

**KMCA MEMBERSHIP MEETING
THURSDAY, APRIL 25, 2019 2:00 P.M., EDT
THE COX BUILDING, THIRD FLOOR
2 EAST THIRD STREET, MAYSVILLE, KENTUCKY 41056**

AGENDA

1. Call to Order
2. Approval of Minutes – August 23, 2018 (attached)
3. Treasurer's Report (attached)
4. Unfinished Business
 - a. None
5. New Business
 - a. Proposed Bylaws Amendment (inc. w/ committee report)
 - b. Proposed 19-20 General Budget (attached)
6. President Report
 - a. 19-20 Education Budget
7. Vice President Report
 - a. Upcoming Spring Conferences
8. Regional Chapter Reports (attached)
9. Committee Reports (attached)
 - a. Scholarship Recipients – Joy Curtis
10. Other/Member Comments
11. Adjournment

***IIMC Annual Conference, May 19-22, Birmingham, Alabama
IIMC Region V Meeting, July 15-16, Cincinnati, Ohio
KMCI, July 22-26, Lexington, Kentucky
MMCA, August 21-23, Paducah, Kentucky
KLC Annual Conference, September 24-27, Covington, Kentucky***



KENTUCKY MUNICIPAL CLERKS ASSOCIATION MEMBERSHIP MEETING

Thursday, August 23, 2018
2:00 p.m. EST/1:00 p.m. CST
Dale Hollow State Resort Park
5670 State Park Road, Burkesville, KY 42717

Executive Board Members Present:

President – Crissy Upton – Hopkinsville (Pennyrite)
Vice President – Ashley Jackson – Bowling Green (Barren River)
Treasurer – Bethany Cooper (Purchase)
Secretary – Sarah Moore – Auburn (Barren River)
Immediate Past President/Region V Representative – Robbie Hume – Lawrenceburg (Bluegrass)

Governing Board Members Present:

Beth Cecil – Owensboro (Green River)
Becka Cox – Auburn (Barren River)
Debbie Lake – Ferguson (Lake Cumberland)
Kathy Walker – Nicholasville (Bluegrass)
Brian Ahart – Cadiz (Purchase)
Stephen Ott – Louisville Metro (KIPDA)
Lori Burnett – Brownsville (BRMCA)
Sherry Hoffman – Erlanger (NKMCA)

Others Present:

Clay Porter – Douglass Hills
Jen Megule – Erlanger
Susan Ellis – Fort Wright
Joy Curtis – Winchester
Shavonnah Huffman – Harrodsburg
Mishelle Frisch – Edgewood
Laurie Raisor – Georgetown
Katie Adamson – Flemingsburg
Gina Gabbard – Independence
David B Wagoner – Louisville Metro
Julia Atkins – Lawrenceburg

Angela Swinney – Lewisburg
Gena Forsyth – Taylor Mill
Toni Burton – Hodgenville
Lin Dunbar – Maysville
Debbie Krueger – Ft Mitchell
Belinda Nitschke – Edgewood
Tracie Hoffman – Georgetown
Kathy Duvall – Morgantown
Bill Fox – Jeffersontown
Sally Gilbert – Beattyville
Rachael Creekmur – Earlington

Nancy Baker – Crab Orchard
Susan Clark – St Matthews
Jackie Johnson – Vine Grove
Karen Richard – Hillview
Tamie Johnson – Mayfield
Barbara Spencer – Hawesville
Craig Bohman – Villa Hills

Becka Cox – Auburn
Jennifer Freeman – Cave City
Ashley Pennington – Tompkinsville
Amy Kenner – Dry Ridge
Debbie Batliner – Munfordville
Stephen Pracht – Lexington
Caroline Cline – Muldraugh

1. **CALL TO ORDER**

The meeting was called to order at 1:03 p.m. CST/2:03 p.m. CST by President Crissy Upton and she recognized all first time Academy attendees. President Upton went on to congratulate Joy Curtis for receiving her Masters from IIMC.

2. **MINUTES**

The President asked for approval of the April 28, 2018 minutes. A motion was made by Susan Clark, seconded by Jackie Johnson, to accept the minutes from April 28, 2018 as written. All members present voted aye. Motion carried.

3. **TREASURER'S REPORT**

A Treasurer's report was provided by Bethany Cooper. She reported the following account balances: General Fund-\$12,335.49, Education Fund-\$40,356.13 Education Savings-\$19,768.26, and Certificate of Deposit-\$42,106.92. Motion was made by Toni Burton to accept the reports, seconded by Rachel Creekmur. All members present voted aye. Motion carried.

Bethany gave an update on the wire fraud. Debbie Batliner asked what measures are being taken to ensure that this doesn't happen again. President Upton reported that we are not to accept an email request for funds unless it is from a work email and to back that up with a phone call verifying the request. We have no cyber liability insurance at this time.

4. **UNFINISHED BUSINESS**

None.

5. **NEW BUSINESS**

a. **KMCA Website**

Our new website is about to go live. Everyone will have to register to use. It will feature forms, policies, minutes, education roster, etc. It will be very user friendly. We will appreciate any feedback. This website has a forum to link to your email. The funds to pay for this were approved at the last membership meeting. An email will be sent when it goes live.

6. **PRESIDENT REPORT**

President Upton reported that as of the last roster, we had 354 full memberships and 13 associate memberships. This was up from 340 in the spring. She reported that we had 78 attendees at KMCI, 19 graduated and we made money. We showed a profit of \$213.34, which was put in the Education Fund. MMCA was down in attendance this year and all of the expenses haven't

been reported. President Upton reported that we have received non-profit/tax exempt status from the State of KY. We will try to use this for Conference. No further discussion.

7. VICE PRESIDENT REPORT

a. Upcoming Spring Conference Announcements:

- 2019 Spring Conference - Hosted by Bluegrass/Buffalo Trace/Gateway Regions – Maysville
- 2020 Spring Conference – Hosted by Lincoln Trail – location to be determined
- 2021 Spring Conference – Host to be determined, but encouraged an association to volunteer.

