



MCMA Board Meeting

Conference Call

3:00 p.m.

February 23, 2021

AGENDA

1. Welcome/Confirmation of Quorum - Roger
2. Approval of Minutes – December 8, 2020 - Roger
3. Financial Report – Roger / Emily
4. Spring Conference Update – Ben / Emily
5. ICMA Midwest Region Update – Roger / Ben
6. Life Membership Application – Robert Frank
7. MML Resolutions Committee Appointment – Emily
8. Women Leading Government (WLG) report – Jessica
9. Other Business
10. Adjournment



MCMA Board Meeting
MINUTES

December 8, 2020

BE IT REMEMBERED that the board of directors for the Missouri City /County Management Association met on December 8 via Zoom conference call.

The meeting was called to order at 2:03 p.m. by Board President Roger Haynes, with board members, Bola Akande, Greg Camp, Ben DeClue, DJ Gehrt, Jessica Hoffman and Scott Meyer and program manager Emily Koenigsfeld also present.

WINTER WORKSHOP

Koenigsfeld reported response from Stoney Creek. If we were to reschedule Winter Workshop for 2022 there would be absolutely no penalty, **A MOTION WAS MADE AND SECONDED TO CANCEL THE 2021 WINTER WORKSHOP.**

2021 FRIENDS PROGRAM

It was unclear as to what was decided from the September meeting. **A MOTION WAS MADE AND SECONDED TO ROLL THE 2020 FRIENDS OVER TO 2021.**

REVIEW OF DRAFT BUDGET/DISCUSSION

After the approval to roll the 2020 Friends over, the draft budget was to be adjusted to reflect the Board recommended changes. **A MOTION WAS MADE AND SECONDED TO APPROVE THE BUDGET WITH ADJUSTMENTS BEING MADE.** In follow up, Roger and Emily sent out to the Board on December 9th an updated budget reflecting all discussed changes and each Board member provided approval by email.

APPROVAL OF SEPTEMBER MEETING MINUTES

A MOTION WAS MADE AND SECONDED TO APPROVE THE MINUTES OF SEPTEMBER 22, 2020. MOTION PASSED UNANIMOUSLY.

ADJOURNMENT

AT 3:35 P.M. A MOTION WAS MADE AND SECONDED TO ADJOURN THE MEETING. MOTION PASSED UNANIMOUSLY.

With there being no further business before the board the meeting, President Roger Haynes adjourned the meeting.

Respectfully submitted,

Emily Koenigsfeld, Program Manager

Missouri City Management Association
Balance Sheet
As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
MCMA Checking Account	65,984.76
Total Checking/Savings	65,984.76
Accounts Receivable	
*Accounts Receivable	250.00
Total Accounts Receivable	250.00
Other Current Assets	
Prepaid Conference Expenses	9,116.00
Total Other Current Assets	9,116.00
Total Current Assets	75,350.76
Other Assets	
Investments	117,567.50
Total Other Assets	117,567.50
TOTAL ASSETS	192,918.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to MML	14,081.80
Deferred Spring Seminar	750.00
Deferred Conference Sponsorship	3,000.00
Deferred Corporate Sponsorships	1,500.00
Total Other Current Liabilities	19,331.80
Total Current Liabilities	19,331.80
Total Liabilities	19,331.80
Equity	
Temp. Restricted Net Assets	117,567.50
Mansfield Scholarship	17,350.00
Unrestricted Net Assets	15,611.99
Net Income	23,056.97
Total Equity	173,586.46
TOTAL LIABILITIES & EQUITY	192,918.26

