



**Kansas Association of City/County Management**

*Board of Directors Meeting Minutes*

Lawrence Beer Company

April 25, 2018 6:30 p.m.

**In Attendance:** Don Cawby, Cherise Tieben, Kathy Sexton, Matthew Stiles, Becky Berger, Jennifer Cunningham, Jason Hilgers, Nathan Law, Jonathan Mitchell, Michael Schrage, Taggart Wall, Michael Webb, and Doug Bach.

**Senior Advisor:** Dennis Kissinger and Mac Manning

**League Staff:** Trey Cocking, Kate Cooley

**Absent:** Penny Postoak Ferguson

1. **Call Meeting to Order.** President Cawby called the meeting to order at 6:33 p.m.
2. **Approval of Minutes.** Cherise Tieben moved and Jonathan Mitchell seconded, to approve the minutes from January 31, 2018 board meeting. Motion was approved.
3. **Treasurer's Report.** Matt Stiles reviewed first quarter revenue/expenses.
  - a. CD Investment: maturing, report to use some of the money on website – stagger the CDs maturation/investment timeline.
  - b. **Approve financial statement.**

Berger moved and Mitchell seconded, to approve the financial statement. Motion was approved.
  - c. **Approve quarterly invoice.** Berger moved and Mitchell seconded, to approve the quarterly invoice. Motion was approved. First quarter included League admin fee, board dinner, and new expense of website (pending approval of agenda item 7).
4. **Committee Reports**
  - a. **Awards/Recognition.**
    - i. **Approve Committee Selection for Scholarships.** Kathy Sexton reported the recipients of the upcoming awards. The first round of rising star recipients selected; 3 total, out of 8 applicants.



- ii. **New Award Proposal.** Don Osenbaugh submitted plan for board to consider 'Manager of the Year' and [potentially] discontinue Buford Watson label/award. Discussion centered around Larry Paine, as an example of someone who is already a Watson awardee and perhaps could be recognized for a particularly difficult year (illness).

Several members of the board pointed out that some folks may be going through something "extra" that we just don't know about, therefore we could miss recognizing individuals. Discussed whether 'Manager of the Year' would replace Watson award, if Watson would only be given bi-annually to deserving members, and whether Manager of the Year could be given every year. Dennis Kissinger: The Buford is not a Manager of the Year award; it has stood the test of time. It means the manager puts more into the profession by way of mentoring, reputation; it would cheapen Buford award if we also insert a Manager of the Year award. One member pointed out that we don't have to give Buford every year if we don't have quality submissions. Board agreed it's ok to give recognition to those who have gone through a rough time, but not necessarily call it an award/give a plaque. Perhaps explore options of contribution to ICMA fund in the person's name, etc.

Discussion ended with direction to the awards committee to explore recognition in some other form, but not a formal award.

- b. **Annual Conference Planning.** Cherise Tieben announced the planning committee would be meeting on Thursday, April 26 at 3:30. Reminder the Annual Conference is in Pittsburg November 14-16 – tentative agenda in packets.
- c. **Ethics.** Penny Post oak Ferguson absent. Cawby reported there was nothing outstanding.
- d. **Membership.** Jonathan Mitchell circulated the membership report and asked everyone to make sure information was current and think about who else the board could reach out to. Discussion about the retiree category was held; what constitutes a retiree? Kissinger mentioned Kansas does not enforce the same rules as ICMA; in order to qualify for ICMA, the person has to truly be retired/not making any money as a consultant or doing other jobs for communities, and not seeking other employment. No motion/decision was made with regard to how Kansas enforces this rule. Inclined to say follow ICMA.
- e. **ICMA.**
  - i. **Mentoring.** Susan Sherman/no update. Since Susan Sherman no longer holds position on KACM board, prefer to have someone from the board step up and become ICMA liaison. Trey: release job description and any interested board members talk to Trey/Don Cawby.





from \$150/month for hosting and maintenance to \$75/month. Webcom includes roughly 30 minutes/month of content updates but League will also update portions.

Mitchell moved and Wall seconded, to recommend approval of the website proposal from Webcom by the membership at tomorrow's meeting. Motion was approved.

8. **Administrative Services Contract.** Cocking reported the redline copy of the services contract included in packet; change in website admin fee as noted above in section 7 of the minutes. Sexton: correction in title to reflect agreement is for 2018-2021 rather than 2020. Cawby: no other changes.

Webb moved and Berger seconded, to approve the Administrative Services contract, noting the changes above. Motion was approved.

9. **501 c3 Foundation.** Discussion about whether KACM should establish a 501c3 organization to receive tax-deductible contributions for disaster relief (for public employees) and scholarships. Cunningham offered to explore options – need to establish what the 501c3 mission will be, and where the money will go. Will take about 50 hours of work and then wait on IRS approval; could take up to a year and a half for all to occur. Cunningham stated she will have time mid-summer to work on it through fall but wants a clear vision in place. Bach asked if money could be funneled through another organization already established. Mitchell volunteered to chair committee to look at other community foundations/create clear mission/appeal to members to fund it before Cunningham puts in any work. Committee includes Taggart Wall, Mike Schrage and Don Cawby. Overall consensus was there is no need to hire outside entities.
10. **Other Business.** Wall moved and Law seconded to amend the budget to reflect website fees not included in financial statement. Update prior to membership meeting. Agenda for membership meeting would omit ethics and committee reports since no new information to report.
  - a. Handout - **Upcoming Events.** Cawby noted handout listing upcoming events.
11. **Next Board Meeting Date/Time.** 10:00 a.m. Saturday, August 25, 2018, Osawatomie – can come down Friday night – stay in Paola or Olathe. Discussion at the retreat would include continuation of 501c3 and funding/budget issues. Conclude by late afternoon.
12. **Adjourn.** Cawby adjourned the meeting at 8:31 p.m.