8. REGION V REPRESENTATIVE REPORT

Region V Representative Robbie Hume was not in attendance but sent a report. He emailed Crissy a receipt from Region V Ohio Clerks Association. It was announced that Janice Bates will be Region V Director. She will replace Robbie after the May 2019 IIMC.

9. REGIONAL REPORTS

Sherri Hoffman of NKMCA bragged on the Institute graduates. Kathy Walker of Bluegrass reported that they would be hosting the Spring Conference in Maysville in April, 2019. She is asking for input or suggestions. Ashley Jackson of Bowling Green announce that she had been promoted to City Clerk for Bowling Green.

10. COMMITTEE REPORTS

a. Education Committee

Education Committee reported that they had not received KY Masters Applications this year. They would like to see these come in. They also announced the updated Spring Conference amendments, points, and credits. They asked for suggestions for topics, ideas, and speakers. Kathy Walker said to call Crissy, Becka, or herself for help with Masters Certification.

b. Public Relations

Lori Burnett reported that the KMCA booth (#G3) is looking for regional baskets. President Upton extended appreciation to the Public Relations Committee for their work updating the booth. Lori reported that KMCI Split The Pot proceeds were \$411. Raffle items brought in \$142. A total of \$553 was deposited into Education Fund.

11. **ADJOURN**

Motion was made by Lori Burnett, seconded by Toni Burton to adjourn at 1:26 p.m. CST/2:26 p.m. EST.

Respectfully submitted,

Sarah Moore
City of Auburn
KMCA Secretary

Approval Date

President Signature

Kentucky Municipal Clerks Association

GENERAL FUND ACCOUNT

May 1, 2017 - April, 2018

Ck #	Date	Payee	Description	G/L	v	Debit (-)	Credit (+)	Balance
	5/8/2018	Opening Balance	New Budget Year		X		\$14,067.56	\$14,067.56
100	5/9/2018	IIMC Foundation	Donation	400	X	\$200.00		\$13,867.56
101	5/9/2018	Crissy Upton	Gift Bags/Candy-COY & Board Gifts	800	X	\$18.98		\$13,848.58
102	5/9/2018	Crissy Upton	KY Cups-Board Member Gifts	800	X	\$150.00		\$13,698.58
103	5/9/2018	Williams Advertising Co.	8x10 Banner	310	X	\$400.00		\$13,298.58
104	5/9/2018	Kerr Office Supply	COY Plaque	800	X	\$18.99		\$13,279.59
105	5/9/2018	City of Hopkinsville	Lynda S. - Spring Conference Room Reimb	301	X	\$410.22		\$12,869.37
	5/9/2018	Deposit	Member Dues		X		\$80.00	\$12,949.37
	5/16/2018	Harland Clarke	Check Order	999	X	\$20.95		\$12,928.42
	5/18/2018	Deposit	Member Dues		X		\$40.00	\$12,968.42
	5/24/2018	Deposit	Member Dues		X		\$40.00	\$13,008.42
1001	5/31/2018	Crissy Upton	IIMC Travel Reimb	600	X	\$976.60		\$12,031.82
	5/31/2018	Deposit	Interest Income		X		\$1.25	\$12,033.07
1002	6/11/2018	City of Lawrenceburg	IIMC Travel Reimb	701	X	\$1,471.58		\$10,561.49
1003	6/11/2018	Robbie Hume	IIMC Travel Reimb	701	X	\$670.35		\$9,891.14
	6/20/2018	Deposit	NKMCA Spring Conference Donation Refund		X		\$2,500.00	\$12,391.14
	6/20/2018	Deposit	Member Dues		X		\$80.00	\$12,471.14
	6/30/2018	Deposit	Interest Income		X		\$1.41	\$12,472.55
	7/3/2018	Deposit	Member Dues		X		\$40.00	\$12,512.55
	7/11/2018	Deposit	Member Dues		X		\$40.00	\$12,552.55
1004	7/24/2018	Becka Cox	KMCI-Educ. Chair mileage reimb	320	X	\$207.10		\$12,345.45
1005	7/24/2018	Crissy Upton	KMCI-Travel Reimb	601	X	\$152.59		\$12,192.86
1006	7/24/2018	Systems Insight	Web Hosting - July & August	500	X	\$150.00		\$12,042.86
	7/25/2018	Deposit	Member Dues		X		\$250.00	\$12,292.86
	7/31/2018	Deposit	Interest Income		X		\$2.63	\$12,295.49
	8/3/2018	Deposit	Member Dues		X		\$40.00	\$12,335.49
	8/31/2018	Deposit	Interest Income		X		\$2.62	\$12,338.11
1007	9/4/2018	The 10th Planet	Koozies-KLC Booth	310	X	\$245.00		\$12,093.11
1008	9/12/2018	Mail Boxes Plus	stamps	900	X	\$10.00		\$12,083.11
1009	9/17/2018	Stephanie Settles	Cookies - KLC Booth	310	X	\$80.00		\$12,003.11
	9/27/2018	Deposit	Member Dues		X		\$40.00	\$12,043.11
	9/30/2018	Deposit	Interest Income		X		\$2.50	\$12,045.61
1010	10/17/2018	CAN Surety	Bond Insurance	902	X	\$928.42		\$11,117.19
	10/31/2018	Deposit	Interest Income		X		\$2.50	\$11,119.69
1011	10/23/2018	Foster Technology Group	Web Site Development	500	X	\$1,300.00		\$9,819.69
1012	10/26/2018	Foster Technology Group	Annual web hosting	500	X	\$240.00		\$9,579.69
1013	11/15/2018	Ashley Jackson	KMCA meeting-lunch reimb	999	X	\$48.09		\$9,531.60
	11/30/2018	Deposit	Interest Income		X		\$0.39	\$9,531.99
1014	12/17/2018	City of Arlington	KMCA dues partial refund		X	\$10.00		\$9,521.99
1015	12/17/2018	City of Benton	Mail 2019 KMCA dues notices	900	X	\$222.97		\$9,299.02
1016	12/17/2018	City of Benton	Reimb for rubber "deposit only" stamp	999	X	\$16.14		\$9,282.88
	12/18/2018	Deposit	Member Dues		X		\$1,630.00	\$10,912.88
	12/27/2018	Deposit	Member Dues		X		\$1,610.00	\$12,522.88
	12/27/2018	Deposit	Member Dues		X		\$1,960.00	\$14,482.88
	12/31/2018	Deposit	Interest Income		X		\$1.40	\$14,484.28
	1/8/2019	Deposit	Member Dues		X		\$1,620.00	\$16,104.28
1017	1/8/2019	City of Brooksville	Dues Overpayment reimbursed	999	X	\$10.00		\$16,094.28
	1/15/2019	Deposit	Member Dues		X		\$1,770.00	\$17,864.28
1018	1/23/2019	Gideons International	In Memory of Danny Joe Davis (Gayle)	999	X	\$50.00		\$17,814.28
	1/24/2019	Deposit	Member Dues		X		\$2,670.00	\$20,484.28

