

Special points of interest:

- The new website for the MMCT&FOA is <http://www.mmctfoa.org> Check it Out!!
- Clerk's Institute Dates—May 1-6
- Carolyn Schmoeckel is new CMC
- Leslie Bales named member IIMC Master Municipal Clerk Academy Program
- Kori L. Pray awarded CMC

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MMCT & FOA

A Message from President Mike Eve . . .



Dear Fellow Clerk's, Treasurer's and Finance Officers:

Here we go again, winter has already come and gone. The days are starting to get longer and we even have sunshine here in Whitefish. I guess a little sunshine is good considering most of us have been buckling down and dealing with GASB #34 this year along with everything else in this rapid pace business. Do you remember the good old days when the winter meant slack time with not a whole lot of activity?

It is the MMCT&FOA 's 25th Annual Institute this year. The Education Committee led by Chair Brenda Schneider along with Jane Jelinski and Judy Mathre from the Local Government Center has been working hard on this year's curriculum. This year's **Institute will be held May 1-6, 2005** in Billings at the Holiday Inn Grand Montana. There has been some confusion on the actual dates of Institute this year. The dates quoted in last year's minutes were originally scheduled as the second week in May. Watch for your

registration packets to be mailed by March. If you do not receive it, please contact Judy Mathre at the Local Government Center at 406-994-6694. Remember that you are responsible for making your own motel reservation. The deadline to make the reservation is 30 days in advance, so book your room early.

Mike Eve
MMCT & FOA President

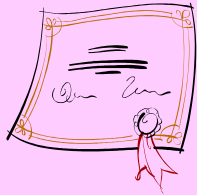
Institute

This year's institute will be held May 1-6, 2005 in Billings, Montana at the Holiday Inn Grand Montana. You are responsible for making your own motel reservations.



"WELCOME AND HOPE TO SEE YOU AT THIS YEAR'S 25TH ANNUAL INSTITUTE IN BILLINGS."

PRESIDENT MIKE



The unique
Certification
Program of the
IIMC was
launched in 1970



Schmoeckel and Pray Become Certified Municipal Clerks

Carolyn Schmoeckel, City Clerk/
Treasurer of the City of Malta, has
been awarded the prestigious
designation of *Certified
Municipal Clerk* from IIMC.

Carolyn has been employed with
the City of Malta since October
1992, serving as Deputy Clerk/
Water Clerk before appointment
to her current position in August
2001. Carolyn serves on the
Education, Finance & Audit, and
Nominating Committees with
MMCT&FOA.

Saco Town Clerk/Treasurer, Kori
Pray, recently received the
designation of *Certified
Municipal Clerk* from IIMC.

Kori has been employed with the
Town of Saco since August 1998.

She attained this prestigious
designation by completing the
IIMC approved Municipal Clerks
Institute Program conducted by
the Local Government Center.

International Institute of Municipal Clerks

Founded in 1947, the
International Institute of
Municipal Clerks is a professional
association with over 10,000
members throughout the United
States, Canada and 15 other coun-
tries. IIMC prepares its mem-
bership to meet the challenge of
the diverse role of the Municipal
Clerk by providing educational
seminars in 47 permanent

college and university based
learning centers. IIMC offers
Municipal Clerks a Certified
Municipal Clerk program (CMC),
the Master Municipal Clerk
Academy with three Continuing
Membership Levels (MMC upon
completion of the third level), and
services for continuing profes-
sional development opportunities
to benefit members and the

government entities they serve. It
is governed by a 26-member Board
of Directors, 4-person Executive
Committee and 12 Standing
Committees.

Leslie Bales, Master Municipal Clerk

Leslie Bales, CMC, Deputy City
Clerk/Payroll-Personnel Officer of
the City of Columbia Falls has
been accepted as a member in the
Master Municipal Clerk Academy
Program of the International
Institute of Municipal Clerks.