Missouri City Management Association
Income Statement Budget vs. Actual
 January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Income				
Annual Membership Dues				
Full Members	15,080.00	13,000.00	2,080.00	116.0%
Associate Members	315.00	1,000.00	-685.00	31.5%
Total Annual Membership Dues	15,395.00	14,000.00	1,395.00	110.0%
Friends of MCMA Partnership				
Partnership Level	17,500.00	17,500.00	0.00	100.0%
Sponsorship Level	5,000.00	7,000.00	-2,000.00	71.4%
Benefactor Level	7,500.00	7,000.00	500.00	107.1%
Total Friends of MCMA Partnership	30,000.00	31,500.00	-1,500.00	95.2%
MCMA Conference and Training				
Spring Conference				
Spring Conference Registration	0.00	26,000.00	-26,000.00	0.0%
Keynote Speaker Sponsorship	0.00	1,500.00	-1,500.00	0.0%
Banquet Sponsorship	0.00	1,500.00	-1,500.00	0.0%
Dinner Event Sponsorship	0.00	1,000.00	-1,000.00	0.0%
Welcome Reception Sponsorship	0.00	1,000.00	-1,000.00	0.0%
Hospitality Suite Sponsorship	0.00	1,000.00	-1,000.00	0.0%
Lunch Sponsorship	0.00	700.00	-700.00	0.0%
Conference Golf Tournament	0.00	4,200.00	-4,200.00	0.0%
Total Spring Conference	0.00	36,900.00	-36,900.00	0.0%
Winter Training Seminar				
Winter Training Seminar Regist.	8,750.00	6,000.00	2,750.00	145.8%
Keynote Speaker Sponsorship	0.00	1,500.00	-1,500.00	0.0%
Welcome Reception Sponsorship	1,000.00	1,000.00	0.00	100.0%
Lunch Sponsorship	750.00	700.00	50.00	107.1%
Total Winter Training Seminar	10,500.00	9,200.00	1,300.00	114.1%
MML Conference & Breakfast				
Keynote & Session Sponsorship	0.00	1,500.00	-1,500.00	0.0%
Total MML Conference & Breakfast	0.00	1,500.00	-1,500.00	0.0%
Total MCMA Conference and Training	10,500.00	47,600.00	-37,100.00	22.1%
Programs				
Kathleen Mansfield Scholarship	2,365.00	2,000.00	365.00	118.3%
ICMA Senior Advisor	0.00	400.00	-400.00	0.0%
ICMA Joint Reception Sponsors	0.00	3,000.00	-3,000.00	0.0%
Interest Income	37.45	100.00	-62.55	37.5%
Investment Income (net of fees)	3,751.64			
Website Classified Ads	1,000.00	500.00	500.00	200.0%
Total Programs	7,154.09	6,000.00	1,154.09	119.2%
Total Income	63,049.09	99,100.00	-36,050.91	63.6%
Expense				
Winter Training Seminar				
Speaker Fees	0.00	2,750.00	-2,750.00	0.0%
Venue Expenses	4,963.76	3,000.00	1,963.76	165.5%
Welcome Reception	1,281.20	1,000.00	281.20	128.1%
Total Winter Training Seminar	6,244.96	6,750.00	-505.04	92.5%
Spring Conference				
Scholarship	0.00	1,500.00	-1,500.00	0.0%
Awards	300.00	500.00	-200.00	60.0%
Dinner Events	0.00	5,500.00	-5,500.00	0.0%
Speaker Fees	2,500.00	10,000.00	-7,500.00	25.0%
Venue Expenses	3,372.00	25,000.00	-21,628.00	13.5%

Missouri City Management Association
Income Statement Budget vs. Actual
January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Conference Golf Tournament	80.00	4,200.00	-4,120.00	1.9%
Total Spring Conference	6,252.00	46,700.00	-40,448.00	13.4%
MML Conference and Breakfast				
Exhibit Fees	0.00	350.00	-350.00	0.0%
Speaker Fees	0.00	1,000.00	-1,000.00	0.0%
Speaker Travel Expenses	0.00	1,000.00	-1,000.00	0.0%
Total MML Conference and Breakfast	0.00	2,350.00	-2,350.00	0.0%
ICMA				
ICMA Joint Reception Expense	0.00	6,000.00	-6,000.00	0.0%
ICMA Senior Advisor	0.00	600.00	-600.00	0.0%
ICMA Org. Part Trave/Meetings	47.95	6,000.00	-5,952.05	0.8%
ICMA Travel/Meetings	0.00			
ICMA & Affiliate Org Travel	885.57	1,000.00	-114.43	88.6%
ICMA Coaching Program	2,850.00			
ICMA Conference Scholarships	0.00	12,000.00	-12,000.00	0.0%
Total ICMA	3,783.52	25,600.00	-21,816.48	14.8%
MML Staff Support				
Travel	0.00	1,800.00	-1,800.00	0.0%
Postage	133.00	500.00	-367.00	26.6%
Telephone/Teleconference/skype	0.00	500.00	-500.00	0.0%
Supplies	0.00	500.00	-500.00	0.0%
MML Program Manager	14,400.00	14,400.00	0.00	100.0%
Total MML Staff Support	14,533.00	17,700.00	-3,167.00	82.1%
Programs and Operations				
Kathleen Mansfield Scholarship	3,000.00	3,000.00	0.00	100.0%
Leadership Academy	554.89			
Professional Services	3,812.50	3,000.00	812.50	127.1%
Program Expenses	0.00	1,500.00	-1,500.00	0.0%
MCMA Website	1,811.25	5,200.00	-3,388.75	34.8%
Miscellaneous Expense	0.00			
Total Programs and Operations	9,178.64	12,700.00	-3,521.36	72.3%
Total Expense	39,992.12	111,800.00	-71,807.88	35.8%
Net Income	23,056.97	-12,700.00	35,756.97	-181.6%