	1/25/2019	Deposit	Member Dues		X		\$640.00	\$21,124.28
	1/31/2019	Deposit	Interest Income		X		\$3.71	\$21,127.99
	2/7/2019	Deposit	Member Dues		X		\$640.00	\$21,767.99
	2/21/2019	Deposit	Member Dues		X		\$810.00	\$22,577.99
	2/25/2019	Deposit	Member Dues		X		\$440.00	\$23,017.99
	2/28/2019	Deposit	Interest Income		X		\$4.20	\$23,022.19
1019	3/5/2019	IIMC	Crissy Fletcher Conf. Registration	600	X	\$600.00		\$22,422.19
1020	3/5/2019	Ohio Municipal Clerks Asso	Crissy Fletcher Region V Meeting	602	X	\$300.00		\$22,122.19
1021	3/7/2019	Barren River MCA	Regional Dues Reimb	100		\$130.00		\$21,992.19
1022	3/12/2019	Pennyrile Clerks Assoc	Regional Dues Reimb	100		\$190.00		\$21,802.19
1023	3/26/2019	Ashley Jackson	KMCA Board Meeting Lunch Reimb	999		\$190.99		\$21,611.20
1024	3/26/2019	Lake Cumberland Clerks As	Regional Dues Reimb	100		\$100.00		\$21,511.20
1025	3/26/2019	Purchase Area Clerks	Regional Dues Reimb	100		\$85.00		\$21,426.20
1026	3/26/2019	Northern KY Municipal Clerk	Regional Dues Reimb	100		\$280.00		\$21,146.20
1027	3/26/2019	Bluegrass/Buffalo Trace/Ga	Regional Dues Reimb	100		\$260.00		\$20,886.20
	3/27/2019	Deposit	Member Dues		X		\$240.00	\$21,126.20
	3/31/2019	Deposit	Interest Income		X		\$4.83	\$21,131.03
	4/8/2019	Deposit	Member Dues				\$160.00	\$21,291.03
1028	4/8/2019	Crissy Fletcher	COY Gift	800		\$186.56		\$21,104.47

Kentucky Municipal Clerks Association

EDUCATION FUND ACCOUNT

May 1, 2018 - April, 2019

Ck #	Date	Payee	Description	v	Debit (-)	Credit (+)	Balance
	5/8/2018	Opening Balance	New Budget Year	X		\$43,342.41	\$43,342.41
	5/8/2018	Deposit	Spring Conference-Split the Pot	X		\$300.00	\$43,642.41
	5/8/2018	Deposit	Spring Conference-Silent Auction	X		\$761.00	\$44,403.41
	5/8/2018	Deposit	Spring Conference-Silent Auction Donation	X		\$25.00	\$44,428.41
100	5/9/2018	Kerr Office Supply	3-KMMC Plaques	X	\$56.97		\$44,371.44
	5/9/2018	Deposit	Member Dues	X		\$10.00	\$44,381.44
	5/16/2018	Harland Clarke	Check Order	X	\$20.95		\$44,360.49
	5/18/2018	Deposit	Member Dues	X		\$5.00	\$44,365.49
	5/24/2018	Deposit	Member Dues	X		\$5.00	\$44,370.49
	5/31/2018	Deposit	Interest Income	X		\$5.84	\$44,376.33
	6/1/2018	Deposit	American Legal-Hospitality Donation	X		\$100.00	\$44,476.33
	6/20/2018	Deposit	Member Dues	X		\$10.00	\$44,486.33
wire	6/26/2018	IBS	Educational Instructors	X	\$3,080.00		\$41,406.33
wire	6/26/2018	IBS	AV Equipment	X	\$1,600.00		\$39,806.33
	6/26/2018	Heritage Bank	Wire Transfer Fee	X	\$20.00		\$39,786.33
	6/30/2018	Deposit	Interest Income	X		\$6.97	\$39,793.30
	7/3/2018	Deposit	Member Dues	X		\$5.00	\$39,798.30
1000	7/3/2018	Crissy Upton	Tickets for Split the Pot	X	\$8.88		\$39,789.42
	7/11/2018	Deposit	Member Dues	X		\$5.00	\$39,794.42
	7/18/2018	Harland Clarke	Check Re-Order	X	\$20.95		\$39,773.47
1001	7/24/2018	KLC	Institute Director -IIMC	X	\$18.43		\$39,755.04
	7/25/2018	Deposit	Member Dues	X		\$30.00	\$39,785.04
	7/31/2018	Deposit	Interest Income	X		\$13.09	\$39,798.13
	8/2/2018	Deposit	KMCI Split the Pot	X		\$553.00	\$40,351.13
	8/3/2018	Deposit	Member Dues	X		\$5.00	\$40,356.13
	8/25/2018	Deposit	KMMCA Split the Pot	X		\$324.50	\$40,680.63
	8/31/2018	Deposit	Interest Income	X		\$13.72	\$40,694.35
	9/25/2018	Deposit	PR Committee Fundraiser @ KLC	X		\$505.00	\$41,199.35
	9/25/2018	Deposit	KMMC Application - Brian Ahart	X		\$100.00	\$41,299.35
	9/27/2018	Deposit	Member Dues	X		\$5.00	\$41,304.35
	9/30/2018	Deposit	Interest Income	X		\$13.40	\$41,317.75
	10/25/2018	Deposit	KMMC Application - Susan Clark	X		\$100.00	\$41,417.75
	10/31/2018	Deposit	Interest Income	X		\$14.04	\$41,431.79
	11/30/2018	Deposit	Interest Income	X		\$13.62	\$41,445.41
	12/18/2018	Deposit	Member Dues	X		\$200.00	\$41,645.41
	12/27/2018	Deposit	Ornaments	X		\$270.00	\$41,915.41
	12/27/2018	Deposit	Member Dues	X		\$200.00	\$42,115.41
	12/27/2018	Deposit	KMMC Application-Craig Bohman	X		\$100.00	\$42,215.41
	12/27/2018	Deposit	Member Dues	X		\$245.00	\$42,460.41
	12/31/2018	Deposit	Interest Income	X		\$14.16	\$42,474.57
	1/8/2019	Deposit	KMMCA Excess Revenue over Expenses	X		\$7,526.85	\$50,001.42
	1/8/2019	Deposit	KMCI Excess Revenue over Expenses	X		\$2,713.34	\$52,714.76
	1/8/2019	Deposit	Member Dues	X		\$195.00	\$52,909.76
	1/15/2019	Deposit	Ornament	X		\$30.00	\$52,939.76
	1/15/2019	Deposit	Member Dues	X		\$220.00	\$53,159.76
	1/24/2019	Deposit	Member Dues	X		\$325.00	\$53,484.76
	1/25/2019	Deposit	Member Dues	X		\$80.00	\$53,564.76
	1/31/2019	Deposit	Interest Income	X		\$20.50	\$53,585.26
	2/7/2019	Deposit	Member Dues	X		\$90.00	\$53,675.26
	2/21/2019	Deposit	Member Dues	X		\$100.00	\$53,775.26

