Hello Fellow Clerks, Treasurers and Finance Officers!

It is time again for the MMCT&FOA’s Annual Institute and I am very excited to serve as your President over the next two years. Thank you so much for voting me into this position last fall. I will do all I can to assist our Association in nurturing and growing educational efforts for Montana’s Clerks, Treasurers and Finance Officers. I guarantee that this Institute will be the most exciting educational week you’ve ever had!

The Education Committee led by Chairperson Brenda Schneider and staff from the Local Government Center put together a fabulous curriculum for this year’s Institute. The Institute will be held May 4-9, 2014 in Billings at the Billings Inn and Convention Center. You can register online at www.msulocalgov.org We will begin the week with registration on Sunday at 3 p.m. followed by a wine and cheese Reception from 3:30-4:30 p.m. and then kick off our sessions with a training on Team Building Strategies from 4:30-6:30 p.m.

Mentorship is our theme of the week. We are very excited to launch the new Mentorship program for our Association. In the spirit of Spring, it is an effort for us all to help our fellow constituents in growing in this exciting field of work. This will be a topic of discussion at our semi-annual meeting scheduled as a lunch working meeting on Wednesday, May 7th at noon. Also the Executive Board members and Committee members will be sporting a Hot Pink ribbon on their name tags so new members can easily identify someone that they can go to for information or concerns during the institute.

Want to wear a Hot Pink ribbon? Well I have good news for you, there are Committee vacancies that need filled so please see the display in this newsletter for what’s available. I will be asking for volunteers at our semi-annual meeting on Wednesday.

At the banquet this year, we will have a 50’s theme and carry that into Karaoke in the Pub following. Break out those poodle skirts, grease the hair and wear your sunglasses for a fun evening in celebrating our graduates! I have the decorations sitting in a box behind my box as I write this and I am totally stoked to deck the halls!

Can’t wait to see you all soon! Safe travels to Billings.

Stacy Ulmen
MMCT & FOA President
Retirements and Awards

Tis the season to retire! Congratulations to these long-time clerks who get to move on to retirement after a job well done!

**Patty Parchen** is retiring from the City of **Fort Benton** in June after serving as the Deputy Clerk/Treasurer for 32 years. She says she will especially miss the relationship she has had with her co-worker Mimi Heydon. She fondly remembers the first institute they attended in 1983 with only 12 other attendees! She is looking forward to spending a lot of quality time with her two granddaughters, pictured below.

**Pam Ames**, Assistant Clerk of the City of **Columbus** retired last week after more than 20 years. She is also looking forward to having more time to enjoy life!

**Mary Duram**, the Clerk/Treasurer for the Town of **Eureka** will be retiring at the end of June. She has been the Clerk/Treasurer since 1997. Her co-workers will miss her as well as her dedication and devotion to her job.

**Pam Humphrey**, Clerk/Treasurer for the Town of **Manhattan** has been awarded the Certified Municipal Clerk designation (CMC) by the International Institute of Municipal Clerks (IIMC). Pam has worked for the Town of Manhattan since July of 2007. Her favorite part of her job is that she is never bored and she doesn’t do the same thing every day. Her least favorite part is meetings and dealing with “crazy people.” (Most of us can relate…) Pam is also a volunteer firefighter and will be testing for her EMT certification in May. She enjoys gardening and spending time with her family and dogs. Congrats!
The Education Committee is excited to see everyone in Billings May 4-9, 2014 for the MMCTFOA Annual Institute. Registration will be Sunday 3:00 pm to 4:30 pm and the first session from 4:30 pm to 6:30 pm.

There are new classes. We have added the following new classes for this year.

- Creating a Municipal Facebook Page
- Turning Delinquent Receivables into Revenue
- Capital Asset Project Accounting
  Creating a Culture of Civility and Remaining Apolitical

These classes will replace classes that have been done numerous times in the past. The removed classes will remain a part of the curriculum and still be able to be used in the future. The Break-out sessions will be Wednesday and Thursday, there will be “Back to Basics” sessions for new clerks and treasurers. The “Back to Basics” sessions will include:

  - Cash Reconciliation
  - Year end closing
  - Preparation of Minutes
  - Principles of Records Management

These sessions will be a separate track from the Clerk and Treasurer Tracks. The Clerk and Treasurers tracks will be for the advanced classes.

Participants will receive a flash drive which will have all class content. Each participant will receive a notepad and pen for note taking.

The Education Committee is always looking for new classes for institute. If you have suggestions please let one of us know. It is helpful to have a short description along with your suggestion for planning of the session and choosing a speaker for the session.

