



Board of Directors Meeting Minutes  
August 19, 2016 - 10:00 a.m.  
3120 272nd Rd  
Arkansas City, KS 67005

1. **Call Meeting to Order**

At 10:00 a.m. Nick Hernandez called the meeting to order.

**Present:** Nickolaus Hernandez, Doug Bach, Donald Cawby, Matt Stiles, Diane Stoddard, Susan Sherman, Kathy Sexton, Cherise Tieben **Absent:** Emily Graf, Herb Llewellyn, Lane Massey, Jonathan Mitchell, Dennis Kissinger (Senior Advisor), **Other:** ID Creech (Senior Advisor) Cindy Green (League staff)

2. **Board Minutes from April 27, 2016.**

Motion by Bach, seconded by Sherman to approve minutes from April 27, 2016. Motion was approved.

3. **Treasurer's Report**

- a. Quarterly financial statement. Cawby reported meals line item will be over budget because it was increased to cover board meetings once the change was made for KACM to pay for them. \$1,136.93 shown in ICMA Planning Conference should be listed as under ICMA Regional Conference.
- b. \$1,000 to ICMA for State Association participation in the Coaching Program
- c. Approve invoice for payment.

Motion by Bach, second by Stoddard to approve the Treasurer's report as amended on quarterly financial statement.

4. **Committee Reports**

a. **Awards/Recognition**

- i. Discussion on a 3rd Scholarship. Motion made by Sexton, seconded by Stoddard to request the three schools provide no more than two applicants with past or current ties to Kansas for the committee to select up to three scholarships. Virgil Basgall Scholarship winner will be awarded \$4,000 and up to two additional KACM scholarships awarded \$3,000 each. Motion approved.

b. **Conference Planning** (Kate Cooley, League, joined the meeting via conference call)

- i. Tentative Agenda for 2016 KACM Conference was discussed and provide to Cooley to update. Recommendation also at future conferences to include the county when the conference city is located in a county with a county manager/administrator. Suggested the KACM president send out a letter promoting attendance at this year's conference.
- ii. ICMA Conference. Kansas reception will be Monday, September 26<sup>th</sup> from 5:00 – 8:30 p.m. at Boulevard Brewery, with food provided by Brancato Catering. There are two confirmed sponsors – Springsted for \$500 and PEC for \$1,000. Two additional companies have requested information and Cooley is providing them details. RFP for 2018 Annual Conference being sent out soon with responses due back for December Board meeting.
- iii. Upcoming Events. List included in Board packet.

- c. **Ethics.** Motion was made by Cawby, second by Sexton to go into executive session until 11:51 a.m. to discuss an ethics complaint. Motion approved. Those attending were Hernandez, Bach, Cawby, Stiles, Stoddard, Sherman, Sexton, and Tieben. At 11:51, the members returned to regular board meeting. No votes or motions were taken.

d. **Membership**

i. Membership Report. Suggested to promote regional meetings to provide an opportunity for members to share ideas and concerns to the board. Suggested at least one board member attend regional meetings as a liaison to provide feedback to board on what KACM can do for them. Also, suggested the president and vice president attend ½ the regional meetings and Senior Advisors attend the meetings in their areas.

e. **Life, Well Run.** Sexton stated she will request receipts from ICMA to request matching funds from KACM. She will also bring Life, Well Run items for giveaways at annual conference.

f. **Mentoring**

i. ICMA Updates and Highlights. Sherman announced Marc Ott, Austin TX City Manager was selected as the new ICMA Executive Director. Suggested he be invited to attend Kansas reception at ICMA conference and KACM annual conference in Newton. Opening for Mountain Plains region for a fulltime position. ICMA pulled out of Insites and refunds will be given to cities. Still working on strategic plan and looking for ideas. Speakup.org is the website.

ii. Mentoring Program. Sherman requested the mentoring program brochure be uploaded to KACM website.

iii. ICMA Coaching Program Advisory Committee Representative. Hernandez and Stoddard volunteered. Sherman will request annual report on how many use the program. Twelve people used it last year.

5. **Board Vacancies.**

Hernandez announced in addition to Randy Riggs vacancy on the board, Becky Berger resigned. Due to other commitments, Cowby requested he remain in the treasurer's position and the secretary position be filled. Sexton nominated Tieben as secretary and Stoddard seconded. Motion was approved. Nick nominated Graf as Ethics Committee Chair, and Sherman seconded. Motion was approved. During the meeting Herb Llewellyn emailed and announced his retirement at year end and will be resigning from the KACM board. After the discussion regarding nominations for 2017, it was suggested the committee be provided a list of how many city manager/administrators and county manager/administrators there are in Kansas and consider including county managers/administrators on the board.

6. **Other Business**

a. **Buford Watson Award nomination and selection process.** Bach reminded board this award does not have to be given out every year. Suggestions – have past award winners on the selection committee, provide committee a list of current city managers/administrators sorted by years of service.

b. **Bylaws Subcommittee.** Sexton stated Bylaws were approved at the April meeting, including typo changes.

c. **Administrative Policies.** These were also approved at the April meeting, including typos.

7. **Next Meeting Date/Time**

a. Decision was made to have next meeting at the League's Annual Conference, Monday, October 10<sup>th</sup> 8:00 a.m. Green will request Kate locate a room with phone conference capability for board members not in attendance to call in.

8. Meeting was adjourned at 1:05 p.m.