



Kansas Association of City/County Management

Kansas Association of City/County Management

Board of Directors Meeting

United Wireless Arena, Dodge City

Jack Dalton Memorial Room, 4100 W. Comanche

December 4, 2019 – 10:00 a.m.

Minutes

In Attendance: Cherise Tieben, Kathy Sexton, Becky Berger, Jonathan Mitchell, Jennifer Cunningham, Jason Hilgers, Nathan Law, Ethan Reimer, Michael Schrage, Taggart Wall, Michael Webb, and Don Cawby. **Guests:** Karen Daly, J.D. Gilbert, Ray Gonzales, and Michael Ort. **League Staff:** Trey Cocking and Kaitlyn Willis. **Absent:** Barack Matite.

1. **Call Meeting to Order.** President Tieben called the meeting to order at 10:04 a.m.
2. **Introduction of New Board Members.** J.D. Gilbert and Michael Ort introduced themselves to the board. They will be appointed on December 5 to fulfill two vacancies, and their terms will expire in 2020.
3. **Approval of Minutes.** Mitchell moved and Webb seconded a motion to approve the minutes from April 24, 2019. Motion was approved.
4. **ICMA Coaching Program.** Wall gave an update on ICMA Coaching Program and will continue to post updates on the listserv. Karen Daly shared information about CoachConnect, a free virtual coaching program where members can sign up to coach or be coached. Daly will send information to the board so it can be put on KACM's website in the mentoring section. The board authorized \$1000 to be included in the budget for this program, which includes free webinars and the Career Compass newsletter.
5. **Treasurer's Report.** Mitchell reviewed the financial statements and discussed the balances. The second financial statement included the potential revenue with the membership dues increase for 2020. Wall moved and Mitchell seconded a motion to approve the quarterly invoice and adjusted financial statement. Motion was approved.
6. **Committee Reports**
 - a. **Nominating Committee Report.** Sexton reviewed the report and the proposed 2020 Board of Directors. Sexton moved and Reimer seconded a motion to approve the slate of 2020 KACM Board of Directors as presented. Motion was approved.



Kansas Association of City/County Management

- i. **Board Officers.** Kathy Sexton, President; Becky Berger, Vice President; Jonathan Mitchell, Secretary; and Nathan Law, Treasurer.
 - ii. **Reappointments (Term Expires in 2021):** Jennifer Cunningham, Jason Hilgers, Ethan Reimer, and Taggart Wall.
 - iii. **New Members (Term Expires in 2020):** J.D. Gilbert and Michael Ort.
- b. **Awards/Recognition.**
- i. **Awards Committee Report.** Berger presented the committee's recommendations for the Early Career Excellence Award, Career Achievement Award, and Buford Watson, Jr. Award. The Innovation Award was discontinued last year due to low participation and the League's similar Innovation Award. Webb moved and Schrage seconded to approve the slate of award winners as presented. Motion was approved.
 - ii. **Review of Awards and Scholarship Program.** The board discussed the details and criteria for the awards and scholarship programs. The Buford Watson, Jr. Award recipient will continue to be selected by the Awards Committee prior to the conference. At the next Awards Committee meeting, members will consider changing the Early Career Achievement Award criteria to include applicants in the first ten years of their career instead of five. They will also decide if clarification needs to be given on when that time period begins. For the Scholarship program, university liaisons will reach out to their college's advisors to let them know that two nominations for each scholarship are strongly preferred and KACM requests a written explanation if they give less than two. The budget for scholarships will continue to be \$10,000. One \$3,000 Virgil Basgall Scholarship, two \$2,000 KACM Scholarships, and three \$1,000 Rising Star Scholarships will be given out.
 - iii. **Scholarship Naming & Endowment.** Sexton discussed a request she received from a family member of a retiring city manager to establish a scholarship in their name. The board discussed new scholarship possibilities and how the program could be expanded to include donations. Schrage moved and Reimer seconded a motion to create an Endowment Committee with Cawby as chair, and Sexton, Schrage, and Webb as members. Motion was approved.
- c. **Conference Planning.**
- i. **Review 2021 KACM Conference RFPs.** Sexton reviewed the RFPs that were received and reported the Conference Planning Committee recommended selecting Atchison for December 1-3, 2021. The consensus was to have the League proceed with negotiations with Atchison.



