

**K.A.C.E. BOARD MEETING
MARCH 5, 2008**

President Leslee Fonseca called the meeting to order at 11:15 a.m.

I. ROLL CALL

Board members present: President Leslee Fonseca, 1st Vice President Skip Moon, 2nd Vice President Wayne Wilson, Sergeant at Arms James Stuart, Treasurer Tom Yahl, Secretary Barbara Bille and Past President Kim Bauer.

Board members absent: 3rd Vice President Shane Pruitt

II. APPROVAL OF BOARD MINUTES – No minutes were approved. Notes taken from the meeting on November 29, 2007 by Tom Yahl will be retyped by Barbara Bille to conform to the standard layout of all board meeting minutes so they can be posted on the website. Minutes will be emailed to all Board members for review.

III. OFFICER REPORTS – President Leslee Fonseca asked all board members who have a committee to prepare a report for before the spring conference. She said that she is getting positive feedback about the upcoming conference. She attended the funeral services for Matt Blackman's wife who passed away recently. During discussion on new business she would like to present some ideas on a donation to the Blackman children or possible fundraising for them.

1st Vice President Skip Moon said he will prepare draft for the strategic plan to provide copy to the Board for review at the next meeting the first week of April. He will also be working on creating new programs. Leslee congratulated Skip on the website and everyone agreed it has come along nicely. The posting of jobs was a good addition. Skip said he would like for everyone to provide information about hoarding issues.

2nd Vice President Wayne Wilson reported that he is finishing up the certifications and brought them to the meeting to be signed. He showed the board how the new certificates now list the classes that were taken and the hours credited for each class. He asked if stamps could be purchased to mail the certificates as his supervisor will not allow that expense through the U.G. office. The board was agreeable to this. Wayne will prepare the certificates and give them to Tom Yahl for mailing. Postage will be applied at the post office to ensure accurate postage.

Treasurer Tom Yahl handed out treasurer report. He stated that the membership application was available online and requested that the address be changed to: Tom Yahl, KACE Treasurer, P. O. Box 60, Ottawa, KS 66067. Leslee added that KACE should provide membership cards which could be handed out at the conference. Tom stated that he had a problem with printing the cards. Kim Bauer said that she could get them printed at Overland Park. Wayne asked if KACE could provide a lanyard similar to what most of us wear on the job. Leslee said she would contact Sean Reid on this

issue and let the board know at the next meeting. Tom said that he will be checking to see if KACE needs to renew it's bonding.

Note: Sergeant of Arms James Stuart arrived at 11:45 a.m.

The board discussed changing KACE's fiscal year from January 1st through December 31st as it would be more advantageous to the budgeting process. Wayne Wilson made a motion to change the bylaws and move the fiscal year to June 1st through May 31st. Skip Moon seconded, vote passed unanimously.

Tom Yahl made a motion to hold the next board meeting on Wednesday, April 2, 2008 at 11:00 a.m. in Horton, KS. Kim Bauer seconded and vote passed unanimously.

Sergeant of Arms James Stuart reported that he will be getting in contact with the League of Kansas Municipalities to obtain some information for joint ventures with KACE. Leslee Fonseca said that she was displeased with the League's lack of contact with KACE. A hearing on House Bill 2724 (rental licensing fees) was on the docket but the League was focused only on the issue of Hamm Radio's. Their stance was to oppose all pre-emptions. It is important that KACE find an avenue to have their voice heard on issues that effect our profession. Skip Moon made a motion to draft a letter to the League of Kansas Municipalities and express our concern and displeasure with how this issue was handled. Motion was seconded by Wayne Wilson. Vote was taken and motion passed. James added that he would like to know what changes have been made in the 2006 IPMC.

Skip Moon made a motion to approve the minutes taken by Tom Yahl at the Emporia meeting. Barbara Bille said that she will retype the minutes to conform to the regular layout used for KACE. Tom Yahl seconded the motion and the minutes from the November 29, 2007 meeting were approved.

IV. OLD BUSINESS

A. Conference Speakers

Conference Speakers have been lined up. Need to notify Tina Rakes and Tom Yahl of expenses related to their training sessions at the Spring Conference. Wayne Wilson reported on the expenses for each speaker. Bruce from the KSU Extension office will only be requesting fuel cost. He will not be spending a night at the hotel. Leslee asked that a contract be drawn up reflecting this agreement to pay for fuel cost and tolls to be reimbursed by KACE at the conference. Wayne stated that he would prepare the contracts and provide a copy to KACE for record of conference expenditures.

Matt Roland of Arkansas City will be teaching the IRC Class – Preparing for Inspection. He will need a room for April 30th and printed materials cost is \$30.