Missouri City Management Association
Balance Sheet
As of January 31, 2021

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
MCMA Checking Account	50,001.14
Total Checking/Savings	50,001.14
Accounts Receivable	
*Accounts Receivable	450.00
Total Accounts Receivable	450.00
Total Current Assets	50,451.14
Other Assets	
Investments	117,683.37
Total Other Assets	117,683.37
TOTAL ASSETS	168,134.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to MML	310.00
Total Other Current Liabilities	310.00
Total Current Liabilities	310.00
Total Liabilities	310.00
Equity	
Temp. Restricted Net Assets	117,683.37
Mansfield Scholarship	16,715.00
Unrestricted Net Assets	39,188.09
Net Income	-5,761.95
Total Equity	167,824.51
TOTAL LIABILITIES & EQUITY	168,134.51

**Missouri City Management Association
Income Statement Budget vs. Actual
January 2021**

	Jan 21	Budget	\$ Over Budget	% of Budget
Income				
Annual Membership Dues				
Full Members	-130.00	14,000.00	-14,130.00	-0.9%
Associate Members	35.00	500.00	-465.00	7.0%
Total Annual Membership Dues	-95.00	14,500.00	-14,595.00	-0.7%
Friends of MCMA Partnership				
Benefactor Level	1,500.00	1,500.00	0.00	100.0%
Total Friends of MCMA Partnership	1,500.00	1,500.00	0.00	100.0%
MCMA Conference and Training				
Spring Conference				
Spring Conference Registration	0.00	25,000.00	-25,000.00	0.0%
Keynote Speaker Sponsorship	0.00	1,500.00	-1,500.00	0.0%
Banquet Sponsorship	0.00	1,500.00	-1,500.00	0.0%
Dinner Event Sponsorship	1,000.00			
Welcome Reception Sponsorship	1,000.00			
Hospitality Suite Sponsorship	1,000.00	1,000.00	0.00	100.0%
Lunch Sponsorship	750.00	700.00	50.00	107.1%
Conference Golf Tournament	0.00	3,200.00	-3,200.00	0.0%
Golf Tournament Sponsorship	1,000.00			
Total Spring Conference	4,750.00	32,900.00	-28,150.00	14.4%
Total MCMA Conference and Training	4,750.00	32,900.00	-28,150.00	14.4%
Programs				
Kathleen Mansfield Scholarship	-15.00	2,000.00	-2,015.00	-0.8%
ICMA Senior Advisor	0.00	1,200.00	-1,200.00	0.0%
ICMA Joint Reception Sponsors	0.00	3,000.00	-3,000.00	0.0%
Interest Income	0.00	100.00	-100.00	0.0%
Investment Income (net of fees)	115.87	100.00	15.87	115.9%
Website Classified Ads	200.00	500.00	-300.00	40.0%
Total Programs	300.87	6,900.00	-6,599.13	4.4%
Total Income	6,455.87	55,800.00	-49,344.13	11.6%
Expense				
Winter Training Seminar				
Speaker Fees	0.00	2,250.00	-2,250.00	0.0%
Total Winter Training Seminar	0.00	2,250.00	-2,250.00	0.0%
Spring Conference				
Scholarship	0.00	1,000.00	-1,000.00	0.0%
Awards	0.00	300.00	-300.00	0.0%
Dinner Events	0.00	5,500.00	-5,500.00	0.0%
Speaker Fees	1,250.00	10,000.00	-8,750.00	12.5%
Venue Expenses	7,866.00	25,000.00	-17,134.00	31.5%
Conference Golf Tournament	0.00	4,200.00	-4,200.00	0.0%
Total Spring Conference	9,116.00	46,000.00	-36,884.00	19.8%
MML Conference and Breakfast				
Exhibit Fees	0.00	425.00	-425.00	0.0%
Speaker Fees	0.00	2,500.00	-2,500.00	0.0%
Speaker Travel Expenses	0.00	500.00	-500.00	0.0%
Total MML Conference and Breakfast	0.00	3,425.00	-3,425.00	0.0%
ICMA				
ICMA Joint Reception Expense	0.00	5,000.00	-5,000.00	0.0%
ICMA Senior Advisor	0.00	2,400.00	-2,400.00	0.0%
ICMA Org. Part Trave/Meetings	0.00	4,000.00	-4,000.00	0.0%
ICMA & Affiliate Program Assist	0.00	1,000.00	-1,000.00	0.0%

