

Agenda

KACE Board Meeting

5/20/2008

10:00 AM to 12:00 PM

620 Madison, 3rd Fl. Planning Dept.
Topeka, KS

Meeting called by: Skip Moon

Type of meeting: Board Business Meeting

Note taker: Barbara Bille

Attendees: Skip Moon, Wayne Wilson, Amy Shelton, Barbara Bille, Shelley Carver, James Stuart, Leslee Fonseca, Kim Bauer, Tom Yahl

Please read: Everything sent out before the meeting

Please bring: your energy and thinking caps and any past records that need passed on to someone else

Minutes	Agenda topics	Facilitator
5	Review & approve minutes of Annual Meeting	Barbara
10	Review Annual Conference	Everyone
	Old Business	Varies
15	Strategic Plan Report	Skip
15	Website review & decisions	Skip
	New Business	Varies
10	Discussion of possible new programs	Leslie (Debi's area)
10	Discussion of Certification Program	Wayne
10	Discussion of Membership Recruiting	Amy
10	Discussion of Financial Institution, financial reporting and dues	Shelley
10	Discussion of record keeping	Barbara
10	Discussion of Legislative Program	James
5	Discussion of Affiliations	All (Debi's area)
10	Discussion of Upcoming Conferencs	All

Observers:

Special notes:

Minutes

KACE Board Meeting

5/20/2008

10:00 AM to 12:15 PM

620 Madison, 3rd Fl. Planning Dept.

Topeka, KS

Meeting called by: President Skip Moon @ 10:35 a.m.

Type of meeting: Board Meeting

Note taker: Barbara Bille, Secretary

Attendees: Board members present: President Skip Moon, 2nd Vice President Wayne Wilson, 3rd Vice President Amy Shelton, Sergeant at Arms James Stuart, Treasurer Shelley Carver, Secretary Barbara Bille and Past President Kim Bauer.

Board members absent: 1st Vice President Debi Ward, Past President Leslee Fonseca

Agenda topics

5 Review & approve minutes of Annual Meeting Barbara

Discussion: APPROVAL OF BOARD MINUTES – Skip Moon asked if everyone had a chance to review the minutes from the Annual Meeting held on May 1st & 2nd, 2008 at the Spring Conference in Wichita, KS. A few typographical changes were noted and motion to approve was made by Wayne Wilson and seconded by Shelley Carver. Vote called and motion to approve with noted changes passed unanimously. Barbara Bille will resend minutes to Skip after corrections are made to be posted on the KACE website.

10 Review Annual Conference Everyone

Discussion: REVIEW OF ANNUAL CONFERENCE – The consensus from the Board was that overall the conference was a success. Skip Moon asked if all training materials were available that could be posted on the KACE website. Wayne Wilson said he would get all the documents and Power Point presentations to Skip. All agreed that the strategic planning portion of the KACE training was well received by the members. Amy Shelton thought the most important aspect was that member felt that their concerns and visions for the future of KACE were being heard.

Other portions of the training that seemed to be well received by the members were the self defense training and the class on court procedures given by Leslee Fonseca. Barbara Bille related to the Board that the members from Salina and other cities on the western side of the state were excited about the direction KACE was headed and look forward to the possibility of more localized training and unified state participation. Skip stated that one of the first steps may be to divide the state in half and formation of a subcommittee that could work with the Board on training issues, increased membership and State recognition of KACE. Wayne Wilson said he was delightfully surprised at the number of nominees for Board positions and volunteers who signed up for all the committees. A suggestion was made to contact all nominees who did not get a Board position and recruit them onto one of the committees.

Skip Moon thought it would be appropriate for KACE to give certificates of appreciation to Kim Bauer, Tom Yahl and Leslee Fonseca for their dedication and hard work in their positions on the board for KACE. Motion to approve regarding certificates of appreciation was made by Wayne Wilson and seconded by Amy Shelton. Vote taken and motion passed unanimously.

