

Minutes

KACE Board Meeting

8/19/2008

10:00 AM to 12:00 PM

620 Madison, 2nd Fl., Sunflower Rm.
Topeka, KS

Meeting called by: Skip Moon

Type of meeting: Board Meeting – General Business

Note taker: Barbara Bille, Secretary

Attendees: Skip Moon, Debi Ward, Wayne Wilson, Amy Shelton, Barbara Bille, Shelley Carver, James Stuart

Not present: Leslee Fonseca

Please read: Everything sent out before the meeting

Please bring: your energy and thinking caps and be prepared to fast-track planning a fall conference

Minutes	Agenda topics	Facilitator
5	Review & approve minutes of Annual Meeting/Conference & Last Meeting – 5/5/2008	Barbara
10	Treasurer's Report – Funds balance and annual report filings- 501 c-3, Ks Annual Report, Audit	Shelley
	Committee Reports	
5	Steering Committee- 1 st Vice President	Debi
5	Certification Committee- 2 nd Vice President	Wayne
5	Membership Committee- 3 rd Vice President	Amy
5	Finance & Budget Com.- Treasurer	Shelley
5	Legislation & Judicial Com.- Sgt. at Arms	James
20	Presidents Report	Skip
	Website, Mtg. Schedule & location, Records gathering, strategic plan, Board Retreat	
30	Fall 08 Conference Planning	All
10	Spring 09 Conference Planning	All
20	Project discussions as time allows	All
	Certification program, membership drive, fund raising, historical records, KACE day at capitol, affiliations with other org., state chapters, by-law changes	

Special notes:

5	Review & approve minutes of Annual Meeting and last meeting	Barbara
Discussion: Minutes will be emailed from 5/20/08. Wayne Wilson made motion that minutes will be approved via email. Amy Shelton seconded. Motion passed unanimously.		
Action items:	Person responsible:	Deadline:
Email minutes from 5/20/08 & today to KACE officers	Barbara Bille	asap

10	Treasurer's Report	Shelley
Discussion: Shelley Carver passed out treasurer's report. Is currently using Tom Yahl's ledger system. See report attached to minutes. No outstanding bills at this time. Paid for insurance policy renewal. Has requested debit cards from UMB Bank in Manhattan, KS, current bank for KACE.		
Fundraising Committee: Cannot find any information that 501-C3 has been filed. Shelley is still trying to get copy from Tom Yahl. KACE audit up to date. Will be audited again in January for 2008 records. Still looking for Standard Operational Procedures on Financial matters. She will be working with her committee, which currently consists of Elizabeth Barker of Olathe.		
Action items:	Person responsible:	Deadline:
Locate SOP on Financial matters.	Barbara Bille, Kim Bauer	asap
Locate 501-C3 documentation and work with committee	Shelley Carver	

Committee Reports		
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5	Steering Committee	Debi
Discussion: Debi Ward had no report at this time.		

5	Certification Committee	Wayne
Discussion: Wayne Wilson had nothing new to report.		

5	Membership Committee	Amy
Discussion: Amy Shelton will meet with members of her committee and come up with ideas and/or a plan to possibly split the state in half and develop a subcommittee for that area. Also work on membership drive ideas.		
Action items:	Person responsible:	Deadline:

5	Finance & Budget Commtee	Shelley
Discussion: Shelley Carver had nothing new to report.		

5	Legislation & Judicial Committee	James
<p>Discussion: James Stuart said he contacted The League of Kansas Municipalities to try to find someone he could speak to about working towards state recognition of KACE. He was informed to contact Stan Frownfelter who can help James in this area. His phone number is 913-262-9659 and email address is frownfelter@house.state.ks.us. Also, contact our Topeka members; Sandra, Dennis and Gaylene and ask for their help and assistance with this matter, particularly since they are experiencing problems within their own municipality regarding recognition and understanding of the importance of KACE.</p> <p>Debi Ward said she will also seek input from her Steering Committee to assist James.</p> <p>It was suggested that it might be beneficial to hold this year's fall conference in Topeka. Due to location, we may be able to attract more participation. Further discussion on the fall conference will be addressed later in meeting.</p>		
Action items:	Person responsible:	Deadline:
Ideas for gaining state recognition of KACE	James Stuart	
5	President's Report	Skip
<p>Discussion: Skip Moon said he would be sending out his review of our current website management company. He is not happy with current company. Cost for website management is \$25 per month. He looked at the templates available through freeweb.com and it appears that we could use what we currently have and transfer it easily enough.</p> <p>Apparently KACE website went out of commission for a couple of months, due to notices being incorrectly sent to Rebecca Savage. Skip said he has paid the bill up to date.</p> <p>He has been unable to work on the strategic plan, as he, like the rest of the Board, have been busy with our prospective jobs. The Board may want to consider holding a retreat for officers in November or early December. This time could be used for officers to assist each other in wrapping up loose ends, organizing records, and bouncing off more ideas for KACE and its membership. He will be attending the AACE conference and will share information with the rest of the board. Ideas from AACE could be used to plan for our spring conference. The retreat would be used as a working day, from 9:00 a.m. to 4:00 p.m.</p> <p>Wayne Wilson said this would be of great help in wrapping up certification paperwork. Board members could also combine old records, organize and create a catalog of previous training, locations used for conferences, financial history of expenses, etc. This information could then be made available on the website for members to view, and could be used to promote and enhance our organization.</p>		
Action items:	Person responsible:	Deadline:
Work on possible schedules, dates and places for retreat.	Skip Moon	

Discussion: Skip Moon looking for suggestions for location of fall conference.