	2/25/2019	Deposit	Member Dues	X		\$55.00	\$53,830.26
	2/28/2019	Deposit	Interest Income	X		\$20.60	\$53,850.86
	3/27/2019	Deposit	Member Dues	X		\$30.00	\$53,880.86
	3/31/2019	Deposit	Interest Income	X		\$22.87	\$53,903.73
	4/8/2019	Deposit	Member Dues			\$20.00	\$53,923.73

Kentucky Municipal Clerks Association
EDUCATION SAVINGS FUND

May 1, 2017 - April, 2018

[illegible]

Kentucky Municipal Clerks Association

CERTIFICATE OF DEPOSIT

Matures: January 3, 2023

Date	Payee	Description	G/L	Debit (-)	Credit (+)	Balance
					\$40,708.09	\$40,708.09
6/16/2015	Deposit	Interest			\$138.52	\$40,846.61
9/16/2015	Deposit	Interest			\$138.99	\$40,985.60
12/16/2015	Deposit	Interest			\$137.94	\$41,123.54
3/16/2016	Deposit	Interest			\$138.42	\$41,261.96
6/16/2016	Deposit	Interest			\$140.40	\$41,402.36
9/16/2016	Deposit	Interest			\$140.88	\$41,543.24
12/16/2016	Deposit	Interest			\$139.83	\$41,683.07
3/16/2017	Deposit	Interest			\$138.75	\$41,821.82
6/16/2017	Deposit	Interest			\$142.31	\$41,964.13
9/16/2017	Deposit	Interest			\$142.79	\$42,106.92
12/16/2017	Deposit	Interest			\$141.72	\$42,248.64
12/20/2017	Closed CD	Flemingsburg Community Trust Bank		-\$42,248.64		\$0.00
1/3/2018	NEW CD Opened	Town Square Bank (APY 2.24%)			\$42,248.64	\$42,248.64
1/27/2018	Deposit	Interest for January			\$75.19	\$42,323.83
2/24/2018	Deposit	Interest			\$72.72	\$42,396.55
3/24/2018	Deposit	Interest			\$80.65	\$42,477.20
4/24/2018	Deposit	Interest			\$78.20	\$42,555.40
5/26/2018	Deposit	Interest			\$80.96	\$42,636.36
6/23/2018	Deposit	Interest			\$78.49	\$42,714.85
7/21/2018	Deposit	Interest			\$81.26	\$42,796.11
8/25/2018	Deposit	Interest			\$81.41	\$42,877.52
9/22/2018	Deposit	Interest			\$78.94	\$42,956.46
10/27/2018	Deposit	Interest			\$81.72	\$43,038.18
11/24/2018	Deposit	Interest			\$79.23	\$43,117.41
12/31/2018	Deposit	Interest			\$79.38	\$43,196.79
1/31/2019	Deposit	Interest			\$82.18	\$43,278.97
2/28/2019	Deposit	Interest			\$74.37	\$43,353.34
3/28/2019	Deposit	Interest			\$82.48	\$43,435.82