Participants need 120 hours to graduate from Institute. The week at Institute counts for 108 hours. The following options are available to get the additional 12 hours required to graduate:

- Local Government Center webinars
- MMIA Regional Training sessions

We will be working with the Local Government Center to get more options for training approved through IIMC. Training for the additional 12 hours must be approved by IIMC.

**Annie Pickering**, Clerk for the Town of **Kevin**, could not resist bragging a little about the success of two of her grandchildren, Treyton Pickering and Aelie Rowell. Treyton and Aelie are 8th Graders in Sunburst. The Sunburst 8th Grade class were selected as one of the top 5 schools in the nation in the Samsung Solve for Tomorrow competition. They are in Washington DC this week to receive their award of $140,000 in technical equipment for their school. Way to put Montana on the map!
MMCT & FOA SEMI-ANNUAL MEETING
WEDNESDAY, OCTOBER 9, 2013
8:15 A.M.

Call to Order, Executive Board Roll Call

President Schmoeckel called the meeting to order at 8:09 a.m. Board members present were:

Carolyn Schmoeckel-President
Tracy Rebo-Treasurer
Kelly Thiel- Vice President of 3rd Class Cities
Julie Lazaro- Vice President of Towns
Nikki Brummond-Vice President of 1st & 2nd Class Cities
Vanice Woodbeck, Secretary
Malta
Troy
Plentywood
Hot Springs
Lewistown
Whitefish

Members Present:

Pamela K. Ames
Ronald Barndt
Nikki Brummond
Pat Corbin
Cindy Farwick
Toni Foster
Agnes Fowler
Deanna Hanson
Mary Heydon
Douglas Kaecher
Julie Lazaro
Necile Lorang
Marlene Mahlum
Doris Pinkerton
Tracy Rebo
Jodi Rogers
Tery Ruff
Elizabeth Roos
Carolyn Schmoeckel
Brenda Schneider
Jessica Redfield
Kelly Thiel
Stacy Ulmen
Vanice Woodbeck
Sandra Milsten
Marty Rehben
Leigh Griffing
Cheri Fuhringer
Sonya Southland
Tina Voise
Susan Spotorno

Minutes:
Executive Board Minutes:
Marlene Mahlum made a motion, seconded by Doris Pickerton, to approved the Executive Board Minutes of August 16, 2013. The motion passed unanimously.

Minutes from the spring meeting and the special meeting in May:
Tracy Rebo made a motion, seconded by Ron Barndt, to approve the spring meeting and special meeting in Billings. The motion passed unanimously.

Treasure Report:
Claims: Tracy Rebo said they have 4 claims to be paid for a total of $182.32.

Jody Rogers made a motion, seconded by Cheri Fuhringer, to approve the claims to be paid. The motion passed unanimously.

Financial Report: Tracy Rebo said we have 130 paid members, our check balance is $20,681.31 and the CD is $30,216.45.

Pat Corbin made a motion, seconded by Necile Lorang, to approve the financial report. The motion passed unanimously.

Committee reports:

Education: Brenda Schneider said the 2013 institute had 100 in attendance: 18 first year, 20 2nd year, 10 3rd year and 52 grads. The education committee members are Brenda Schneider, Doris Pinkerton, Stacy Ulmen, Carolyn Schmoeckel, Kelly Thiel, Julie Lazaro and Ron Barndt.

The education committee met in Helena in August to review evaluations, next year's curriculum and to start preparing for May Institute. The following classes have been added to the 2014 curriculum:
Ethical Influence
Capital Asset Project Accounting
Turning Delinquent Receivables into Revenue
Creating a Culture of Civility

Back to Basics for 2014 are:
Cash Reconciliation
Year End Closing
Preparation of Minutes-1
Principles of Records Management

The Education Committee continues to work with the Local Government Center to develop more webinars. The next institute is scheduled for May 4-9, 2014 in Billings at the Billings Hotel.

Starting in 2014 the Sunday session will be Introductions and Team Building. The Tuesday night session will be eliminated. Participants will need to take approved sessions by webinar, League sessions or MT
Rural Water sessions to make up the additional hours to complete the requirements to graduate from Institute.

The Education Committee voted to recommend the establishment of a Mentor program and will work on getting the program set up.

Welcoming-none.
Finance & Audit- Doris Pinkerton said she has reviewed the finance and everything is in good order.

President Schmoeckel said in the spring it was voted to set up new district which has been done and at this time we need to appoint a new chairman's for the district and meeting times. President Schmoeckel had Nikki Brummond read off what towns are in what districts.

District 1:
Lewistown
Denton
Grass Range
Winfred
Moore
Winnett
Stanford
Hobson
Harlowton
Judith Gap
Ryegate
Lavina
Broadview
Melstone
Roundup
Neihart
Chairman for District 1 will be Nikki Brummond and they will meet in the spring.