Leslie has been employed with the
City of Columbia Falls since June
1988, serving as Deputy Clerk/
Treasurer and Payroll/Utility

Billing Clerk before appointment
to her current position in July
1995.

Active in professional affiliations,
she is a member of IIMC,
MMCT&FOA, and Society for
Human Resource Managers.

Congratulations, Leslie !!

MMCT&FOA WEBSITE

MMCT&FOA has its own website!!

The address is:

Http://www.mmctfoa.org

Check it out!

The newsletters are also on the website!

You can

contact

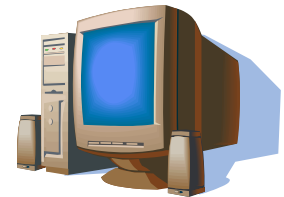
Kathy Denke

In Thompson Falls

for any

suggestions

you might have.



Government Finance Officers Association

The Government Finance Officers Association released the eighth edition of its governmental accounting “bible” *Governmental Accounting, Auditing, and Financial Reporting: Using the GASB 34 Model (GAAFR)*

For more information contact:

Barb Mollo

312-922-9700

312-977-4806

BMollo@gfoa.org



GFOA Conference

Where can you find the tools, the strategies, and the answers you need to do your job to the very best of your ability?

At this year’s GFOA conference in San Antonio, Texas.

Nowhere will you find a group of public-sector practitioners with more experience, expertise, and industry insight than at this annual event.

Join with colleagues who face the same complex issues and challenges to

tackle the fiscal concerns confronting state and local government, and in doing so—expand the frontiers of government finance.

Register online at:

www.gfoa.org

*Government
Finance Officers
Association
Annual
Conference will be
held June 26-29,
2005 In
San Antonio,
Texas*



AGENDA—MMCT & FOA SEMI-ANNUAL MEETING

5:00 PM Wednesday, May 4, 2005.

Holiday Inn – Grand Montana in Billings, Montana

1. Call to Order

2. Approve Minutes

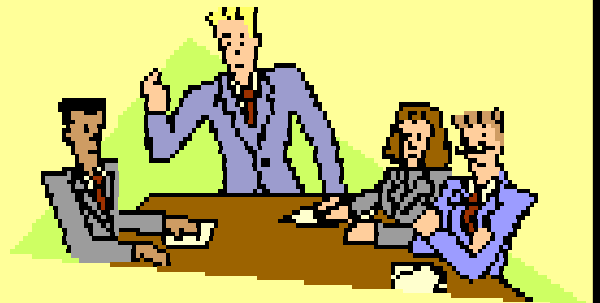
- a. Semi-Annual Meeting in Kalispell, MT – October 6, 2004

3. Treasurer's Report

- a. Claims
- b. Financial Report

4. Committee Reports (Note: All committee reports will be approved in one motion after the last report has been presented)

- a. Education – Brenda Schneider
- b. Finance & Audit – Mary Embleton
- c. Fund Raising – Mary Meserve / Lee Huidekoper / Theresa White
- d. Courtesy – Leslie Bales
- e. Nominating – Carolyn Schmoeckel
- f. Website – Kathy Denke
- g. MMCT&FOA Award – Jo Whitman
- h. IIMC
- i. APT US&C
- j. GFOA



5. Other Business

- b. Discussion on appointment of Advanced Education Scholarship Committee.
- c. Comments from Association Members

6. Adjournment

MMCT&FOA

Minutes of Semi-Annual Business Meeting

October 5, 2004

Kalispell, MT

The semi-annual meeting of the Montana Municipal Clerks, Treasurers, and Finance Officers Association was called to order by President Mike Eve at 8:10 a.m.