Kentucky Municipal Clerks Association

BUDGET - FYE 2019

May 1, 2018 - April 30, 2019

Revenues		Budget	Actual	Remaining (\$)
Balance Carried Forward from Prior Year General Fund		\$13,000.00	\$13,488.36	\$13,000.00
Membership Dues		\$13,000.00	\$14,740.00	-\$1,740.00
Associate Dues		\$100.00	\$90.00	\$10.00
Other		\$0.00	\$2,527.44	-\$2,527.44
Total Current Revenues		\$13,100.00	\$17,357.44	-\$4,257.44
Total Funds Available		\$26,100.00	\$30,845.80	\$8,742.56
Expenses	G/L	Budget	Actual	Remaining (\$)
Regional Dues Reimb	100	\$1,500.00	\$1,045.00	\$455.00
KLC Membership	102	\$275.00		\$275.00
Spring Conference	300	\$2,500.00		\$2,500.00
Conference Donation Region V	302	\$0.00		\$0.00
Public Relations / Marketing	310	\$600.00	\$725.00	-\$125.00
Board / Committee Expenses	320	\$200.00	\$207.10	-\$7.10
IIMC MCEF Donation	400	\$200.00	\$200.00	\$0.00
Website	500	\$2,000.00	\$1,690.00	\$310.00
President Travel - IIMC	600	\$3,000.00	\$1,576.60	\$1,423.40
President Travel - General	601	\$500.00	\$152.59	\$347.41
President Travel - Region V	602	\$0.00	\$300.00	-\$300.00
Region V Rep IIMC	701	\$3,000.00	\$2,141.93	\$858.07
Region V Rep Travel - Region V	702	\$0.00		\$0.00
Presentations	800	\$500.00	\$205.55	\$294.45
Postage / Printing	900	\$300.00	\$232.97	\$67.03
Clerks Handbooks	901	\$1,500.00		\$1,500.00
Bond Insurance	902	\$1,000.00	\$928.42	\$71.58
Misc. Expenses	999	\$1,500.00	\$336.17	\$1,163.83
Total Expenses		\$18,575.00	\$9,741.33	\$8,833.67
Balance			\$21,104.47	

Kentucky Municipal Clerks Association

EDUCATION BUDGET

FY 2018 - 2019

Revenues	KMCI	KMCI Actual	Difference (\$)	MMCA	MMCA Actual	Difference (\$)	Total Budget	Actual	Difference
Balance Forward	\$25,000.00	\$0.00	\$25,000.00	\$15,000.00	\$0.00	\$15,000.00	\$40,000.00	\$0.00	\$40,000.00
Education Contributions/Kitty Johnson*	\$1,885.00	\$2,040.00	-\$155.00	\$0.00		\$0.00	\$1,885.00	\$2,040.00	-\$155.00
Fundraising	\$1,000.00	\$2,215.50	-\$1,215.50	\$250.00		\$250.00	\$1,250.00	\$2,215.50	-\$965.50
Registration Fees	\$35,000.00	\$33,260.00	\$1,740.00	\$22,750.00	\$19,000.00	\$3,750.00	\$57,750.00	\$52,260.00	\$5,490.00
Hospitality Suite Donations	\$100.00	\$100.00	\$0.00	\$0.00		\$0.00	\$100.00	\$100.00	\$0.00
Interest	\$0.00	\$158.81	-\$158.81	\$0.00		\$0.00	\$0.00	\$158.81	-\$158.81
Unexpected Revenue	\$0.00	\$653.00	-\$653.00	\$0.00		\$0.00	\$0.00	\$653.00	-\$653.00
Total Revenues	\$62,985.00	\$38,427.31	\$24,557.69	\$38,000.00	\$19,000.00	\$19,000.00	\$100,985.00	\$57,427.31	\$43,557.69
Expenses									
Institute Director	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00
AV Equipment	\$0.00	\$1,600.00	-\$1,600.00	\$0.00		\$0.00	\$0.00	\$1,600.00	-\$1,600.00
Meeting Facility	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Speaker and Graduate Gifts	\$350.00	\$135.00	\$215.00	\$100.00	\$90.00	\$10.00	\$450.00	\$225.00	\$225.00
Meals	\$20,000.00	\$19,921.72	\$78.28	\$3,000.00		\$3,000.00	\$23,000.00	\$19,921.72	\$3,078.28
Institute Director-HMC-Travel	\$900.00	\$18.43	\$881.57	\$900.00		\$900.00	\$1,800.00	\$18.43	\$1,781.57
Spring Conference KLC Scan	\$350.00		\$350.00	\$350.00		\$350.00	\$700.00	\$0.00	\$700.00
Educational Instructors	\$2,500.00	\$5,115.77	-\$2,615.77	\$3,000.00	\$1,000.00	\$2,000.00	\$5,500.00	\$6,115.77	-\$615.77
Educational Instructors Expenses	\$450.00		\$450.00	\$2,500.00	\$1,620.36	\$879.64	\$2,950.00	\$1,620.36	\$1,329.64
Educational Materials	\$500.00	\$279.90	\$220.10	\$200.00		\$200.00	\$700.00	\$279.90	\$420.10
Postage	\$260.00	\$206.86	\$53.14	\$200.00	\$206.85	-\$6.85	\$460.00	\$413.71	\$46.29
Postcards/Brochures	\$200.00	\$94.13	\$105.87	\$225.00	\$94.12	\$130.88	\$425.00	\$188.25	\$236.75
Hospitality Suite	\$400.00		\$400.00	\$0.00		\$0.00	\$400.00	\$0.00	\$400.00
Plaques	\$300.00	\$271.89	\$28.11	\$100.00	\$56.97	\$43.03	\$400.00	\$328.86	\$71.14
Kitty Johnson Scholarship	\$3,000.00		\$3,000.00	\$0.00		\$0.00	\$3,000.00	\$0.00	\$3,000.00
Event Insurance	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Refunds	\$1,500.00		\$1,500.00	\$1,000.00	\$825.00	\$175.00	\$2,500.00	\$825.00	\$1,675.00
General Supplies	\$100.00	\$79.40	\$20.60	\$75.00	\$46.80	\$28.20	\$175.00	\$126.20	\$48.80
Unexpected Expenses	\$1,273.00	\$92.77	\$1,180.23	\$515.00	\$90.02	\$424.98	\$1,788.00	\$182.79	\$1,605.21
Total Expenses	\$39,583.00	\$35,315.87	\$4,267.13	\$19,665.00	\$11,530.12	\$8,134.88	\$59,248.00	\$46,845.99	\$12,402.01
Ending Fund Balance	\$23,402.00	\$3,111.44	\$20,290.56	\$18,335.00	\$7,469.88	\$10,865.12	\$41,737.00	\$10,581.32	\$31,155.68