Kansas Association of City/County Management

d. **Ethics.**

- i. **Ethics Chair Appointment.** Tieben appointed Cunningham to be the Ethics Committee chair and encouraged the board to share ethics complaints with Cunningham if they come up.

e. **Membership.**

- i. **Membership Chair Appointment.** Tieben appointed Wall to be the Membership Committee chair.
- ii. **Membership Protest Discussion.** Law discussed a protest that was filed following a listserv notification of a membership application. No action is needed since the application was revoked, but Law made recommendations to prevent future confusion. His recommendations were to (1) add the ICMA Code of Ethics and Professional Guidelines to the Membership Qualifications webpage; (2) add emphasis to the qualifications language on the Membership application with the same information; (3) establish a process for the Membership Committee, Ethics Committee, and/or Executive Board to follow once a protest to an application has been made. After discussion, the board supported the first two recommendations and asked Kaitlyn Willis to make those changes to the website. At its next meeting, the Membership Committee will discuss the third recommendation and if additional changes should be made to the application and report back to the board.
- iii. **Membership Report.** Law reviewed the Membership Report.
- iv. **Membership Drive Update.** Daly shared that three ICMA members joined KACM, and six KACM members joined ICMA following the membership drive letter sent in May.
- v. **Membership Dues Increase Final Action.** The board discussed the Membership Dues Increase memo that will be shared at the Membership meeting. Law moved and Wall seconded a motion to approve Option A listed below. Motion approved.

Cities	Current	Option A
0-4,000 pop.	\$70	\$100
4,001-20,000 pop.	\$140	\$200
20,001 + pop.	\$210	\$300
Counties		
0-70,000 pop.	\$210	\$200
70,001 + pop.	\$210	\$300
Student	\$30	\$25
Business	\$100	\$150
Affiliate	\$45	\$75



Kansas Association of City/County Management

- vi. The board discussed starting a Lifetime Membership Initiative and creating a presentation for the February 6 WSU Seminar.
- f. **Website.** Tieben appointed Webb to be chair and discussed the updates that need to be made to the website.
7. **ICMA Update.** Daly introduced Ray Gonzales as ICMA's new Vice President of the Mountain Plains Region. The ICMA Conference will be in Toronto on Sept 23-26, 2020. Daly discussed four constitutional amendments that will be voted on by ICMA members in January 2020. Daly also encouraged the board to reach out to non-CAOs in Kansas who may be interested in being Vice President of the Mountain Plains Region for 2020-2021. The nominating committee will make their selection in March 2020.
8. **University Liaisons Report.**
 - a. **University of Kansas.** Cawby discussed recent changes to their internship program.
 - b. **Kansas State University.** Hilgers discussed the online diversity and inclusion class that will be offered online in January 2020. Hilgers will share this information on the listserv.
 - c. **Wichita State University.** Reimer will coordinate with the university to discuss KACM's scholarships and a student ICMA chapter.
9. **Board of Director's Membership.**
 - a. **Discussion on County/City Populations.** The board discussed changing membership dues for county members, but there was a consensus among the board to leave it the same.
10. **Senior Advisor Report.**
 - a. **Ratification of Appointments.** Hilgers moved and Schrage seconded a motion to ratify the Senior Advisor appointments of Ray Hummert for eastern Kansas and Jim Witt for central/western Kansas.
 - b. **Future Program Activities.** Sexton discussed the Welcome Packets that Ray Hummert has created for new members and ICMA's new Members-in-Transition program.
11. **LEAPS Report.** Cocking reported on the League's LEAPS activity for 2019. There was discussion on the Life, Well Run Campaign and ways to advocate for Professional Management. The board discussed prioritizing this for the value of the profession by working with ICMA, Senior Advisors, and the League. The board also discussed how to increase county membership by potentially working with KAC and city clerks/administrators by working with CCMFOA.



Kansas Association of City/County Management

12. **Job Newsletter Update.** Cocking gave an update on the Job Newsletter that launched in July. There have been seven complimentary ads and eighteen paid ads, creating a \$2,000 revenue split evenly between KACM and the League. The consensus was to have the League continue the newsletter.
13. **Board Attendance Policy.** Tieben introduced an attendance policy for consideration, but tabled this discussion for a future meeting.
14. **KACM-League Agreement.** Tieben requested an annual review of this agreement during the annual conference board meetings. Cocking shared that Willis is the primary point of contact at the League for board members to reach out to with questions. Due to the agreement expiring in May 2021, Sexton noted the need for the board to decide whether to renegotiate the administrative services contract with the League or if RFPs from other organizations should be requested. Other organizations have expressed interest.
15. **Approve 2020 Budget.** After discussion, the board increased the budget for Senior Advisor Expenses from \$4,000 to \$6,000. Wall moved and Sexton seconded the motion to approve the 2020 Budget as revised. Motion was approved.
16. **Approve Draft KACM Membership Agenda.** The agenda was revised to add Sexton's name to the Nominating Committee Report, and Ray Gonzales's name to the ICMA Update section.
17. **Next Board Meeting Date/Time.** February 5, 2020, prior to the KACM Winter Seminar at WSU.
18. **Meeting Adjourned at 1:52 p.m.**