District 2
Eureka
Libby
Rexford
Troy
Plains
Hot Springs
Thompson Falls
Alberton
Superior
Ronan
Polson
St. Ignatius
Columbia Falls
Kalispell
Whitefish
Chairman for District 2 is Julie Lazaro and they will meet on April 10th at Hot Springs.

District 3
Browning
Cut Bank
Conrad
Valier
Choteau
Dutton
Fairfield
Kevin
Shelby
Sunburst
Cascade
Great Falls
Belt
Chairman is Jean Fontana and they will meet in the spring.

District 4
Chester
Havre
Hingham
Big Sandy
Fort Benton
Geraldine
Chinook
Harlem
Dodson
Malta
Saco
Chairman is Doug Kaercher or Lorraine Mulonet and they will meet in the spring.

District 5
Fort Peck
Glasgow
Nashu
Opheim
Flaxville
Scobey
Medicine Lake
Outlook
Plentywood
Westby
Bainville
Brockton
Culbertson
Froid
Poplar
Wolf Point
Chairman is Kelly Thiel or Stacy Amundson and they will meet in the spring.

District 6
Terry
Ismay
Miles City
Plevina
Baker
Broadus
Ekalaka
Forysth
Colstrip
Hysham
Chairman is Michelle Richon and they will meet in spring.

District 7
Hardin
Lodge Grass
Billings
Laurel
Bearcreek
Bridger
Formberg
Joliet
Red Lodge
Columbus
Chairman is Kari Martin and will meet in spring.

District 8
Big Timber
Manhattan
Three Forks
West Yellowstone
Bozeman
Belgrade
Clyde Park
Livingston
Whitehall
Twin Bridges
Sheridan
Ennis
Virginia City
Dillon
West Yellowstone
Lima
Chairman is Stacy Ulman and will meet in the spring.
District 9
Townsend
East Helena
Helena
Deer Lodge
White Sulphur Spring
Drummond
Boulder
Butte
Walkerville
Anaconda-Deer Lodge
Phillipsburg
Darby
Hamilton
Pinesdale
Stevensville
Missoula
They have not picked a chair at this time.

District 10
Jordon
Circle
Richey
Glendive
Wilbaux
Sidney
Fairview
The chair will be Jessie Redfield and will meet in the spring.

Nominating: President Schmoeckel said Kelly Thiel received on letter of interest from Stacy Ulmen for President and she received a letter of interest from Ron Barndt for secretary.

Courtesy: Mary Corey was not there but there were a lot of cards sent out.

Legislative: Ron Barndt said it is costing some of the towns a lot of money on elections when there is no competition. He would like to know if everybody feels the same and maybe they can go the legislators and asked that there does not have to be an election if there is not competition.

Julie Lazaro made a motion, seconded by Necile Lorang, to approve the committee reports. The motion passed unanimously.

Professional Association Reports:
IIMC: Stacy Ulmen said the International Institute of Municipal Clerks (IIMC) is a professional, nonprofit association that promotes continuing education and certification through university and college-based institutes and provides networking solutions, services and benefits to its members worldwide. IIMC is governed by a 26-member board of Directors with 22 Directors from IIMC's 11 regions. The board sets policy and provides organizational leadership and guidance. A four-person Executive Committee represents the Board. The Vice President is elected by all members through a membership wide ballot. Other board members are elected in their own Regions prior to the Annual Conference. Montana is part of Region 8. The next conference is in Milwaukee, WI on May 18th-22nd.
GFOA: none
APT US&C: none.

Other Business:

Present FY 2013/2014 budget: President Schmoeckel presented the budget.

Brenda Schneider made a motion, seconded by Marlene Mahlum, to approve the FY 2013-2014 budget. The motion passed unanimously.

Necile Lorang made a motion, seconded by Kelley Thiel, to elect Ron Barndt as Secretary by unanimous proclamation. The motion passed unanimously.

Necile Lorang made a motion, seconded by Ron Barndt, to elect Stacy Ulmen as President by unanimous proclamation. The motion passed unanimously.

Installation of Officers:

President Schmoeckel administered the Oath of Office to Stacy Ulmen-President and Ron Barndt as Secretary.

Doris Pinkerton said they are having election on the MMIA Board and Marlene Mahlum is up for re-election and they could use all of our support. Necile Lorang wanted to thank President Carolyn Schmoeckel and Secretary Vanice Woodbeck for their years on the board.

Obtain outside agency to get website up and maintaining it:

Nikki Brummond said she has found someone who is willing to do our website for us the cost would be $400 to set up the site and she can transfer what we have now and then $40 a month and if we sign up and pay ahead we will get 2 month free.

