

MMCT & FOA SEMI-ANNUAL MEETING

WEDNESDAY MAY 08, 2019

12:00 P.M.

President Nikki Brummond called the meeting to order at 12:20 p.m.

Board Members Present:

Nikki Brummond – President	Lewistown
Kirsten Hands – Vice President 1 st & 2 nd Class Cities	Missoula
Stacey Amundson – Vice President 3 rd Class Cities	Glasgow
Liz Roos – Vice President Towns	West Yellowstone
Jennifer Robley – Treasurer	Fort Peck
Bethany Langve – Secretary	Laurel

Education Committee Members Present:

Brenda Schneider	Superior
Stacey Amundson	Glasgow
Doris Pinkerton	Forsyth
Tracy Rebo	Troy
Jodi Rogers	Choteau
Nikki Brummond	Lewistown

Other Members Present:

Wendy Acton	Colstrip
Kirsten Albus	Saco
Lorie Bond	Malta
Kimberly Bradley	Moore
Collena Brown	Lodge Grass
Aimee Brunckhorst	Kalispell
Linda Burley	Cut Bank
Ashleigh Byers	Sunburst
Jodie Campbell	Cascade
Faye Carlson	Fairview
Jann Christman	Fromberg
Laurae Clark	Bozeman
Tammy Comer	Fairfield
Pat Corbin	Forsyth
Mary Corey	Choteau
Robin Crough	Bozeman
Kellie Davis	Denton

Kelly Doan
Sandy Donley
Christie Elliot
Cindy Farwick
Summer Fellows
Cynthia Fleming
Carol Floren
Agnes Fowler
Erica Franck
Tom Frownfelder
Peggy Fruit
Diana Gobert
Stacey Goodwin
Amy Gray
Ginger Guinn
Ellen Harne
Lisa Harrald
Michelle Howke
Kim Hughes
Angela Japhet
Leann Johnson
Douglas Kaercher
Denaye Kern
Faith Kinnick
Tanya Lanter
Mary Leishman
Joan Lenz
Janell Matovich
Audray Mccollum
Liz McIntosh
Kaylene Melton
Kristi Millhouse
Shawn Mitchell
Kathie Newland
Sarah Olson
Tonya Owens
Lorrie Pearce
Chelsea Peterson
Jhona Peterson
Kalsey Purkett

Circle
Forsyth
Red Lodge
Fort Benton
Whitehall
Hamilton
Chinook
Conrad
Thompson Falls
Choteau
Broadus
Cut Bank
Darby
Hot Springs
Ennis
Boulder
Livingston
Whitefish
Deer Lodge
Whitehall
Froid
Havre
Red Lodge
Livingston
Roundup
St. Ignatius
Richey
Grass Range
Libby
Havre
Ronan
Twin Bridges
Hysham
Harlowton
Ft. Benton
Manhattan
Miles City
Thompson Falls
Wolf Point
Livingston

Connie Roberts
Mary Roberts
Nikki Rogers
Lynn M. Schilling
Kitty Schmid
Theresa Schmuck
Becky Schroeder
Sonya Southland
Nancy Stewart
Michelle Stidham
Brenda Sweeney
Kirstin Sweet
Kelly Thiel
Amy Thorngren
Tiffani Trangsrud
Ashley Wickum
Heather Wilson
Linda Wilkins
Angela Zimmer
Debra Zinda

Wixbaux
Miles City
Bainville
Belt
Ekalaka
Eureka
Harlem
Scobey
Virginia City
White Sulphur Springs
Bozeman
Bridger
Plentywood
East Helena
Culbertson
Chester
Cascade
Miles City
Hardin
Wibaux

1. Approval of minutes

- a. Approve the minutes from the September 26, 2018 semi-annual meeting held in Butte. Kelly Thiel made a motion approving the minutes from the semi-annual meeting held on September 26, 2018 in Butte, Liz McIntosh seconded the motion, all in favor, motion passed unanimously.
- b. Approval of minutes from the September 26, 2018 executive board meeting held in Butte. Tracy Rebo made a motion approving the minutes from the executive board meeting held on September 26, 2018 in Butte, Brenda Schneider seconded the motion, all in favor, motion passed unanimously.