The following members were present:

Board Members:

Mike Eve, President	Whitefish
Lowell Swenson, Vice President of 1 st & 2 nd Class Cities	Havre
Lee Huidekoper, Vice President of 3 rd Class Cities	Choteau
Jackie Callison, Vice President of Towns	Alberton
Carol Kostman, Treasurer	Kalispell
Mary Embleton, Secretary	Laurel
Robin Sullivan, Immediate Past President	Bozeman

Other Members:

Pamela Ames	Deputy Clerk	Columbus
Leslie Bales	Personnel Director	Columbia Falls
Nikki Brummond	Finance Officer	Lewistown
Pat Corbin	Water Clerk	Forsyth
Jeanie Davis	Deputy Clerk/Treasurer	Glasgow
Kathy Denke	Clerk/Treasurer	Thompson Falls
Chris Erickson	Clerk/Treasurer	Libby
Claudia Evans	Clerk/Treasurer	Rexford
Diana Filban	Clerk/Treasurer	Cut Bank
Agnes Fowler	Finance Officer	Conrad

Mimi Heydon	Clerk/Treasurer	Fort Benton
Kay Ann Jackson	Clerk/Treasurer	Glasgow
Sandra Johnson	Clerk/Treasurer	Troy
Julie Lazaro	Deputy Clerk/Treasurer	Hot Springs
Necile Lorang	Clerk	Whitefish
Carol Markuson	Clerk/Treasurer	Circle
Danyel McCrea	Clerk/Treasurer	Ronan
Lorraine Mulonet	Clerk/Treasurer	Chinook
Linda O'Loughlin	Finance Officer	Choteau
Patty Parchen	Deputy Clerk/Treasurer	Fort Benton
Nancy Peigneux	Deputy Clerk	Malta
Doris Pinkerton	Clerk/Treasurer	Forsyth
Kori Lee Pray	Clerk/Treasurer	Saco
Tracy Rebo	Deputy Clerk/Treasurer	Troy
Elizabeth Roos	Clerk	West Yellowstone
Carolyn Schmoeckel	Clerk/Treasurer	Malta
Brenda Schneider	Clerk/Treasurer	Superior
Kelly Thiel	City Clerk	Plentywood
Brenda Thogersen	Clerk	Sidney
Theresa White	City Clerk	Kalispell
Rick Wills	Deputy Finance Officer	Kalispell

Mike welcomed everyone to Kalispell, introduced the officers, and asked the membership introduce themselves.

Minutes: The minutes of the Semi-Annual Meeting of May 5, 2004, and the minutes from the August 13, 2004 Executive Board meeting were presented for approval. Motion by Carol Markuson, seconded by Agnes Fowler, to approve the minutes as presented.

Motion passed unanimously.

Presentation of the Budget for FY 2004/2005: Carol presented the line items of the proposed budget. A typo-

graphical error was corrected. This year's budget totals \$14,900 compared to \$15,950 last year. To date, \$3,776.37 has been spent. There was no discussion. The budget had been approved by the executive board at the August 13, 2004 meeting.

Treasurer's Report: Carol presented claims from August 13, 2004 through September 30, 2004 totaling \$3,446.87 for approval. There were additional claims for approval, including a website fee of \$75.00. Revenue from Institute totaled \$3,058. The cash balance as of 9/30/04 totaled \$29,524.54. There were 162 paid members last year, with 116 paid members so far for 2004-2005. Motion by Brenda Schneider, seconded by Sandy Johnson, to approve the claims and financial reports.

Motion passed unanimously.

Committee Reports:

Education: Brenda Schneider reported that 94 people attended the May 2003 Institute: 17 were new first-year clerks, 8 were second-year, 13 were third-year students who graduated, and 56 were graduates. The evaluations were good this year. The Montana Certification Program is progressing well. The next Institute is scheduled for May 1-6, 2005 in Billings at the Holiday Plaza. The 2006 Institute is scheduled for May 7-12, 2006, and May 6-11 for 2007. Room prices are being negotiated, as there may be a change in the state rates. The Education Committee is made up of the following members: Brenda Schneider, Chair, Sandy Johnson, Robin Sullivan, Lorraine Mulonet, Lee Huidekoper, Carolyn Schmoeckel, and Kathy Denke.