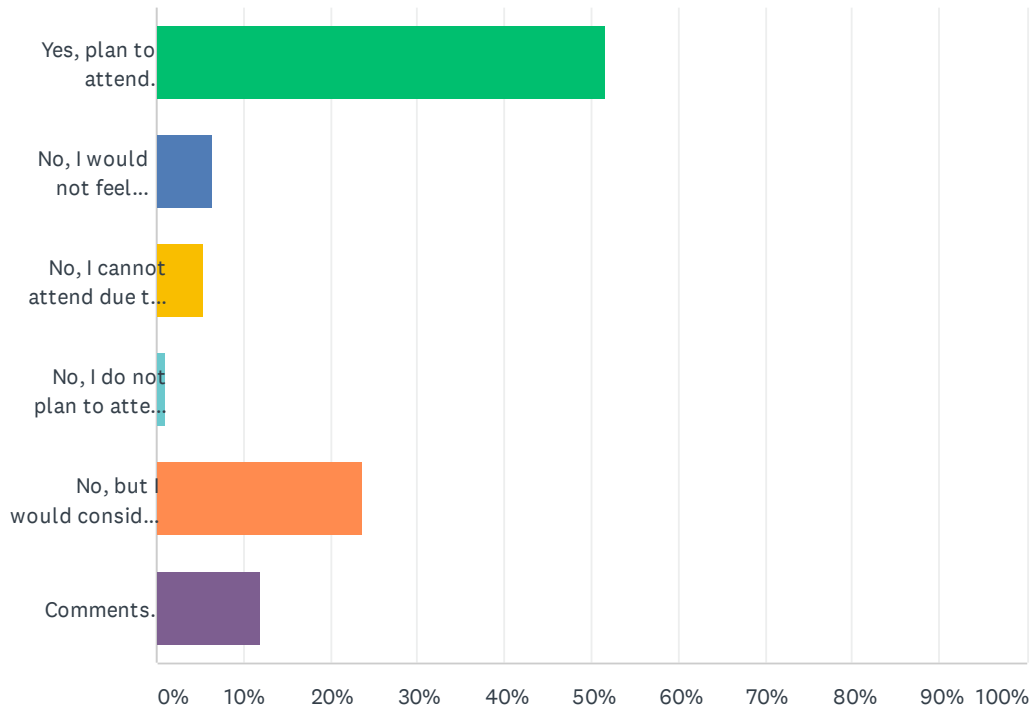
**Missouri City Management Association
Income Statement Budget vs. Actual
January 2021**

