

Minutes

KACE Board Meeting

3/16/09

10:30 AM to 1:20 PM

Ramada Inn

Topeka, KS

Meeting called by: Skip Moon

Type of meeting: Board Meeting – General Business

Barbara Bille, Secretary

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

Not present: Leslee Fonseca

Agenda topics

Treasurer's Report – Funds balance and annual report filings, SOP, KS Annual Report, Audit

Status - Update on Candidate Nominations for Election of Officers

Review By-Law Changes

2009 Spring Conference

Email Approval of Minutes from 2-20-09 Board Meeting*

Special notes:

Treasurer's Report – Funds balance and annual report filings, SOP, KS Annual Report, Audit

Skip passed out current copies of KACE' Articles of Incorporation and Theft/Forgery Insurance policy. Shelley Carver reported that balance of account had not changed as of 2/20/09. She will be depositing recently received membership dues and conference payments after double-checking her records to ensure accuracy of accounting. Currently working to complete KS annual report and audit prior to Spring Conference.

Inquired secretary if she had located SOP for treasurer. Barbara Bille said she has been through all received records and has not been able to locate this paperwork. She produced records from the time frame when SOP was created and asked Debi Ward to review paperwork to help assist her in the location and/or verify approximate time frame that SOP was created, which was narrowed down to between 2003 & 2005. Barbara will search through binders again to try to locate paperwork.

Skip Moon reiterated the importance for consolidation and organization of all past and present records, as past practice proves cumbersome when trying to locate information. Barbara will begin work to complete this task prior to Spring Conference.

Status - Update on Candidate Nominations for Election of Officers

Skip sent out email to KACE members requesting nomination for open Board officer positions. To date only one nomination has been received which nominee has declined. Board discussed possibility of changing election of officers to the fall conferences, which would allow the use of the spring conference to promote the nomination process. Due to the reality that the time period from Spring to Fall is always the busiest for code enforcement, it may prove beneficial for the enactment of this change.

Additionally, changing the presentation of KACE's annual budget in the spring for the current year to the fall for approval prior to the next year seems to be the more logical way of handling the budget process. The 2009 budget would be presented for approval at the spring conference and the 2010 budget would be presented at the 2009 fall conference. With the implementation of these changes, the calendar year would begin with new officers and an approved, current budget.

Due to the lack of candidate nominations, Skip asked all Board members whose position was up for election whether they would consider remaining in their position until the 2009 Fall Conference. Debi Ward, Amy Shelton, James Stuart, Barbara Bille and Skip Moon agreed that, if required, they would retain current Board position to allow time to promote the nomination process and acquire a list of candidates to be voted on at the 2009 Fall Conference. Wayne Wilson stated he would respectfully decline.

Barbara asked about the validity of those officers ability to continue in their capacity if they are also currently on the nomination committee. Skip responded that it might be necessary to make a motion and vote on suspension from the nomination committee in order to comply with the by-laws.

Review By-Law Changes

Skip handed out copies of the by-laws in legislative style for Board members to review. Text shown in bold with strikeouts represents housekeeping (grammatical) changes while highlighted text show content changes. After Board review, he plans to make any proposed changes prior to March 20th. He will then send out notification to KACE members of a special meeting to review and vote on acceptance of the by-law changes prior to the Spring Conference.

The Board went through the legislative copy of the by-laws page by page and discussed proposed changes:

Election of Officers. Skip stated that he had reviewed other state code enforcement organizations by-laws, like Oregon and Colorado, to ascertain how they handled election of officers and found that they required all positions to be elected. This prompted the change made to the section of KACE by-laws relating to election of officers. These changes would stagger the election of officers to odd and even years, with the addition that the President would become an elected position as well. The Board agreed that this change would help with continuity and prevent the total installation of all new officers that proves somewhat disruptive to the ability of any KACE board to immediately continue forward progress within this organization. Currently, if elections were held to fill open Board positions, it would leave only the treasurer as a past officer and time spent familiarizing new officers from April through September, during the busiest time of our professional career, would be difficult and not as productive. Again the Board agreed that changes made to address elections and submittal and approval of the annual budget to the fall conferences would be beneficial to the organization.

Changes in by-laws of duties of 3rd Vice President. Discussion was held about combined assistance to the treasurer from the 3rd Vice President. This would be beneficial in maintaining accurate membership information and alleviate some of the pressure off the treasurer to try and complete all the tasks of receiving membership dues, conference payments and update membership list. Amy Shelton will work with Shelley on the formation of an invoicing process for membership dues and will task the Membership Committee to do the billing and increase recruitment and retention of members. Debi inquired about how retention of inactive members records would be maintained. Her experience with former record keeping shows that there is not a rollover process currently in place so that inactive members are removed from

the current membership list and separated into an inactive list, which could aid the 3rd Vice President and Membership Committee in their task to retain, reconnect and recruit new members and maintain an accurate membership list. Amy and Shelley will work together to problem solve and create better way of record keeping beneficial for both officers.

Creation of a Communication Committee to be chaired by the secretary. The secretary and/or member of this committee would be tasked to perform the following tasks: webmaster; creator and distributor of KACE newsletters, and responsible for direct communication to all members.

Election of Officers. Skip will review the by-laws to see what changes may need to be made in order to change election of officers from the spring to the fall conference and report back at next Board meeting. As of this date, should changes to the by-laws not be accepted, the process for nomination and election of officers at the 2009 Spring Conference would begin with nominations made at the KACE annual meeting on Wednesday morning, voting to take place Thursday morning and installation of officers conducted at the banquet Thursday evening.

The Board completed their review of proposed changes and corrections to the by-laws. Skip will make corrections as indicated, forward to Amy Shelton for final grammatical review and then resend to all officers prior to submitting to membership for approval.

2009 Spring Conference

Skip directed each officer to present the following reports at the annual business meeting:

Skip Moon – Presentation of by-law changes

Debi Ward – (will not be present at conference)

Wayne Wilson – Certification Survey seeking input from members on ideas for training and views of past training opportunities.

Amy Shelton & Shelley Carver – Joint presentation on membership report, recruitment and retention of membership plans

James Stuart – Presentation of Ballots (if elections are held)

Barbara Bille – Report on KACE as a corporation in good standing with the state and completion of annual report. She will also prepare signs for the conference to be placed outside each classroom that will include: KACE Track, Course Name & Instructor. She will email to Skip for printing.

Approval of minutes via email

Secretary will send completed minutes from 2/20/09 Board meeting to all officers to be approved and uploaded onto KACE website.

Meeting adjourned @ 1:20 p.m.