

# Kansas Association of City/County Management

### Kansas Association of City/County Management

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, listsery 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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- meet at 3:00 p.m. on Thursday, April 23. Sexton encouraged committee chairs to reach out to KU if they would like to schedule committee meetings during this conference.
- 2019 Conference Wrap-up. Berger reviewed the Wrap-up report from the 2019 Conference.
- c. Ethics. Jennifer Cunningham was not present to give a report.
- d. **Membership.** Wall discussed recent membership applications and plans to schedule a Membership Committee meeting at the KCCM conference to establish a process to follow once a protest to a membership application has been made.
- e. **Website**. Willis gave an update on the website. There have been issues with the online membership application and server, but they are getting resolved. Willis encouraged board members to share any news stories or updates they would like to see on the website.
- 5. **Public Relations Campaign on Council-Manager Form.** Misty Bruckner, Director of WSU's Public Policy and Management Center, gave an overview on their public relations campaign proposal to inform elected officials, staff, and the public on the value of the council-manager form of government. The options in the proposal included developing a speaker panel, providing a social media presence, and/or assisting KACM with a grant application to the Kansas Health Foundation for a larger campaign. After discussion, the consensus was for Sexton to follow up with Bruckner about a potential hybrid option to focus on the grant application and social media.

#### 6. ICMA Update.

- a. **ICMA Connect.** Sexton gave an update on ICMA Connect, a new online platform for ICMA members to network and engage with other members.
- b. **ICMA Mountain Plains Regional Conference.** ICMA is providing complimentary regional conference registration to State Association scholarship recipients who are first-time attendees to the March 25-27 Mountain Plains Regional Conference in Irving, TX. The board discussed offering a travel stipend of the same amount, \$325, to two scholarship recipients who are also members of KACM. Sexton moved and Schrage seconded a motion to add \$650 to the 2020 budget to sponsor two scholarship recipients. Motion was approved.

### 7. Senior Advisor Report

- a. **Ratification of Appointment.** Sexton moved and Law seconded a motion to ratify the Senior Advisor appointment of Jay Wieland. Motion was approved.
- b. **Future Program Activities.** The board discussed guidelines for the current Senior Advisors. All Senior Advisors should make an effort to attend the WSU, KU, and KACM annual conferences, but should only attend board meetings based on its location. Willis encouraged Senior Advisors to send her a memo with their recent activities 10 days before each board



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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 e 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.