Old Business		
15	Strategic Plan Report	Skip
Discussion:		
Action items:	Person responsible:	Deadline:
	James Stuart	
Draft strategic plan using AACE as example	Skip Moon	
15 Website review & decisions Skip		
<p>Discussion: Skip contacted the company KACE currently uses for the website. Charges for current service is \$25/month. He has looked at options of hiring outside help or doing the work himself. Freeweb.com, for example, has counters to track hits to site, forums and chat rooms that could be useful in networking with everyone throughout the State. Wayne Wilson suggested that KACE hire someone to setup the site and then manage it internally. Skip said we it should be possible to use the pages that have already been set up and move them over to site. It is important to eliminate the problems that exist, make the website more user friendly and ensure information is kept up to date.</p> <p>Shelley Carver said that it would be important that the general public understands it should not expect service through this website on complaints and avoid any sense of public disservice. Possible to have links to their municipality's enforcement office. Everyone agrees that the KACE website needs to be fully implemented.</p> <p>Wayne Wilson made a motion to give Skip Moon authorization to investigate website companies and present those findings to the Board on what needs to be done to improve the KACE website. Barb Bille seconded and the motion passed unanimously.</p>		
Action items:	Person responsible:	Deadline:
Research website companies and associated costs for implementation or improvement of current site	Skip Moon	
New Business Varies		
10	Discussion of possible new programs	Leslee (Skip Moon)
<p>Discussion: Skip asked for ideas on how to make training more accessible to municipalities. Possible solution would be break the State into halves or quadrants and have Board members travel to a centrally located municipality and have mini one day training seminars. This might be a great topic for the fall conference round table discussion so that members can have input into how to get training to more municipalities, which would in turn, increase their understanding and establish more credibility with our organization and its members. Additionally, membership could increase and strengthen KACE.</p> <p>Useful, credible and accessible training would be beneficial to code enforcement officers and municipalities. With the budget constraints that all municipalities are faced with, this could make it easier for members to obtain and maintain their certification.</p>		
Action items:	Person responsible:	Deadline:
Due to time constraints, further discussion was suspended to allow time to address remaining discussion items.	Leslee Fonseca	
10 Discussion of Certification Program & Training Wayne		
<p>Discussion: Wayne Wilson said he has been researching ideas on how to increase credibility and improve on certification standards for KACE members. One good resource he has found is the NCETP – National Code Enforcement Training Program that AACE uses. It is important that KACE establish a good curriculum that is relevant and accepted by governing bodies and municipalities as necessary tools for proper training and protection of code enforcement officers.</p> <p>Amy Shelton said that the State of Texas requires their officers to be certified.</p> <p>Skip Moon stressed that the class curriculum needs to expand training to cover all departments handled under code enforcement, ie zoning, housing, rental licensing, environmental, etc. KACE needs to have a strong credentialing program that is accepted state wide.</p>		
Action items:	Person responsible:	Deadline:
Research certification standards and training ideas	Wayne Wilson	

10	Discussion of Membership Recruiting	Amy
<p>Discussion: Amy Shelton will begin contacting volunteers on the membership committee to set up a meeting. Skip suggested that KACE could create a Proclamation of Code Compliance Month. AACE again can be used as an example to research strategies. Another great resource would be our very own Kim Bauer who was one of our founding members. Need to establish ways to attract new members, keep existing members and get KACE recognized as a credible organization throughout the state. The more we can establish and promote the value of KACE, the more members will want to provide input and get involved. Amy feels one important step would be to promote the International Property Maintenance Code. Another resource could be The League of Kansas Municipalities.</p>		
Action items:		Person responsible:
Contact committee members and continue research for recruiting and membership drives.		Amy Shelton
		Deadline:

10	Discussion of record keeping	Barbara
<p>Discussion: Skip Moon said that it was important that all records were kept in one location and it is suitable that the secretary keep, organize and maintain all minutes, documents, reports, training materials and correspondences. Barbara reported that she had reviewed the box of information she was provided and that it appeared that records had been maintained and organized by each former secretary. She will look for the SOP on financial record keeping for Shelley Carver.</p> <p>Barbara asked if the board members had any problem with using the agenda format for the minutes. Everyone agreed that it would be appropriate and would be easier to record and follow up on. She had nothing further to report.</p>		
Action items:		Person responsible:
Find SOP for Financial record keeping		Barbara Bille
		Deadline:

