



**Kansas Association of City/County Management  
Board of Directors Meeting Minutes  
April 27, 2016**  
The Bird Dog Bar at the Oread Hotel  
1200 Oread Avenue  
Lawrence, Kansas 66044

**1. Call to Order**

At 6:00 p.m.; Hernandez called the meeting to order and called the roll:

**Present:** Nickolaus Hernandez, Doug Bach, Rebecca Anderson, Donald Cawby, Emily Graf, Lane Massey, Jonathan Mitchell, Diane Stoddard, Susan Sherman, Randy Riggs, Herb Llewellyn, Kathy Sexton, Cherise Tieben **Absent:** Matt Stiles, ID Creech **Other:** Dennis Kissinger (Senior Advisor), Erik Sartorius (League staff), Anna-Marie Keena (League staff)

**2. February 3, 2016 Minutes** were considered.

Motion by Mitchell, seconded by Llewellyn, to approve the minutes from February 3, 2016 as presented. Motion was approved without objection.

**3. Treasurer's Report**

Cawby suggested reviewing account balances when the budget is proposed. The board might then specify moving certain funds to CDs.

Cawby presented the following items for consideration.

a. Quarterly Financial Statement

Motion by Llewellyn, seconded by Sexton, to approve the Quarterly Financial Statement as presented. Motion was approved without objection.

b. Quarterly Invoice

Motion by Llewellyn, seconded by Sexton, to approve the Quarterly Invoice as presented. Motion was approved without objection.

**4. Committee Reports** were shared.

a) **Awards/Recognition**

A discussion regarding a third scholarship, along with criteria for that award occurred. 1) Amount of the scholarships; 2) Number of scholarships; 3) Factors in selection of winners; and 4) Whether consideration should be given to a student's need for the funds. The board agreed to continue the discussion at the summer meeting.

i. Virgil Basgall Scholarship

Anderson informed the board the committee selected John Tingley of Wichita State University for the Virgil Basgall Scholarship.

ii. KACM Scholarship

Anderson informed the board the committed selected Matt Zayas of Kanas State University for the KACM Scholarship

b) **Conference Planning**

Bach shared details regarding both conferences.

i. 2016 KACM Conference. Bach urged everyone to consider attending the KACM conference planning meeting noon, Friday at the Burger Stand at the Casbah.

ii. 2016 ICMA Conference. The board was enthusiastic regarding the reception planned for the Boulevard Brewing Company.

c) **Ethics**

Riggs discussed current guidance provided by the ICMA Code of Ethics, specifically tenants 3 and 12.

- i. Tenet 3 - Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- ii. Tenet 12 - Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

d) **Membership**

Mitchell presented the Membership Report and urged the board to reach out to eligible non-members and see if there is an interest in joining KACM. He asked if the League could do a year-to-year comparison on membership. League staff will look into the process and, if able, will provide a report at the summer meeting.

e) **Life, Well Run**

No report.

f) **Mentoring**

Sherman provided the board with an overview of the 2016 ICMA Coaching Program. KACM will make the payment to participate, then every city and staff has access to training, coaching and resources. She announced that she will have an ICMA Coaching program meeting on April 28 at 8:15 a.m.

g) **100<sup>th</sup> Anniversary**

No report.

5. **Senior Advisor Report**

Kissinger met with a member who has been informed his contract will not be renewed in August. Stoddard thanked Dennis for his support.

6. **Other Business**

a) **Bylaws Subcommittee**

Sexton presented the board with a draft of the Bylaws. It was noted on page 34 "Life member" was amended to "Honorary Member". Motion by Sexton, seconded by Bach to approve the Bylaws as amended. Motion approved without objection.

b) **Dues Analysis (Attachment "A")**

Mitchell presented the board with three category alternatives to charge for dues. The board determined the goal is to keep small cities active. The board suggested #2 with member population categories were to remain 0 to 4,000, 4,000 to 20,000 and over 20,000. Motion by Sexton, seconded by Bach, to approve the Population Categories as presented. Motion was approved without objection.

c) **Administrative Policies**

The board reviewed the Administrative Policies and suggested the following changes:

Section 1

(c) strike "emerging"

(d) add "KACM Scholarship, Early Career Award, and correct "Flops" to "Flop"

Section 6

Add "Membership dues shall be set as per Attachment "A"" and include membership dues chart as Attachment A to policies.

7. **Next Meeting**

Hernandez announced that the next meeting would be August 19<sup>th</sup> in Arkansas City, details to follow.

8. **Other Business**

Hernandez made a call for additional business.

The League requested the board stipulate when they would like to receive their packets. The board would like to receive packets one week in advance of the meeting. If items are added, the online agenda will be updated and a courtesy email will be sent to the board.

9. **Adjournment**

Motion by Tieben, seconded by Graf, to adjourn. Motion was approved without objection  
The meeting adjourned at 8:47 p.m.