues could be tied to the system, allowing them to be renewed on line. However, it was decided that credit card payments will not be accepted and checks will need to be mailed to Deb. Information regarding renewing dues on-line will be posted on the website and provided on a postcard that will be mailed out to the membership.

Iowa State Institute Director Cindy Kendall gave an update on the recent 40th anniversary celebration of the IMPI and presented the board with a plaque to thank them for their support. She also distributed a calendar for upcoming accounting training sessions to be held this fall at eight different locations across the state. The cost for the four hour session, including a meal, will be \$75.00,

Marian Karr, Treasurer of the Municipal Clerks Education Foundation, spoke of MCEF's mission to raise endowed dollars to help the International Institute of Municipal Clerks pursue educational objectives. She reported that numerous scholarships are awarded annually to members of IIMC to use for educational opportunities. Marian asked that the board consider budgeting an annual contribution to MCEF.

President Hoy noted that Roxanne Schneider has announced her 2016 candidacy for Vice President of IIMC. The board previously discussed financial support to Roxanne if someone were to run against her, but at this time no one else has announced.

Denise also related that she will be attending the Wisconsin Municipal Clerk's Conference in La Crosse

from August 18-21, 2015 and that the IIMC Region VI meeting will also be held in La Crosse from January 22-23, 2016.

Dale moved, Sally seconded, to approve the Committee Job Descriptions as presented. All in favor.

A cancellation policy for both delegates and vendors registering for the conferences was presented for approval by the Budget Committee. It was determined that the policy should be included in the Statement of Policy and Denise said she would look into where it should be listed. The cancellation policy will also be on the website.

Dale moved, Ondrea seconded, to approve the following cancellation policy:

Pre-registration deadline is 16 days prior to the conference in order to accommodate meal count deadlines. Registrations received after the 16 day conference deadline will be subject to an additional \$20 per registrant. Cancellations received in writing between 16 days and 6 days before the conference will receive a full refund. Cancellations received before 5:00 p.m., the Tuesday preceding the conference are subject to a \$25 administration fee. No refunds will be made for no-shows or those who cancel after 5:00 p.m., the Tuesday preceding the conference.

A request from Mitchellville Utility Clerk Rahni Brose to be approved for access to Clerknet was considered and President Hoy will advise her of the present policy governing such.

Heather reported on an option for scanning conference attendees, which could be implemented at the upcoming spring conference. A total of four scanning guns would be needed at the entry points to the sessions and since the League has one gun, three guns can be rented for a total of \$75.00. Bar codes will be printed on the name tags to be scanned and doing so will provide better accountability of those attending the sessions.

Upon reviewing the conference survey/recommendations, it was suggested that some roundtable discussions be added in conjunction with the resource center at the fall conferences. The Education Committee agreed to determine the group discussion topics.

With regard to the possible need for more scholarship/sponsor banners, President Hoy said she could make some banners for the cost of the materials. She and Nancy agreed to work together on the issue since Nancy had previously obtained the banners at no cost from MidAmerican Energy.

Tawnia said she and Janet Gann will work together to make necessary changes to the certification/renewal application forms, after which the changes will be sent to the board for review. The suggestion was then made for looking into the possibility of filing the applications electronically in order to save the Certification Review Committee time.

Heather informed the board that an issue has risen due to the change in the dues structure with individuals not being able to be considered for certification now because of their job title. Considerable discussion was held and after several thoughts to resolve the problem, it was decided that

Cindy Kendall would schedule a work session with the Board and the Curriculum and Certification Committees on November 13, 2015 in Des Moines to discuss the issue further.

The board concluded plans for the upcoming fall conference.

Tawnia presented a calendar for the various meetings/training sessions attended by Clerks and Finance Officers and said she would finalize it so it could be posted on the website. She will also work on a list of all the available scholarships so it can also be posted on the website.

With no further business to become before the board, Sally moved, Dale seconded to adjourn at 11:48 a.m.

Respectfully submitted,

Deb Wheatley Field
Secretary/Treasurer

Dale moved, Jane seconded, to adjourn at 12:09 p.m.

Respectfully submitted,

Deb Wheatley Field, Secretary/Treasurer