



MCMA Board Meeting
MINUTES

July 8, 2020

BE IT REMEMBERED that the board of directors for the Missouri City /County Management Association met on July 7 via Zoom conference call.

The meeting was called to order at 10:02 a.m. by Board President Roger Haynes, with board members Bola Akande, Greg Camp, Ben DeClue, Jessica Hoffman and Scott Meyer and program manager Emily Koenigsfeld also present. Absent was DJ Gehrt.

APPROVAL OF MINUTES

A MOTION WAS MADE AND SECONDED TO APPROVE THE MINUTES OF MAY 27, 2020. MOTION PASSED UNANIMOUSLY.

AUDIT REPORT

Findings by Evers & Company, CPA's LLC were reviewed. Haynes recommended the following:

- a. Bank Statement Reconciliation – past president will review each month and sign off
- b. Investment Reports – past president will receive a statement summary each month
- c. Policies – Haynes will work on drafting policies for internal controls
- d. Audit report to be made available to the membership during the November conference

A MOTION WAS MADE AND SECONDED TO APPROVE THE RECOMMENDATIONS MADE BY HAYNES. MOTION PASSED UNANIMOUSLY.

ANNUAL FALL (SPRING) CONFERENCE UPDATE

Haynes reported that the agenda was almost set and highlighted sessions. A notice will go out in early August.

COMMITTEE APPOINTMENTS REMAINING

Haynes reported he needed to complete the roster for the ethics, awards and nominating committees. The ethics committee was next on his list. The awards and nominating committee he has more time on.

COMMITTEE REPORTS

Haynes has kept in contact with Nathan Shauf in regards to welcoming new members and the upcoming November conference.

FRIENDS OF MCMA/SPONSORSHIP PROGRAM

Koenigsfeld reminded the board to send any companies he/she feels should be on the marketing list for the Friends program. Also, to keep in the back of our minds that some might ask for a refund if can't attend the Annual Conference due to travel restrictions.

MCMA/ICMA 2020 CONFERENCE REGISTRATION SCHOLARSHIP UPDATE

Information on the ICMA Annual Conference was released this week. Haynes will work to get the message out and application updated for the ICMA conference scholarship. The deadline will be set for August 26 and it will be good for the individual price of \$199.

2020 MANSFIELD SCHOLARSHIP UPDATE

Koenigsfeld will add the winners to the website.

MML CONFERENCE BREAKFAST, BOOTH AND SESSION

Meyer will present at breakfast on his experiences with the city of Cape Girardeau's cyber-attack. Haynes is also going to reach out to Jena Woods with Osage Beach to see if she would participate in the discussion because they also had one. Koenigsfeld will secure a booth. Steve Arbo is set to present the MCMA session.

WINTER WORKSHOP DATES

Koenigsfeld reported the dates are January 27, 28, 2021 at Stoney Creek Inn.

LISTSERV & AFFILIATE ACCESS

Koenigsfeld will revise the membership application to note affiliate membership excludes access to the listserv. All current affiliate members on the listerv will be removed. An updated membership will be run to catch all non-members and affiliates to be removed. DeClue offered to assist in the review of the list.

A MOTION WAS MADE AND SECONDED THAT AFFILIATE MEMBERS WILL NOT HAVE ACCESS TO THE LISTSERV. MOTION PASSED UNANIMOUSLY.

WOMEN LEADING GOVERNMENT (WLG) REPORT

Hoffman reported she is almost done with the process of becoming a 501c3 organization.

NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS (NFBPA) REPORT

Haynes has kept in contact with Gregory Rose. Nothing to report at this time.

OTHER BUSINESS

ICMA had some turnover and failed to bill us or charge us for the ICMA coaching program the last time we renewed; essentially providing the program the past two years at not cost. ICMA wants us to sign a new three-year contract at the same pricing level previously quoted. Koenigsfeld will be put as the main contact so that all information about the program can be added to the website in a timely manner.

DeClue will be listed as the senior representative and Haynes will work on getting the emerging leader representative. **A MOTION WAS MADE AND SECONDED TO SIGN A THREE-YEAR CONTRACT FOR THE ICMA COACHING PROGRAM. MOTION PASSED UNANIMOUSLY.**

Hoffman thinks that having a virtual option at the Annual Conference would be a good idea given current events. Koenigsfeld will price and report back what that cost would be (\$1600?). **A MOTION WAS MADE AND SECONDED THAT THE CHARGE FOR THE VIRTUAL OPTION WOULD BE \$50. MOTION PASS UNANIMOUSLY.**

ADJOURNMENT

AT 11 A.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