	Jan 21	Budget	\$ Over Budget	% of Budget
ICMA Conference Scholarships	0.00	5,000.00	-5,000.00	0.0%
Total ICMA	0.00	17,400.00	-17,400.00	0.0%
MML Staff Support				
Travel	0.00	2,000.00	-2,000.00	0.0%
Postage	0.00	150.00	-150.00	0.0%
Telephone/Teleconference/skype	0.00	500.00	-500.00	0.0%
Supplies	0.00	500.00	-500.00	0.0%
MML Program Manager	1,200.00	14,400.00	-13,200.00	8.3%
Total MML Staff Support	1,200.00	17,550.00	-16,350.00	6.8%
Programs and Operations				
Kathleen Mansfield Scholarship	0.00	3,000.00	-3,000.00	0.0%
Leadership Academy	0.00	1,000.00	-1,000.00	0.0%
MCMA Website	1,901.82	1,900.00	1.82	100.1%
Total Programs and Operations	1,901.82	5,900.00	-3,998.18	32.2%
Total Expense	12,217.82	92,525.00	-80,307.18	13.2%
Net Income	-5,761.95	-36,725.00	30,963.05	15.7%

MCMA Reserve Balances			
SCHOLARSHIP FUND			
	Amount Paid Out	Amount Contributed	Running Totals
2005-2006		1,590.00	1,590.00
2006-2007		1,895.00	3,485.00
2007-2008		2,720.00	6,205.00
2008-2009		2,160.00	8,365.00
2009-2010		2,200.00	10,565.00
2010-2011		2,015.00	12,580.00
2011-2012		2,000.00	14,580.00
2013	1,000.00	1,835.00	15,415.00
2014	1,500.00	2,485.00	16,400.00
2015	1,500.00	2,455.00	17,355.00
2016		1,860.00	19,215.00
2017	500.00	1,910.00	20,625.00
2018	7,000.00	2,145.00	15,770.00
2019	500.00	2,080.00	17,350.00
2020	3,000.00	2,365.00	16,715.00

Q1 Would you attend in-person May 5-7?

Answered: 93 Skipped: 0

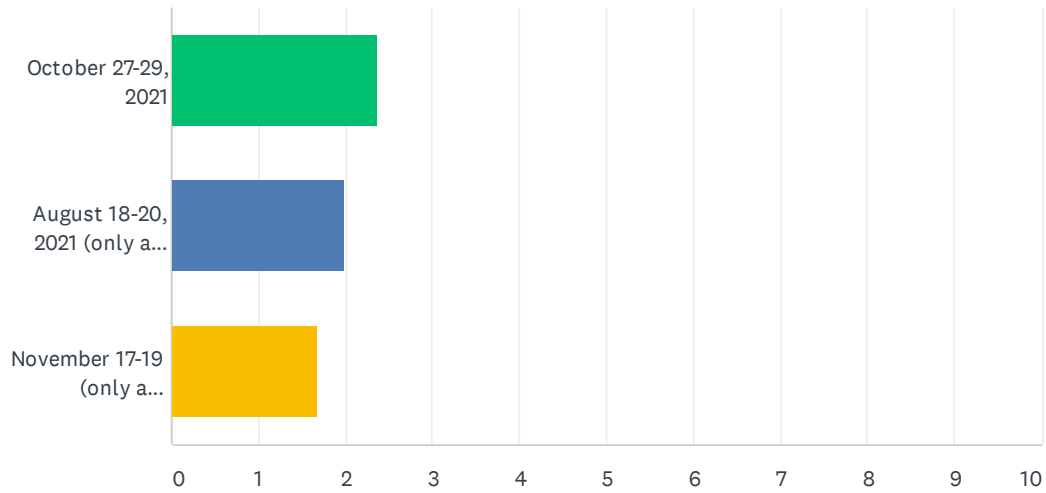


ANSWER CHOICES	RESPONSES	
Yes, plan to attend.	51.61%	48
No, I would not feel comfortable traveling in May.	6.45%	6
No, I cannot attend due to my organization's travel restrictions	5.38%	5
No, I do not plan to attend any in-person conferences in 2021.	1.08%	1
No, but I would consider a later date with COVID risks mitigated.	23.66%	22
Comments.	11.83%	11
TOTAL		93

#	COMMENTS.	DATE
1	I would attend but I have another commitment	2/12/2021 10:20 AM
2	I have been vaccinated for covid, if its safe I would consider attending	2/12/2021 9:36 AM
3	I'm totally comfortable attending in person in May, but I have a scheduling conflict that would prevent it.	2/12/2021 9:07 AM
4	We have cut all travel from budget due to COVID	2/12/2021 8:16 AM
5	Out of the office that week, but would be comfortable attending otherwise	2/12/2021 8:12 AM
6	I would consider it, but it further depends on how things go between now and then.	2/12/2021 7:47 AM
7	Yes but depends on Covid status	2/11/2021 6:23 PM
8	undecided at this time.	2/11/2021 6:19 PM
9	Maybe. Would need to see precautions.	2/11/2021 5:59 PM
10	I would attend in-person (with masks) but I have another scheduling conflict that week/weekend.	2/11/2021 5:18 PM
11	I would attend in person only if I have been fully vaccinated by the conference date.	2/11/2021 4:57 PM

Q2 Please rank the potential reschedule dates below based on preference.

