



# Kansas Association of City/County Management

---

## Kansas Association of City/County Management

*Board of Directors Meeting*

Conference Call

April 23, 2020

### **Minutes**

**In Attendance:** Kathy Sexton, Becky Berger, Jonathan Mitchell, Nathan Law, Jennifer Cunningham, JD Gilbert, Barack Matite, Michael Ort, Ethan Reimer, Taggart Wall, Michael Webb, and Cherise Tieben. **Senior Advisors:** Ray Hummert, Jay Wieland, and Jim Witt. **Guests:** Don Cawby and Karen Daly. **League Staff:** Trey Cocking, Kate Cooley, and Kaitlyn Willis. **Absent:** Jason Hilgers and Michael Schrage.

1. **Call Meeting to Order.** President Sexton called the meeting to order at 10:14 a.m.
2. **Approval of Minutes.** Mitchell moved and Law seconded a motion to approve the minutes from February 5, 2020. 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.** Berger moved and Reimer seconded a motion to approve the quarterly invoice. Motion was approved.
4. **Committee Reports**
  - a. **Awards/Recognition.**
    - i. **Scholarships.** Mitchell reported that the Awards Committee will be meeting soon to review the applications for the Virgil Basgall and KACM Scholarships and select the recipients. The board will approve the recipients via email. The Rising Star Scholarship application deadline has been extended to May 1 so more applications can be submitted.
    - ii. **Life Members.** Mitchell shared that a nomination form will be created to send to potential life members.
  - b. **Conference Planning.**
    - i. **KU Conference Update.** Berger reported that KU may have a virtual conference due to the pandemic.
    - ii. **Planning for 2020 Annual Conference.** Berger referred to the preliminary schedule in the board packet. The conference committee will be meeting within next few weeks



## Kansas Association of City/County Management

---

- to discuss potential content. The board also discussed how the pandemic may affect the conference.
- iii. **ICMA Annual Conference.** The board discussed the September 23-26 ICMA Annual Conference in Toronto and how to proceed with the Kansas Reception. Matite moved and Webb seconded a motion to suspend the Kansas Reception at the ICMA Annual Conference. Motion was approved.
  - c. **Ethics.** Cunningham reported that she had call with ICMA in February and she plans to put together a policy similar to ICMA's.
  - d. **Membership**
    - i. **Bylaws Amendment.** Wall referred to the Proposed Amendment of Bylaws to the Membership Application included in the board packet. This language would clarify the process to follow when a protest is made to a membership application. Law moved and Berger seconded that motion to proceed to put the bylaws amendment before the membership. Motion was approved.
  - e. **Website.** Webb did not have any items to report.
5. **ICMA.** Daly gave an update on ICMA. She encouraged people to use ICMA Connect and their online resources on COVID-19. She also gave an update on the ICMA Annual Conference and the possibility of a virtual conference. More information will be available in June.
6. **Senior Advisors Report.** Hummert gave an update on the Senior Advisors activities.
- a. **Senior Advisor Program Policy Amendment.** Tieben discussed the proposed amendment to the Senior Advisor Program Policy. Webb moved and Mitchell seconded a motion to approve the amendment to the Senior Advisor Program Policy. Motion was approved.
7. **Business**
- a. **Public Relations Campaign on Council-Manager Form.** Sexton gave an update on the campaign with WSU's Pubic Policy and Management Center. Sexton will work with WSU and send a proposal to the board via email to support a limited social media campaign.
  - b. **Endowment Committee Report.** Cawby and Webb gave an update on their activities with the Greater Kansas City Community Foundation. The endowment committee will meet to discuss their next steps and make recommendations to the board at a later date. Webb moved and Law seconded a motion to authorize the endowment committee to work with the Greater Kansas City Community Foundation. Motion was approved.
  - c. **Membership Dues Non-payments.** The board discussed how to proceed with members who have not paid their dues for 2020. The consensus was to send one final reminder and give members two weeks to pay their dues before ending their membership.



## Kansas Association of City/County Management

---

- d. **Salary Survey Update.** Willis reported that over 90 people have completed the Salary Survey. The information will be compiled on an Excel spreadsheet and should be available within to members who completed the survey the next week.
  - e. **Administrative Policies.** Willis gave an update on the Administrative Policies document included in the packet. This document will be updated and uploaded to the website.
8. **League Administrative Services Agreement.** Sexton discussed the current agreement that ends in May 2021. Sexton will email the board asking for feedback and report back to the League. Cocking also said that the League staff has been tracking the amount of time spent on KACM related activities.
  9. **Next Board Meeting Date/Time:** Sexton discussed the possibility of having the Board Retreat in August, or in October in conjunction with the League Annual Conference in Wichita.
  10. **Adjourn.** The meeting was adjourned at 12:04 p.m.