*KMCI budgeted rev. = total of Ed. Cont. and fundraising

Education Fund Balance: \$53,923.73

\$3080.00 from Educ Inst is fraud.
\$1600.00 from AV Equip is fraud

Report Updated:

Kentucky Municipal Clerks Association

PROPOSED BUDGET - FYE 2020

May 1, 2019 - April 30, 2020

Revenues		2019 Budget	2019 Actual	2020 Proposal	Difference	
Balance Carried Forward from Prior Year General Fund		\$13,000.00	\$13,488.36	\$13,000.00	\$0.00	
Membership Dues		\$13,000.00	\$13,900.00	\$13,500.00	\$500.00	
Associate Dues		\$100.00	\$90.00	\$100.00	\$0.00	
Other		\$0.00	\$2,518.41	\$0.00	\$0.00	
Total Current Revenues		\$13,100.00	\$16,508.41	\$13,600.00	\$500.00	
Total Funds Available		\$26,100.00	\$29,996.77	\$26,600.00	\$500.00	
Expenses		G/L	2019 Budget	2019 Actual	2020 Proposal	Difference
Regional Dues Reimb	100		\$1,500.00	\$0.00	\$1,500.00	\$0.00
KLC Membership	101		\$275.00	\$0.00	\$275.00	\$0.00
Spring Conference Donation	300		\$2,500.00	\$0.00	\$2,500.00	\$0.00
Region V Conference Donation	302		\$0.00	\$0.00	\$0.00	\$0.00
Public Relations / Marketing	310		\$600.00	\$725.00	\$1,000.00	\$400.00
Board / Committee Expenses	320		\$200.00	\$207.10	\$300.00	\$100.00
IIMC MCEF Donation	400		\$200.00	\$200.00	\$200.00	\$0.00
Website	500		\$2,000.00	\$1,690.00	\$500.00	-\$1,500.00
President Travel - IIMC	600		\$3,000.00	\$976.60	\$3,000.00	\$0.00
President Travel - General	601		\$500.00	\$152.59	\$500.00	\$0.00
President Travel - Region V	602		\$0.00	\$0.00	\$1,200.00	\$1,200.00
Region V Rep IIMC	701		\$3,000.00	\$2,141.93	\$3,000.00	\$0.00
Region V Rep Travel - Region V	702		\$0.00	\$0.00	\$0.00	\$0.00
Presentations	800		\$500.00	\$18.99	\$400.00	-\$100.00
Postage / Printing	900		\$300.00	\$232.97	\$350.00	\$50.00
Clerks Handbooks	901		\$1,500.00	\$0.00	\$1,500.00	\$0.00
Bond Insurance	902		\$1,000.00	\$928.42	\$0.00	-\$1,000.00
Misc. Expenses	999		\$1,500.00	\$145.18	\$1,500.00	\$0.00
Total Expenses			\$18,575.00	\$7,418.78	\$17,725.00	-\$850.00
Revenues less Expenses:			\$7,525.00	\$22,577.99	\$8,875.00	

Report Updated: March 5, 2019

Kentucky Municipal Clerks Association

PROPOSED EDUCATION BUDGET - FYE 2020

FY 2019 - 2020

	INSTITUTE				ACADEMY				TOTAL
	'19 Budget	Actual	20 Proposed	Difference	'19 Budget	Actual	20 Proposed	Difference	
Revenues									
Balance Forward	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$40,000.00
Membership Education Contributions	\$1,885.00	\$1,835.00	\$1,885.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,885.00
Fundraising	\$1,000.00	\$2,215.50	\$2,000.00	\$1,000.00	\$250.00	\$0.00	\$0.00	-\$250.00	\$2,000.00
Registration Fees (including guests)	\$35,000.00	\$33,260.00	\$35,000.00	\$0.00	\$22,750.00	\$19,000.00	\$21,000.00	-\$1,750.00	\$55,000.00
Hospitality Suite Donations	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Interest	\$0.00	\$115.34	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Unexpected Revenue	\$0.00	\$653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$62,985.00	\$38,178.84	\$64,085.00	\$1,100.00	\$38,000.00	\$19,000.00	\$36,000.00	-\$2,000.00	\$100,085.00
Expenses									
Institute Director	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	\$15,000.00
AV Equipment	\$0.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Facility	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Speaker and Graduate Gifts	\$350.00	\$135.00	\$120.00	-\$230.00	\$100.00	\$90.00	\$100.00	\$0.00	\$220.00
Meals	\$20,000.00	\$19,921.72	\$20,000.00	\$0.00	\$3,000.00	\$0.00	\$8,500.00	\$5,500.00	\$28,500.00
Institute Director Travel	\$900.00	\$18.43	\$800.00	-\$100.00	\$900.00	\$0.00	\$800.00	-\$100.00	\$1,600.00
Education Committee Chair - KMCI Travel			\$500.00	\$500.00					\$400.00
Spring Conference Scholarship			\$400.00	\$400.00			\$0.00		\$350.00
Spring Conference - KLC Scan Reimburse	\$350.00	\$0.00	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	-\$350.00	\$4,000.00
Educational Instructors	\$2,500.00	\$5,115.77	\$3,000.00	\$500.00	\$3,000.00	\$1,000.00	\$1,000.00	-\$2,000.00	\$2,700.00
Educational Instructors Expenses	\$450.00	\$0.00	\$700.00	\$250.00	\$2,500.00	\$1,620.36	\$2,000.00	-\$500.00	\$300.00
Educational Materials	\$500.00	\$279.90	\$200.00	-\$300.00	\$200.00	\$0.00	\$100.00	-\$100.00	\$500.00
Postage	\$260.00	\$206.86	\$250.00	-\$10.00	\$200.00	\$206.85	\$250.00	\$50.00	\$300.00
Postcards	\$200.00	\$94.13	\$150.00	-\$50.00	\$225.00	\$94.12	\$150.00	-\$75.00	\$400.00
Hospitality Suite	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
Plaques	\$300.00	\$271.89	\$300.00	\$0.00	\$100.00	\$66.97	\$100.00	\$0.00	\$3,500.00
Kitty Johnson Scholarship	\$3,000.00	\$0.00	\$3,500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Event Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Refunds	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,000.00	\$825.00	\$1,000.00	\$0.00	\$175.00
General Supplies	\$100.00	\$79.40	\$100.00	\$0.00	\$75.00	\$46.80	\$75.00	\$0.00	\$1,788.00
Unexpected Expenses	\$1,273.00	\$92.77	\$1,273.00	\$0.00	\$515.00	\$90.02	\$515.00	\$0.00	\$62,633.00
Total Expenses	\$39,583.00	\$35,315.87	\$41,043.00	\$1,460.00	\$19,665.00	\$11,530.12	\$22,090.00	\$2,425.00	
Ending Fund Balance	\$23,402.00		\$23,042.00	-\$360.00	\$18,335.00	\$13,910.00	\$13,910.00	-\$4,425.00	