President Schmoeckel said a new website could be very helpful and maybe it could interactive to where we could renew our memberships, we could also do a blog. Marty Rehbein said to make sure with a third party that we still own all the information if we were to split a few years down the road.

Deanna Hanson made a motion, seconded by Tracy Rebo to proceed with the website and to pay the $400 for the set-up and one year at $40 a month with us receiving 2 free months. The motion did not pass with the vote of 12 no votes and 8 yes votes.

Agnes Fowler suggested we do more research on working with a 3rd party because of the domain and have it at our May meeting.

Trial Implementation of “Mentor” program:

Brenda Schneider with the Education Committee said they felt with so many new clerks and treasurers coming on board that maybe a mentoring program could be beneficial. They are hoping that some of the older clerks could sign up to be a mentor to one of the new clerks. This would be something that would take a long commitment but would be very beneficial for the new clerks. This would volunteer
only and they would put you name out there for someone to contact you. They do have a form to sign up to be a mentor. They would like everyone to think about this and at the May meeting we will talk about this more and hopefully have a list to give out.

Agnes Fowler suggested that if you would like to do this make sure that your mayor and council are on board as it will take some time away from your job.

Jessica Redfield made a motion, seconded by Tracy Rebo, to go ahead and proceed exploring to do a mentoring program. The motion passed unanimously.

Necile Lorang made a motion, seconded by Pam Ames, to adjourn the meeting. The motion passed unanimously.

Respectfully submitted,

Vanice Woodbeck
Secretary
AGENDA
SEMI-ANNUAL MEETING
MMCT & FOA

Wednesday, May 7th, 2013 Lunch Meeting Noon
Billings Hotel & Convention Center Billings, Montana

Call to Order and Introductions

Approve Minutes
Semi-Annual fall meeting in Helena, MT

Treasurer’s Report
Claims
Financial Report

Committee Reports and Vacancy Volunteer Appointments
(Note: All committee reports will be approved in one motion after the last report has been presented)

Education – Brenda Schneider
Finance & Audit-Doris Pinkerton
Fund Raising – Cheri Fuhringer
Silent Auction-Stacy Ulmen
League Secretary-Agnes Fowler
Courtesy – Mary Corey/VACANCY
Convention-Town of West Yellowstone
Website – Chelsea LaBelle Peterson/ Nikki Brummond
MMCT&FOA Achievement Award-Lanie Gospoderek
IIMC – Stacy Ulmen
APT US&C – VACANCY
GFOA – Jessie Hogg
Memorial Scholarship – Jodie Campbell/VACANCY
Legislative – Ron Barndt
Newsletter-Liz Roos
Nominating-Carolyn Schmoeckel
Records Retention-Marty Rehbein/ Mary Corey
Historian-Agnes Fowler
Welcoming-Jodi Campbell

4. District meeting reports (10 Districts)

Unfinished Business
  MMCT/FOA Website
  Mentorship Program

New Business
  Upcoming Vacancies on Executive Board
  Interim representative for Third Class Cities (this position expired October of 2013) Consideration of a vote for current representative to fill position until October of 2014
  Retirement Membership discussion
  Banquet – entertainment
  Volunteers to sell 50/50 tickets needed

Concerns or questions from association members

Adjourn
League Conference Spoiler Alert!

Don't forget to budget a little extra travel money this year to attend the Montana League of Cities & Towns Conference in West Yellowstone, October 8-10, 2014! We have lots of good ideas to make this conference not only fun, but worth your time. And don't forget, this conference backs right up to Columbus Day weekend, an ideal time to visit Yellowstone National Park. With fewer crowds when the animals are active. Highlights will include:

- The "Mayor Munch" (Hint: This involves your mayor feeding the bears…)
- Grizzly & Wolf Discovery Center/Yellowstone Imax Theater
- The MMIA 5K on the world-famous Rendezvous Ski Trails (run, walk, or help direct people)
- Banquet at the historic Union Pacific Dining Lodge, entertainment by Kennedy & the Assassins
- Facilities tours, educational sessions, pizza party, shopping, start planning now!
Committee Vacancies!
We need YOU!

Volunteers will be asked to serve on these Committees at our semi-annual Spring meeting in May.

If you are interested in volunteering, please email President Stacy Ulmen at sulmen@bozeman.net

Finance & Audit Committee
Courtesy Committee
APT US&C Committee
Memorial Scholarship Committee

Executive Board Positions!
These positions will be filled upon an election of the membership at the Fall semi-annual meeting!

Please submit your letters of interest to President Stacy Ulmen at sulmen@bozeman.net

Terms expiring:
• Vice President of 1st & 2nd Class Cities
• 3rd Class Cities representative
• Towns representative
• Treasurer