



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
WEDNESDAY, AUGUST 10, 2022
Normal City Hall
11 Uptown Circle, 3rd Floor Ron Hill Conference Room
Normal, IL 61761
Noon**

CALL TO ORDER

President Angie Huonker called the meeting to order at 12:43 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL OF OFFICERS

The following officers were present for roll call:

President, Angie Huonker, Treasurer Wendy Hundley and Secretary Nicole Stewart.

Absent: Vice President Stefanie Tarr.

OTHER MEMBERS OF CIMCO PERSONALLY PRESENT:

Sue McMillan (Pekin), Tana Ward (Rantoul), Tierra Shickel (Normal), Amanda Stutsman (Bloomington), Sahara Williams (Bloomington), and Margaret Hurd (Chillicothe).

APPROVAL OF THE JUNE 15, 2022 MINUTES

A motion was made by Wendy Hundley, seconded by Tana Ward, to approve the June 15, 2022 minutes. The motion carried by viva voce vote.

REPORT OF OFFICERS AND COMMITTEES

Quarterly Financial Report

Treasurer Wendy Hundley provided an update stating that there had been no activity in the accounts other than the payment of the website annual fees. The savings account balance was \$11,729.80 and the checking account balance was \$20,473.27. A credit card statement was received for the Back to the Basics room reservations that was due on August 26, 2022.

President Angie Huonker opened the floor for thoughts on putting something in place to approve purchases and credit card payments. President Huonker expressed how important it was to make sure we have members on the Auditing Committee. Tana Ward suggested that the organization approve purchases over a certain amount. Treasurer Wendy Hundley agreed and stated she would draft something for the October meeting.

Members also discussed how last year an account was provided through PayPal in which the payments for Back to Basics was automatically deposited into the CIMCO checking account.

NEW BUSINESS

A. Approval of a 2022 Institute and Academy Scholarship Allowance for Two Hotel Scholarships and No Registration Scholarships

President Angie Huonker stated that Janet Gray brought to the organization's attention that two members applied for the registration and MCI Institute/Academy scholarships. One scholarship was originally approved for registration and the other was approved for hotel. Both recipients were also awarded registration through MCI so it was suggested to approve both scholarships for two hotels instead. Margaret Hurd clarified that it would be just a one-time event to award two hotel scholarships and suggested sending scholarship applications to members earlier in the year. President Huonker agreed and suggested that the applications be placed online and to provide a reminder at the bottom of the meeting notices.

It was also noted that the membership application was in its final stages with a deadline of October 1. Amanda Stutsman suggested removing the year from the applications for scholarship so that it would not have to be revised online each year. All members present gave a consensus but decided that removal of the year for the scholarship application would first need Janet Gray's approval before making it official.

A motion was made by Amanda Stutsman seconded by Tana Ward to remove the year from the membership and scholarship applications. The motion carried by viva voce vote.

B. Approval of a 2023 Back to the Basic Scholarship to Allowing One Hotel Scholarship and one Registration Scholarship

A motion was made by Tana Ward seconded by Amanda Stutsman to approve a scholarship for Back-to-Basics registration and a second scholarship for up to \$200 for hotel stay. It was stated that it was too early for applicants to apply but would be added to the bylaws. The motion carried by viva voce vote.

C. Discussion on a Comprehensive Review of By-Laws

President Angie Huonker led the discussion regarding the By-Laws stating that no one was on the

committee except for Morgan Cadwalader and requested a few members to help review the bylaws to make sure all changes were up to date so that a finalized version could be presented. President Angie Huonker also requested that the committee listing be reviewed and to also determine if the committees created were necessary to keep.

D. Election Nomination Discussion – Notice of Election of Officers goes out in September

President Angie Huonker announced that the slate of candidate notice is sent in September for the October meeting. President Huonker requested that Sue McMillan reach out to the other members of the nominating committee, Carla Zerfowski and Margie Barnes, to determine the slate of officers. A 30-day notice was required to be posted prior to the meeting in October for vote.

Treasurer Wendy Hundley stated that she had CIMCO documents dating back to 1988. President Angie Huonker suggested maintaining physical records for 8 or 7 years before destroying them. The annual reports, minutes and agenda are maintained on the website. It was suggested appointing a member as the manager for CIMCO records. President Huonker also pointed out that documents can be posted on the website without making them public. Members continued the discussion agreeing that all records should be maintained electronically to be accessed on one platform. President Huonker said she would look into a drop box.

OTHER BUSINESS

- A. The Annual Meeting will be held in Peoria in October. Annual Report materials should be sent to Sue McMillan in the coming weeks.

ADJOURN

A motion was made by Margaret Hurd seconded by Treasurer Wendy Hundley to adjourn the meeting. Motion carried viva voce vote. The meeting was adjourned at 1:23 pm.

Nicole Stewart
Deputy City Clerk, Pekin, IL
CIMCO Secretary