

IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION

Board Meeting, January 19, 2013

Airport Holiday Inn, Des Moines

The IMFOA Board met at the Airport Holiday Inn on January 18, 2013. President Nancy Earles called the meeting to order and those present were Tawnia Kakacek, Laura Schaefer, Daisy Huffman, Roxanne Schneider, Kent Anderson, Sally Hinrichsen, Deb Wheatley Field and Pamela Blessman.

Motion by Daisy, second by Tawnia to approve the November 17, 2012 minutes. All in favor.

Motion by Sally, second by Daisy to approve the Treasurer's reports as presented. All in favor.

Heather Roberts reported for Cindy Kendall and the League regarding the following: Finance 101 for elected officials will be held in the spring; budget workshops will be on-line in the next week; legislative day is scheduled for January 22 and; small cities workshops will be held in April.

The ClerkNet/Certification contract with the League was discussed. Motion by Tawnia, second by Sally to approve the contract (April 1, 2013 thru March 31, 2014) financial data with the League for ClerkNet as follows: Database hosting \$60/month, approximately \$100/month for users and \$5/month for archiving. The motion also included the Certification approximate costs as follows: hosting \$50/year, course and attendance administration of \$2,000/year plus \$25/hour for any required changes to the software. All were in favor.

Roxanne reported that the Region VI meeting will be held in LaCrosse, WI on January 25 & 26, 2013.

The Board reviewed and edited the hotel RFP for conference hosting. Changes will be given to Randy and the Board will review again at their April meeting.

Tawnia reported for the 75th Annual Meeting Committee. The Committee consists of Larry Burger, Jody Smith, Gary Mahannah, Deb Sawyer, Deb Hartman, Nancy Earles, Tawnia Kakacek and Sally Hinrichsen. There was discussion on the size of budget that will be allowed for the special event. No decision was made on the specific dollar amount for a budget and leeway was given to the committee to use their best judgment. It sounds like the committee has some fund things planned and participation by past presidents and officers will be encouraged.

Nancy reviewed proposed changes to the official By-laws of the organization. The main change was the reference to the specific time for the annual Business meeting. Nancy will update the by-laws with the Boards comments and get them back out to the Board for further review. Notice to the membership will be given in the registration materials that are distributed to all clerks, finance officers and clerk/administrators in the state as per requirements.

It was the consensus of the Board to extend the deadline for the IIMC scholarship applications until February 15, 2013. Laura will post the availability of the scholarships on ClerkNet and Roxanne will post the availability of the IIMC Region VI scholarship opportunity.

There was discussion about recognizing the vendors' contributions for sponsorships by posting a banner at their booths for the conference. Nancy reported that Mid American Energy will pay for and print 24"x63" banners and the League will lend their standards for the hanging of the banners. It was decided to ask for two generic banners that said "Welcome" and three banners that stated "Scholarship Donor". Nancy will coordinate with Mid-American in time for the April conference.

The Board finalized the planning for the April 2013 annual meeting and conference.

With no further business before the Board, President Earles adjourned the meeting at 11:53 a.m.

Respectfully submitted,

Pamela Blessman, Secretary