Debi Ward – need to keep centralized. Possibly hold in Topeka. Could use UG meeting room. Skip could have it in their conference room which holds 80 people.

Shelley Carver said most issues that municipalities face is not so much fuel cost, but cost for hotels. If held at a municipality, there would be no cost for conference room.

Skip Moon - Have traveling conference. Maybe 3 locations could be held.

Shelley – need to keep site as centrally located.

Wayne Wilson – fall conference is where our budgeting is made

Skip Moon – used to have more membership from the western side of the state. It is important to retain and increase membership and attendance from this portion of Kansas.

Wayne Wilson – It is important for the fall conference to choose a site where most members will attend. The success of fall conferences is necessary as proceeds are the major fundraiser for KACE.

A suggestion was made to move Board meetings around and include members of all committees to engage in roundtable discussions.

Amy Shelton added that meetings could be combined with training or networking to involve members in discussions about how to address issues, such as how to deal with accessory pods, foreclosure properties, etc. Could tie this in with the membership drive.

It would be necessary to chose centrally located cities and invite municipalities within a 50 mile radius. Would create opportunities to earn ½ our to an hour of CEU's. Hold a training luncheon and conduct the Board meeting from 1:30 – 4:00. This could be more attractive for municipalities to allow participation in KACE without spending tax dollars for hotels and allow code enforcement personnel to spend less time away from their job in order to receive training opportunities.

Skip Moon said that it could be possible for the Board to hold four combined meetings per year, separating the state into quadrants.

Skip said he was also considering holding the next board meeting via phone conference, or possibly a video conference.

Shelley Carver said she coul provide information on use of msn or yahoo.

Debi Ward said phone conference could be prearranged with phone company and each officer phones in a particular number.

Skip said it is also important that the Board work on budget issues at next meeting.

2008 Fall Conference: Discussion about traveling curriculum was held. Wayne Wilson said KACE could consider hosting 2 fall conferences. KACE would set up curriculum and ask committee members from the western side of the state to set up site. Amy Shelton thought it would be good idea to contact Judy Irvin and Nancy Rayme and research training ideas that may be more useful for them to address issues they have in their areas. Debi Ward said that KACE has struggled to get participation from the western side and feels it is important for KACE to explore ways to provide information and training to all code enforcement personnel throughout the state.

Web training could be another option for KACE to explore. Would have to research how to provide training materials, cost for training, interest from members and municipalities throughout the state, etc.

Wayne Wilson said he was concerned about too much automated training, because part of the success of KACE is the member's ability to network at the conferences. It is important to recognize the benefits of this.

Shelley Carver said she would bring a state map to the next meeting so officers could see how the state divides and where centrally located cities are.

Amy Shelton said that it is also important that members be held accountable for attendance at our conferences. Municipalities must trust that KACE conducts proper record keeping and accountability for money they spend for training and work to gain respect for KACE and what the membership stands for. Shelley added that KACE needs to work towards providing more rigorous training.

Skip said training used to be held at Johnson County Community College.

Amy Shelton said she could ask Sean Reid about possible training opportunities from HOA or Johnson County Licensing.

Discussion was then held about location, training ideas and schedule for fall conference. The Board agreed to ask the City of Topeka if conference could be held at their facility. Skip Moon will look up Gaylene, Sandra or Dennis after meeting concludes.

Discussion about starting the first day later in the morning, which could allow participants to travel the day of the conference and eliminate at least one nights stay at a hotel.

The following is the proposed schedule for the conference (date to be determined):

THURSDAY

Registration: 10:00 to 11:00 a.m.

Lunch/Roundtable discussion/training: 11:00 a.m. – 3:00 p.m.

Break: 3:00 – 3:30 p.m. (allow time for those spending the night to check in to room)

Training/class: 3:30 – 5:30 p.m.

Dinner: 5:30 – 7:00 p.m.

Light training or roundtable: 7:00 – 9:00 p.m. (KACE to provide refreshments – possibly wine tasting. This would be a good opportunity for networking)

FRIDAY

Registration: 7:30 – 8:00 a.m. (KACE to provide pastries, coffee possibly provided by host city)

Training/classes: 8:00 a.m. – noon

Lunch: Noon to 1:00 p.m. (KACE to provide)

Training/class: 1:00 – 5:00 p.m.

This schedule would provide for 16 hours of training.

Several dates were discussed and Board members will correspond via email to set final date and work needs to begin on preparations needed for conference. It was agreed that Leslee Fonseca and Kim Bauer would be contacted to ask for their help.

Skip Moon said he would be in contact about the next Board meeting which will need to be held within the next few weeks.

Motion was made by Debi Ward to adjourn the meeting at 1:16 p.m., which was seconded by Amy Shelton. Motion passed unanimously.