10	Discussion of Legislative Program	James
<p>Discussion: Item tabled</p>		

10	Discussion of Financial Institution, financial reporting and dues	Shelley
<p>Discussion: Shelley Carver reported that she has looked into several banking institutions in Manhattan: Commerce Bank and UMB, which are common financial institutions located in many municipalities. She will check on bank fees and asked if there was a S.O.P. (standard operating procedure) for the KACE treasurer. Kim Bauer asked Barbara Bille to look in the box of records she received when she became the secretary, more specifically, the minutes during the time that Ken Dozier was president – around 2003 or 2004.</p> <p>Tom Yahl said filing for KACE's 501-C-3 has been completed as well as the State Annual report for KACE corporation. An audit was performed and all records check out.</p>		
Action items:		Person responsible:
Complete investigation and obtain an account for KACE locally		Shelley Carver
		Deadline:

10	Discussion of Affiliations	All (Debi's area)
Discussion: Item tabled due to absence of Debi Ward		
Action items:	Person responsible:	Deadline:

10	Discussion of Upcoming Conferences	All
<p>Discussion: Skip Moon suggested KACE should research production of a more official membership card for members. It was suggested to check with office supply companies for programs used to make cards, or inquire at Staples to get costs to have approximately 150 to 200 membership cards made. It would also be important to determine what the additional cost would be for additional membership cards as needed.</p> <p>Suggestion was made that conference and training information should be sent to the members instead of their supervisors to ensure receipt of information. It is also very helpful to obtain ideas from members at our fall conferences on what they would like their training to cover. Also, it is important to research how to attract more attendees to our training and boost membership.</p> <p>It is felt by many code enforcement officers that supervisors, City Managers, Governing Body's and municipalities do not understand the need for training in our field as much as they readily see advantages for training of other personnel, like building officials or city planners. Because of this, municipalities are reluctant to provide money to members for attendance. That is why it is important to increase understanding and knowledge of what we do and who we are.</p> <p>Many times we are like an invisible army as we work to improve our municipalities aesthetic appearance, improve and promote livable neighborhoods, reduce crime by keeping areas clean and healthy, hold landlords and tenants accountable, etc. They need to understand and acknowledge how credible training helps to ensure code enforcement officers will provide fair and equal enforcement of state statutes and local ordinances and are prepared and trained to protect themselves while performing these duties.</p> <p>Amy Shelton asked what the time frame was for mailing and receiving membership applications and how the mailing is handled. Skip said that notices are sent using the current membership list. Forms are usually sent out in December and payment is due around the first of February. This way, membership is current prior to the spring conference so that they can take advantage of the reduced price for training. It may be a good idea to prepare a promotional flyer about KACE and send it to department heads and supervisors that include a detachable membership form for their employees to send in. It is also important to promote our organization from within. Wayne Wilson made a suggestion that KACE may want to look at pro rating membership dues if someone joins later in a calendar year because they are a new hire, or their municipality might find it more appealing to let employees join and we can use this opportunity to promote our organization through them.</p> <p>Everyone was asked to think about training ideas for the fall conference and be prepared to discuss at the next meeting.</p>		
Other discussion:		

Shelley Carver said she would work on writing up SOP for the treasurer and financial record keeping.

Discussion about fundraising and sustainability ideas for KACE was held. Concerns were brought up about how to keep and maintain non profit status. Shelley will work to contact members from her committee and they could work on researching ideas and present those to the Board.

Tom Yahl reported that the cost for the Spring conference was around \$10,000. Bank balance currently around \$19,000.

Barbara Bille will make sure the past records are organized and categorized appropriately.

Skip Moon asked board members to think about the creation of a subcommittee that could help represent the western half of the

state. Additionally, ideas are needed for how we could budget for them and what capacities could they be used to benefit our members and the KACE organization. Example of expenses would be for lunches, training supplies, etc. Maybe KACE can create some type of "Award for Success" that could be presented to a member through a nomination process at presented annually at our fall conference. Members can submit stories through the website and voted on by the members at the conference.

Each board member was asked to check into all other affiliations, like The League of Kansas Municipalities, AACE, Flood Plain Management, Zoning, etc. and utilize this information in creation of training courses, find ways to promote and strengthen KACE and ask them to help support our organization as well by linking our website to theirs.

Michael Wilson of Derby, Kansas contacted Wayne to inform KACE that he would be interested in teaching a class on water quality.

Due to time, it was decided to end the meeting at this time.

Motion to adjourn meeting at 12:55 p.m. was made by Barbara Bille and seconded by Wayne Wilson, which passed unanimously.