Answered: 84 Skipped: 9



	1	2	3	TOTAL	SCORE
October 27-29, 2021	45.78% 38	45.78% 38	8.43% 7	83	2.37
August 18-20, 2021 (only a possibility if another group doesn't take)	40.00% 32	17.50% 14	42.50% 34	80	1.98
November 17-19 (only a possibility if another group doesn't take)	16.05% 13	35.80% 29	48.15% 39	81	1.68



Life Membership Application

The Life Membership designation has been established to honor those individuals who, in the opinion of the MCMA governing body, have distinguished themselves through outstanding contribution to the development of the profession.

This class of membership in the MCMA is available to any individual who has retired from the profession of city or county management and has been a member for a minimum of twenty years.

Application for Life Membership may be submitted by an individual requesting nomination for another or for themselves. Applications are due by December 31 of each year. Nominees will be reviewed and voted upon by the MCMA Board of Directors annually in January. Upon approval by the governing body, inductees will receive a waiver of annual dues and complimentary registration at Annual Spring Conferences.

Nominee Name: <u>Robert J Frank</u>	
Last Local Government Employer (Missouri): <u>City of Hazelwood, MO</u>	
Title: <u>Asst. City Manager</u>	
Years Served: <u>9/2007 - 1/2018</u>	Retirement Date: <u>1/26/2018</u>

Professional Information (Education – list only completed undergraduate and graduate degrees.)

Degree	Year	Subject	Name of Institution	State
<u>B.S.</u>	<u>1973</u>	<u>Political Science</u>	<u>Mo. Western College</u>	<u>MO</u>
<u>M.P.A.</u>	<u>1975</u>	<u>Urban Admin.</u>	<u>UMKC</u>	<u>MO</u>

Employment Experience (List current position first. Attach separate sheet as necessary)

From (Mo/Yr)	To (Mo/Yr)	Title	Name of Employer	State
<u>9/2007</u>	<u>1/2018</u>	<u>Asst. CM</u>	<u>City of Hazelwood</u>	<u>MO</u>
<u>5/2006</u>	<u>8/2007</u>	<u>City Admin.</u>	<u>City of Tray</u>	<u>MO</u>
<u>6/2002</u>	<u>4/2003</u>	<u>City Mgr.</u>	<u>City of Ellisville</u>	<u>MO</u>
<u>7/1/1997</u>	<u>4/2002</u>	<u>City Mgr.</u>	<u>City of Moberly</u>	<u>MO</u>
<u>4/1997</u>	<u>12/1996</u>	<u>City Admin</u>	<u>City of Raymore</u>	<u>MO</u>

Family (Spouse/Partner): Susan J Frank
 Children: Christopher M. Frank
 Hobbies: _____

Applicant will consider:

- Sr. Advisor-ICMA Coaching/Mentoring MCMA Committee

Signature of Applicant or person submitting in Applicant's behalf.

Signature

11-3-2020
 Date

Return completed form to: MCMA, 1727 Southridge Dr., Jefferson City, MO 65109

Resolutions Committee

July 15 at Canterbury Hill Winery (tentative location)

The Resolutions Committee of the Missouri Municipal League plays a key role in the development of the Missouri Municipal Policy.

Policy-making is a very important function of the Missouri Municipal League. The primary process is that four appointed policy committees meet each July to discuss and debate policy issues facing Missouri municipalities.

The result is new or amended policy recommendations that are reviewed and finalized by the Resolutions Committee. These final policy recommendations are presented to the general membership for adoption at the Business Meeting during the Annual Conference. Alternatively, members may modify or offer new policies during the Business Meeting for adoption by the general membership.