Education Fund Balance:

Report Updated:

Friday, March 5, 2019



REGIONAL REPORTS

BARREN RIVER

BRMCA holds regular meetings (bi-monthly) at various locations throughout the BRADD area at 10:30 a.m. CST followed by training on various topics. The association awarded a maiden regional Clerk of the Year Award to Lori Burnett of Brownsville at the December 2018 meeting. The association awards two (2) scholarships annually for registration and expenses to KMCA Institute or Academy. The 2019 scholarship recipients will be announced at the June meeting. Also, the membership is excited to announce they will be hosting the 2021 KMCA Spring Conference. Committees are organized, a theme has been chosen and planning is underway.

Submitted by: Becka Cox, President and Lori Burnett, Region Rep

BLUEGRASS / BUFFALO TRACE / GATEWAY

We can't wait to have everyone join us in Maysville for the 2019 Spring Conference!! We have some amazing door prizes to give out...a \$500 Gift Certificate to the Kentucky Castle, TVs, a Kindle, Gift Cards, and so much more...but you must join us to win!! We have worked hard to bring in new speakers and to offer topics of interest and those of latest concern for our clerks.

Our association has celebrated Laurie Raisor of Georgetown obtaining her MMC Designation and Lisa Cassity of Richmond obtaining her CMC Designation. While welcoming Cassandra Cooper (Lawrenceburg) and Carol Strother (Sadieville) to our group.

Submitted by: Kathy Walker, Bluegrass Region President

GREEN RIVER - No report.

KIPDA

Debbie Batliner is the newly elected KIPDA region Director and Region Rep.
Susan Clark remains as the alternate Region Rep.
Speakers have been identified for each monthly meeting for the balance of 2019.
Meeting attendance averages between 12-15 clerks.

Submitted by: Susan Clark

LAKE CUMBERLAND - No report.

LINCOLN TRAIL - No report.

NORTHERN KENTUCKY

Director: Katie Hehman (City of Lakeside Park)
Vice Director: Michelle Frisch (City of Edgewood)
Secretary: Karen Schlipf (City of Wilder)
Treasurer: Jennifer Lipson (City of Villa Hills)
Regional Rep: Sherry Hoffman (Erlanger)
Alt Reg Rep: Laurie Sparks (Ludlow)

The NKMCA has 54 members and holds monthly meetings on the third Thursday of each month at noon.

Past Meetings in 2019:

Date	City	Host	Number in Attendance	Training/Speaker
January 17, 2019	Crescent Springs	Robinson, Mathews	23	None
February 21, 2019	Wilder	Schultz, Schlipf	25	None
March 21, 2019	Ft. Mitchell	Guenther	25	Workers Compensation

Meeting Schedule for the Remainder of 2019:

Date	City	Host
April 18, 2019	Alexandria	Johannemann
May 16, 2019	Erlanger	Hoffman, Megerle, Christofield
June 20, 2019	Independence	Gabbard
July 18, 2019	Walton	Stevenson
August 15, 2019	Cold Spring	Sweeney
September 19, 2019	Crestview Hills/Lakeside Park	Mahoney, Hehman, Sies
October 17, 2019	Edgewood	Nitschke, Frisch

November 21	Taylor Mill	Webb
December 19, 2019	Holiday Luncheon	NKMCA

Chapter News:

Karen Barto retired as the City Clerk of Alexandria on September 28, 2018. Jan Johannemann was promoted to City Clerk. Jean Rauf retired as the City Clerk of Highland Heights in November, 2018. Jeanne Pettit was hired as their new City Clerk. Debbie Krueger retired as the City Clerk of Ft. Mitchell in December, 2018. Amy Guenther, Treasurer, took the new combined position of City Clerk/Treasurer. Casie Schawe was hired as Deputy Clerk. Ramona Williams is the new City Clerk for the City of Falmouth. Amy Beth Able (Newport) was named NKMCA's 2018 Outstanding Municipal Clerk. Amy has been a dedicated member of our organization for eighteen years.

Submitted by: Sherry Hoffman, NKMCA Regional Representative

PENNYRILE

The Pennyrile Municipal Clerks Association holds regular meetings at 10:30 am each quarter at various locations in the Pennyrile.

Our November meeting was held in Calvert City with the Purchase Area Clerks also in attendance. Training by KY.Gov followed the meeting.

Our February meeting was held in Earlington where we finalized our Clerk of the Year nominee and discussed upcoming trainings.

Our next meeting will be May 15th in Elkton.

Submitted by: Brian Ahart, PMCA President

PURCHASE - No report.