2. Treasurer's Report

- a. Claims – Treasurer Jennifer Robley presented claims in the amount of \$3,357.15. The Claims total included two Memorial Scholarships (Lodge Grass and Sunburst) and two MMCT & FOA Scholarships (Fromberg and Nashua) awarded. The closing balance for the Scholarship fund is \$97.38. Jennifer thanked Tammy Comer for her hard work getting sponsors for the institute. The Scholarship fund needs additional funding now that the balance is so low. Agnes Fowler made a motion to accept the claims report for May 8,

2019, Nikki Rogers seconded the motion, all in favor, motion passed unanimously.

- b. Financial Report – Jennifer Robley presented the financial statements to date, there is a current net income of \$11,651.20 and the current checking account balance is \$47,233.43. Tammy Comer made a motion to accept the financial report for May 8, 2019, Faye Carlson seconded the motion, all in favor, motion passed unanimously.

3. Committee Reports and Vacancy Volunteer Appointments:

Education

Brenda Schneider reported that this year there are 112 clerks in attendance; 25 1st year, 12 2nd year, 16 3rd year, and 15 graduates. She thanked the education committee for their hard work and dedication throughout the year; there were some new classes added this year, and the committee is always looking for ways to enhance and improve institute. She reminded those in attendance to fill out their evaluation forms for each session attended. The committee values the input and the suggestions from the association members. Institute next year will be from May 3 to May 7, 2020 here in Bozeman. The Committee is working on a new resource that will include a list of reports, due dates, which agency to submit the report to, and instructions for completing the report.

Finance & Audit

Doris Pinkerton stated that everything is good.

Fundraising

Nikki Brummond asked if anyone wanted to serve on the fundraising committee and Tammy Comer stated that she would like to. Nikki stated that she is always looking for new ideas and ways to raise money.

Silent Auction

Jodi Campbell stated that League will be held in October this year in Billings. The Clerks bring big baskets that are auctioned off in a silent auction to raise money for the scholarship fund. This scholarship fund helps the 1st and 2nd year clerks.

League Secretary

Agnes thanked everyone, including Mayors, City Managers and Council Members, for their immediate responses to the potential impact to entitlement share funds. Because of the responses the attempts to reduce the entitlement share funds were

unsuccessful throughout the entire legislative session. It is anticipated that attempts will rear their ugly head again next legislative session.

Courtesy/Welcoming

Courtesy is being combined with the welcoming committee. Stacey Amundson stated that she is trying to make sure that when someone retires or is sick that a card goes out to that individual. Stacey is also trying to watch the listserv for new clerks and welcome them. Stacey has a two-page sheet compiled for new clerks and she will send it to them. It contains helpful tips, links, and contacts. Stacey handed out a sheet which contained a suggested payout schedule for retiring clerks, based on years of service. Agnes Fowler asked if the payout would be in the form of a gift card and Stacey confirmed it would. Lori asked if the dollar amount has changed and Stacey stated that there has never been a set dollar amount. Stacey stated that this would set an amount and maintain consistency for the future. Brenda Schneider made a motion to approve the Clerk Retirement Payout Schedule, Peggy Fruit seconded the motion, all in favor, motion passed unanimously.

Convention

Nikki Brummond stated that League this year will be in Billings MT, October 2-4th, at the Billings Hotel and Convention Center.

Website

Kirsten Hands stated that the new website is up and running. The address is <http://mmctfoa.com/> with no www. You can contact us using the “contact” button on the home page. Use that button to notify us for corrections, contact updates, send photos, etc. There is a MMCT & FOA Facebook page. It is a closed group and you need to ask to be added to the group. Kirsten will send out the link to the page through the listserv.

MMCT & FOA – Achievement Award

Doris Pinkerton stated that there will be a lifetime achievement award recipient this year.

