



50th Annual KEMA Business Meeting
September 14th, 2017
Ramada Downton Hotel & Convention Center
Topeka, KS

1. Call to Order

President Byrdee Miller called the 50th Annual KEMA Business Meeting to order at 11:17 a.m.

2. Approval of Minutes

The minutes from the 49th Annual KEMA Business Meeting, held on September 15th, 2016, were reviewed by the members present. A question was raised about a possible discrepancy between the KEMA Conference records and the secretary's records. It was observed that last year's conference program proclaimed it to be KEMA's 50th year, while the minutes from that conference were entitled "49th Annual KEMA Business Meeting." During discussion, it was theorized that there may not have been a formal business meeting in KEMA's first year of existence. Keith Haberer made a motion to approve the minutes as written, David Redger seconded, and the motion carried.

3. Treasurer's Report

DeAnn Konkel reviewed copies of the annual financials, noting that breaking the membership year in the middle of the financial year causes some reporting challenges, especially in tracking the flow of membership payments. She reported that, going forward, there will be a separate Scholarship budget; previously, scholarship-associated expenses were rolled into the "miscellaneous" line item of the operating budget. In reviewing last year's conference budget versus actual expenses, she pointed out a significant increase in hotel costs due to the addition of a hot breakfast. DeAnn noted that this led to a more significant loss on last year's conference than expected, adding that the shortfall was covered by KEMA's certificates of deposit, which had been cashed out and merged into the checking account during the transition between Treasurers. She advised that those funds will be reinvested after the Board ensures all current-year conference expense are covered. DeAnn closed by discussing the "early bird" conference registration option that was instituted this year. She reminded the membership that to qualify for the lower rate, payments (including check payments) must be received by the Treasurer by the deadline. She advised that the Board will attempt to open registration earlier next year to accommodate those counties with extended AP processes. Mark Stump then made a motion to accept the Treasurer's Report, Charlie Morse seconded, and the motion carried.

4. Secretary's Report

Keri Korthals began her report by advising that KEMA had experienced its first membership drop in several years. She reported that the 2016-2017 membership year closed out with 229 paid annual members and 39 Life Members, for a total membership of 268. She compared this to the previous year which closed with 258 paid annual members and 39 Life Members for a total of 297 association members. She also observed that 2017-2018 purchases are coming in more slowly than usual, reporting 70 members so far for the new membership year. She then reminded members to "submit" the online membership form (<http://kema.org/content/membership>), whether paying by credit card or check. This ensures that membership information is delivered to

the Secretary for input into the official roster.

Keri then reported that, as the 2016-2017 membership drew to a close, she had experimented with electronic membership cards, in lieu of mailing the traditional paper cards. She advised that positive feedback had been received, and at its last meeting, the Board voted to transition entirely to electronic membership cards that will be delivered via email. She noted that this should speed up delivery, as well as make it easier to re-send missing cards.

Vaughn Lorensen made a motion to accept the Secretary's Report, Marie Ballou seconded, and the motion carried.

5. Committee Reports

a. Bylaws Committee (Chuck Magaha)

Chuck advised that he had nothing to report, as there were no major bylaw or policy changes made this year.

b. Nominations Committee (Gary Denny)

Gary reported that there were two uncontested races in this year's officer elections: Laurie Harrison was nominated for President-Elect and DeAnn Konkel was nominated for Treasurer. He noted that he vetted both candidates' eligibility and reported that both were elected by an overwhelming majority. He further reported that 74 ballots were cast, advising that this only represents 28% of the association membership.

c. Audit Committee (Vivian Button)

Vivian reported that the Audit Committee (comprised of herself, Mark Stump, and John Moyer) reviewed KEMA's books. She commended the Treasurer for having all records and supporting documentation in order. She noted that the committee's only recommendation was that the Board re-evaluate two large conference expenses due to dwindling reserves: CVENT (conference registration software) and MAI (conference planning/management services). Keith Haberer made a motion to accept the Audit Committee's findings, Bernard Botson seconded, and the motion carried.

d. Scholarship Committee (Jillian Rodrigue)

Jillian began by thanking the members for participating in the raffle and purchasing the old conference gifts. She then advised that the committee had decided to change the scholarship application schedule to be more in sync with other scholarship programs and school years. The application period will now open in October and close in February. Due to this change, she advised that there were no scholarships awarded this year. She reminded everyone that scholarships can also be given to professionals pursuing further education. She added that EMI's Higher Education Program is being supplied with information to distribute. Jillian concluded by noting that awards are being increased from \$250 to \$400 a piece to make them more impactful and more worth the effort required to apply. She thanked her committee and again thanked the members for everything that has been done to bring the fund balance to over \$14,000.

6. Old Business

No old business was brought before the membership.

7. New Business

No new business was brought before the membership.

8. Adjournment

Tom Winter made a motion to adjourn, Pat Collins seconded, and the business meeting was adjourned.

DRAFT