COMMITTEE REPORTS

BYLAWS COMMITTEE REPORT

Committee Members: Sherry Hoffman, Kim Blue, Becka Cox, Debbie Lake, Jenifer Megerle, Kathy Walker

The Bylaws Committee received a request to review the following:

Article V: Officers/Governing Board

Need clarification regarding current and immediate past president, and if officers remain the same, how KMCA handles that in the future. The current president is also the immediate past president. The following was suggested:

- Eliminate the immediate past president position because it is not recognized by Robert's Rules of Order and there is not a job description for immediate past president. (No job duties are listed in the Bylaws for immediate past president.)
- If the position of immediate past president is not eliminated, the bylaws need to clarify that this position is not an elected position, is or is not a member of the Executive Board (currently listed that it is), what to do when the current president is also the past president, and does the position need job duties like the rest of the Executive Board.

Other suggestions to Article V:

- Ensure a vacancy on the Executive Board does not exist in the future
- Create language that clarifies that a person cannot hold more than one Executive Board Office
- Determine if the IIMC Region V Director position should be considered an Officer of the Executive Board. (The first sentence states the Region V position is an executive officer, need to ensure that there is no conflicting language.)
- Determine if Regional Representatives should be required to have their CKMC to serve
- Clarify if the slate of newly elected officers can be shared before spring conference; if current officers and new officers could be told, they could go ahead and work out transferring duties.

Outcome:

The Bylaws Committee reviewed Article V and the requests received. A draft of the amended article was sent to the KMCA Board for their review. The Bylaw Committee's recommendations were approved

by the Board on March 15, 2019. Voting information and ballots were put on the KMCA Facebook page on March 29, 2019. The ballots and information were e-mailed to the KMCA membership and placed on KMCA's website on April 1, 2019. Ballots are due May 6, 2019. If you have any questions, please contact Sherry at sherry.hoffman@cityoferlanger.com.
Submitted by: Sherry Hoffman, Chair

CLERK OF THE YEAR AWARD COMMITTEE - No report.

COMMUNICATIONS COMMITTEE REPORT

Committee Members: Joe Christofield (Erlanger), Chair, Website Administrator; Becka Cox (Auburn), Co-Chair, Facebook Administrator and Lori Burnett (Brownsville), EID

The KMCA Communications Committee stays active in all areas of communications.

The new kycklerks.com website is up and running with 152 members.

The KMCA Facebook group currently has 191 members (down 2 from last year...have you paid your KMCA member dues?☺). This is a closed (private) group where only current dues-paying members of KMCA are approved access. The Facebook page sees daily activity and interaction, proving itself a great source of information and opportunity!

The email information dissemination is utilized for providing training and meeting information to the entire membership.

The committee invites and encourages all KMCA members to utilize the association website and social media platforms. Networking is knowledge!
Submitted by: Becka Cox, Co-Chair

EDUCATION COMMITTEE REPORT

Committee Members: Becka Cox (Auburn), Chair; Beth Cecil (Owensboro), Vice Chair; Brian Ahart (Cadiz); Lori Burnett (Brownsville); Bethany Cooper (Benton); Missy Goodwin (West Point); Debbie Lake (Ferguson); Kathy Walker (Nicholasville); Ex-Officio: Crissy Upton, KMCA President and Cassie Cooper, Institute Director & KLC Training Mgr.

The KMCA Education Committee held 3 meetings over the course of the last year; once in Leitchfield and twice in Bowling Green. The committee reviewed curriculum for the 2019 KMCI and MMCA and the locations of each for recommendation to the KMCA Board. KMCI has a new host hotel for the 2019, 2020, and 2021 years at Doubletree by Hilton on Richmond Road in Lexington. MMCA location recommendation was Holiday Inn Riverfront in Paducah.

Since the last membership meeting the committee reviewed 3 KMMC applications, recommending 2 for designation approval to the KMCA Board; Susan Clark (St Matthews) and Craig Bohman (Villa Hills).

20 clerks have achieved KMMC designation since 2012.

Of the current 350 KMCA members, 172 have obtained CKMC certification.

KMCA received full compliance letter from IIMC for the 2018 year.

The update to the KMCA Clerk Handbook is in production at KLC's legal department and is expected to be released in electronic format by May 31, 2019.

Submitted by: Becka Cox, Chair

ELECTION COMMITTEE REPORT - No report.

LEGISLATIVE COMMITTEE REPORT - No report.

PUBLIC RELATIONS COMMITTEE REPORT

Committee Members: Stephanie Settles, Lori Burnett, Beth Cecil, Joe Christofield, Joy Curtis and Stephen Ott

The Public Relations Committee is awaiting final approval of the FY20 budget. We would like to order more promotional materials and or banners that could be used for all meetings and events such as Spring Conference, Academy, KLC Conference, etc.

As a group we are discussing ways to promote and recruit. What is it we do? Why join KMCA? I don't think I have time for that! What benefit do you get by joining KMCA!

So stay tuned.... We have an awesome team with creative minds!

Submitted by: Stephanie Settles, Chair

SCHOLARSHIP COMMITTEE

Committee Members: Kim Blue, Toni Burton, Jenny Clark, Ashley Jackson, Sarah Moore, Donna Peek, Stephanie Settles and Joy Curtis

The Scholarship Committee recently had a conference call meeting on March 6th to review and recommend Kitty Johnson and David B. Smith Scholarships, and the KMCA Board approved the recommendations at a Board meeting held on March 15th. Congratulations to all the recipients!!

The Committee is also considering awarding two (2) scholarships for the 2020 Spring Conference with the additional funds the Committee recently raised from the KLC Conference and the selling of Christmas ornaments. A total of \$805 was raised and we would like to see two (2) scholarships awarded in the amount of \$200 each.

A special thank you to all that has donated to the scholarship fund, as well as the members of the Committee for all your hard work and dedication. We are looking forward to a successful split-the-pot and silent auction at Spring Conference.

Submitted by: Ashley Jackson, on behalf of Joy L. Curtis, Chair