Leslee will email contract to Stewart Ford, Ernie Glenn and Matt Roland. Room reservations have been made for them. She will also contact Sean Reid and email Tina Rakes about the changes related to the speakers and about the address change for Tom Yahl so the brochure can be mailed out.

Wayne said that Bruce and Matt will need projector equipment. The board discussed which municipalities had equipment to bring to the conference. Overland Park should have be able to provide the projector & screen.

B. Conference Costs

Leslee said that she had some concern on the budgeting for the spring conference if we are to continue to join with HOA. Unlike HOA, KACE has a limited budget and would like to have more input into things, such as the jackets that are going to be provided. The board discussed concerns about the charges for such amenities as cookies and drinks which are provided by the venue and not allowed to be supplied by KACE. Kim explained that while we do pay \$20 for a dozen cookies and \$2 for sodas, the hotel provides use of the conference rooms and a hospitality room. In order to draw in larger numbers of our organization, hosting a conference with HOA is very beneficial to KACE. Skip Moon said that KACE needs to be financially responsible and it is necessary to raise concerns about the costs associated with a joint conference. The Board has a responsibility to it's membership to ensure that money is spent as efficiently and effectively as possible and it would be very helpful to have some input with HOA on this matter. Leslee Fonseca stated that KACE currently has no membership from the Wichita area and feels decisions should be made unilaterally. Kim Bauer said that in defense of HOA she had provided information to the board on HOA months ago. Wayne Wilson stated that he felt it important that KACE be more involved in the spring conference planning with HOA and this should be deemed as a partnership and not that KACE is held under HOA.

The board discussed all the costs to KACE related to hosting the spring conference and registration fees. Two motions were made about registration costs but were tabled due to further discussion. Wayne Wilson made a final motion to charge the same registration fees as HOA. Full registration will be: Members \$150 and non-members \$250. Single day registration will be: Members \$55 and non-members \$95. Kim Bauer seconded, vote was taken and motion passed unanimously.

C. Conference Budget

Further discussion was held on the spring conference expenses. With all known costs added up, the projected cost was approximately \$12,000. Skip Moon asked if HOA negotiates costs with the Marriott. This is another area that had KACE been involved in during the planning stages we could have tried to negotiate to bring the cost of the conference down. Kim Bauer stated that it is most likely that the Marriott would not be interested in negotiating because they are not hurting for business. After further discussion it was agreed that the budget for the spring conference should be set at \$16,000 to ensure coverage of all costs in case of something unexpected. Skip Moon made a motion to budget \$16,000 for the 2008 Spring Conference. Motion was seconded by Wayne Wilson, vote taken and motion carried.

D. Conference Discussion

This matter was tabled due to time constraints. Will be discussed at the April meeting.

V. NEW BUSINESS

New business was tabled due to time constraints. Skip asked to briefly discuss matters related to the website. He stated that some issues need to be ironed out especially related to the operation of the forum. He will talk to the web administrator and provide them with information on items that need

to be corrected. He will bring the costs related to this maintenance back to the board. Wayne said he would bring his laptop to Horton so that the board could review the KACE website. Wayne Wilson made a motion to pay for website cleanup and corrections, which was seconded by Tom Yahl. Motion voted on and passed.

Leslee Fonseca said that another matter she wanted to bring before the board was the possibility of establishing a trust fund for the children of Matt Blackman. Mr. Blackman is an code enforcement officer with the Unified Government of Wyandotte County and a KACE member in good standing. His wife passed away unexpectedly and they have two very small children. Kim Bauer said that maybe KACE could set up a fund. Skip Moon replied that a proposal on this matter could be sent out through the email to members for a vote. Wayne Wilson stated he would refrain from this discussion so to avoid any conflict of interest since Matt Blackman is one of his employees. More discussion was held regarding different ways to raise money for this family. Kim Bauer made a suggestion that proceeds from a 50/50 drawing at the spring conference could be given to the family. Skip Moon said that a line item to the budget could be added for member care and guidelines would need to be established. Leslee stated that she would contact the Marriott to find out if it would be ok to have Chris Cakes do a fundraiser at the conference for the Blackman children. She will report back on this at our next meeting.

Leslee Fonseca made a motion to establish a fund for the Blackman children which was seconded by Kim Bauer. Vote on the motion passed with Wayne Wilson abstaining from the vote.

One final note was mentioned that KACE must provide 45 days to announce candidates from the nominating committee. James Stuart is to get together with the committee to come up with nominees for board positions. Positions that will be open are 1st Vice President, 3rd Vice President and Treasurer.

With no other items before the board for discussion, Skip Moon made a motion to provide lunch to the board members in attendance, which was seconded by Wayne Wilson. Vote on motion passed unanimously.

Tom Yahl made a motion to adjourn the meeting at 1:31 p.m., which was seconded by Wayne Wilson. Motion passed unanimously.