



Kansas Association of City/County Management

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Board of Directors Meeting

The Lodge at Warren Riverview Park, Derby

February 5, 2020

Minutes

In Attendance: Kathy Sexton, Becky Berger (via phone), Nathan Law, Michael Ort, Ethan Reimer, Michael Schrage, Taggart Wall, Michael Webb, and Cherise Tieben. **Senior Advisors:** Jim Witt and Jay Wieland. **Guests:** Misty Bruckner and Don Cawby. **League Staff:** Kaitlyn Willis. **Absent:** Jonathan Mitchell, Jennifer Cunningham, Jason Hilgers, and Barack Matite.

1. **Call Meeting to Order.** President Sexton called the meeting to order at 6:41 p.m.
2. **Approval of Minutes.** Schrage moved and Law seconded a motion to approve the minutes from December 4, 2019. Motion was approved.
3. **Treasurer's Report.** Law reviewed the financial statements and discussed the balances.
 - a. **Approve Financial Statement.** Reimer moved and Webb seconded a motion to approve the financial statement. Motion was approved.
 - b. **Approve Quarterly Invoice.** Law moved and Ort seconded a motion to approve the quarterly invoice. Motion was approved.
4. **Committee Reports**
 - a. **Awards/Recognition**
 - i. **Life Member Candidates & Benefits.** Sexton gave an update on the project to designate some Life members. Willis will continue to research potential candidates, then Sexton will send an email requesting a vote to authorize the candidates so they can be invited to the April KU KCCM Conference. The board discussed possible benefits for Life members. The consensus was to continue offering reduced rates at future conferences, presentation of a certificate, listserv privileges, and no dues (which is already provided by the Bylaws).
 - ii. **Scholarships.** Mitchell is working in February/March/April on gathering applications and awarding scholarships.
 - b. **Conference Planning**
 - i. **Spring KCCM Conference.** Berger gave an update on the KCCM Conference on April 23-24. Possible topics for sessions include crisis communication, planning and zoning, rural prosperity, and economic development. The Conference Planning committee will



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meeting. Cherise is developing new protocols for the Senior Advisor program based on ICMA guidance and coordination among multiple Senior Advisors. Ray Hummert will serve as Lead Senior Advisor. Conference fees will be waived for Senior Advisors, and we need to ask KU and WSU to also waive conference fees.

8. Business

- a. **Endowment Committee Report.** Cawby gave an update on the committee's plan and timeline for future actions. The plan includes finding the right community foundation partner, determining how to govern the fund, creating scholarships, and fundraising. The board discussed the guidelines for naming the scholarships and the committee's recommendations to reach the \$10,000 minimum to establish a fund. The committee recommends starting a fundraising drive to encourage all KACM members to donate \$50, donating the cost of career achievement plaques given at the fall conference instead of presenting them, and recognizing certain donors by naming the scholarships after them. Wall moved and Law seconded a motion to approve the committee's recommendations. Motion was approved.
 - b. **Job Newsletter Update.** Willis gave an update on the KACM Job Newsletter. The open and click rates have stayed consistent since the December board meeting, and the League will be updating the internal process for managing the job postings.
 - c. **Salary Survey Update.** Willis shared that KACM members will be receiving an email to update their salary information in 2-3 weeks. Once that email is sent, members will need to submit their information within 30 days. The salary information should be available to KACM members in April.
 - d. **Draft KACM Membership Meeting Agenda.** The board reviewed the Membership Meeting Agenda, and there was a consensus to make no changes.
9. **Executive Session.** Schrage moved and Ort seconded a motion to recess to executive session to review the KACM-League administrative services agreement and discuss the next steps with the League.
10. **Next Board Meeting.** April 22, 2020, 6:00 p.m. at the Five21 Room, Oread Hotel in conjunction with KU KCCM Conference on April 23 – 24 in Lawrence. **Later rescheduled to April 23 at 10 a.m. via conference call since the KU conference was rescheduled due to the COVID-19 pandemic.**
11. **Meeting Adjourned at 9:24 p.m.**