International Institute of Municipal Clerks (IIMC)

Stacey Amundson mentioned the annual conference is May 19-22nd in Alabama. The next four years conferences are on the IIMC website. There are IIMC member conference scholarships available to attend the regional conferences. If anyone needs information, please ask Stacey.

Association of Public Treasurers for US & Canada (APT US&C)

Agnes Fowler stated that the APT US & C conference is being held around the same time as Institute this year. Information to become certified through APT US&C is on their website and it is based on points.

Government Finance Officers Association (GFOA)

Bethany Langve stated that she will be attending the GFOA conference this year in Los Angeles. The GFOA does have first time attendee scholarships available and you can apply for them online.

Memorial Scholarship

Nikki Brummond told those in attendance that two scholarships were given this year. One to the town of Sunburst and one to the town of Lodge Grass.

Legislative – Vacant

Nikki Brummond said anyone who would like to be on this committee; let her know. Jodie Campbell stated that it is over!

Nominating

Kim Bradley stated that she received two letters of interest for upcoming officer elections. Stacey Amundson submitted a letter of interest for President and Bethany Langve submitted a letter of interest for Secretary.

Record Retention

There was no report since a session was held on best practices for disposal.

Historian

Nikki Rogers is the associations Historian; she is taking pictures all week.

Welcoming

This was combined with Courtesy

Jodie Campbell made a motion to accept all Committee Reports, Tracy Rebo seconded the motion, all in favor, motion carried unanimously.

4. District Meetings – NONE

5. Unfinished Business

a. Facebook page –

Someone asked how to find the Facebook page. Kirsten Hands will send a link with the Facebook page in it to the listserv, and she will put a link on the MMCT & FOA website.

6. New Business

a. Volunteers needed to sell 50/50 tickets

Nikki Brummond mentioned she has 50/50 tickets that need to be sold to help raise money for scholarships. Jodie Campbell, Faye Carlson, and Tammy Comer volunteered to sell the 50/50 tickets.

7. Concerns or questions from the association members -

There is a question regarding sponsors wanting a W9. That issue is being investigated and will be resolved.

8. Elections

a. Election of Officers – (Nikki called for Nominations from the floor)

- 1) Stacey Amundson was nominated for President unanimously
- 2) Kirsten Hands was nominated for Vice President of 1st and 2nd Class Cities unanimously
- 3) Summer Fellows of Whitehall said she would be interested in running for Vice President of Towns. Nikki Brummond asked if there were any other nominations, Jodi Rogers nominated Nikki Rogers of Bainville. A ballot vote was taken, one from each City, and counted. Nikki Rogers received the majority of the vote for Vice President of Towns.
- 4) Bethany Langve was nominated for Secretary unanimously
- 5) Stacey Amundson's nomination to President leaves the Vice President of 3rd Class Cities vacant. Jodi Rogers was nominated unanimously to fill the vacancy.

b. Election of League Secretary

- 6) Agnes Fowler was nominated for League Secretary unanimously

Liz Roos swore in the new Executive Officers and League Secretary.

Nikki Brummond steps down to the immediate past president.

9. Adjourn

Bethany Langve made a motion to adjourn the meeting, Liz Roos seconded the motion, all in favor, motion passed unanimously. Meeting adjourned at 1:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'B. Langve', with a large, sweeping flourish extending to the right.

Bethany Langve

Secretary

MMCT & FOA



Retirement Gift Card Policy for MMCT & FOA – Approved at May 8, 2019 Semi – Annual Meeting

If a member of the Association is retiring after working with the city or town for the number of years listed below, the following guidelines are to be followed:

10–15 years– Member of the Association - \$25.00

10-15 years – Member of the Association & Active within (board, committees, etc) - \$50.00

16-20 years – Member of Association - \$75.00

16-20 years – Member of Association & Active within (board, committees, etc) - \$100.00

21 and over – Member of Association - \$125.00

21 and over – Member of Association & Active within (boards, committees, etc) - \$150.00

Check with current Treasurer to see how many years the retiree has been a member for