Welcome: Carol Markuson, Chair, asked for assistance to contact new clerks.

Finance & Audit: Mary Embleton reported that she and Carolyn Schmoeckel, and Kathy Denke met this morning to perform the audit for 2003-2004. The books were found to be in good order.

Courtesy: Leslie Bales asked for the membership to contact her so that she can send cards for the appropriate occasions.

Legislative: Mary and Mike gave a brief history of a proposed resolution regarding elections for municipal officials. The resolution addressed situations where no more than one candidate files the positions, then no election needed to be held, and thus saving the city the cost of said election. It was supported, and even suggested, by the county election administrators. School boards have the ability to do their elections by acclamation. The League Legislative Committee did not support this issue. Discussion followed. It was suggested to send it back to MACO.

Nominating: Carolyn Schmoeckel reported that she had received the following letters of interest: Vice-President of 1st and 2nd Class Cities – Theresa White of Kalispell; Treasurer – Leslie Bales of Columbia Falls

Vice-President of Towns – Jackie Callison of Alberton

Website: Kathy Denke had a presentation on the website, but could not get a connection to do the presentation. She was successful in getting it going at the end of the meeting. After the presentation, President Mike asked for approval of the design of the website, and to continue with Think.com for \$20 to register the domain name, and \$100 per year to host the site. Motion by Leslie Bales, seconded by Brenda Schneider to do so. Questions and discussion followed. Kathy Denke stated these fees are for the first year. If the site gets more hits than anticipated, the host fee could be increased for next year.

Motion carried unanimously.

MMCT & FOA Achievement Award: Mike reported that the committee is working on streamlining the process for selecting recipients for this award.

Motion by Carol Markuson, seconded by Necile Lorang to accept the Committee Reports as presented.

Motion passed unanimously.

Professional Association Reports:

IIMC: Robin Sullivan reported there are 31 active Certified Municipal Clerks. There are 8 in the Master Municipal Clerks, 2 of whom have received MMC status. There are 9 members who have submitted for renewal of their CMC's. The Institute held in May provides the educational portion of the points needed for these certifications. Liz Roos and Robin attended the 2004 conference in Whistler, British Columbia, from May 23-27. Future conferences are: the 2005 conference will be May 22-26 in St. Paul, Minnesota; the 2006 conference will be May 14-18 in Anaheim, California; the 2007 conference will be May 20-24 in New Orleans, Louisiana, and the 2008 conference will be May 18-22, 2008 in Atlanta, Georgia.

GFOA: There was no report, as Miral Gamradt was not in attendance. The annual conference was in Milwaukee in June.

APT US&C: Lowell Swenson reported that next annual conference is July 31 to August 3 in Chicago.

District Reports:

District A: Necile Lorang reported they met in Whitefish on 3/19 at Grouse Mountain. There were presentations, discussions and a tour, with 18 people attending.

District B: Mimi Heydon reported that they didn't meet.

District C: Carolyn Schmoeckel reported that they met March 25th in Malta, with 9 people attending. Two Job Service representatives also attended, and they discussed Montana Labor Standards, wage and hour issues, as well as hiring, personnel files, and sexual harassment. They toured the Dinosaur Field Station. Afterwards, Malta City Attorney Dan O'Brien gave a presentation on the Local Government Study Commission.

District D: Nikki Brummond reported that they didn't meet.

District E & F: Liz Roos reported that they met in April in Belgrade. They talked about GASB 34 and then toured the library. They concluded with a clerk-to-clerk session. Ten people attended.

District Meetings:

The membership then broke up into their respective districts, held a short meeting to select a 2004-2005 chairperson and select a place and time for district meetings. The meeting then resumed with the following reports:

District A: Necile Lorang is the chair, and they will try to meet in March.

District B: Mimi Heydon is the chair, and they will try to meet.

District C: Kelly Thiel is the new chair, and they will meet in Plentywood.

District D: Nikki Brummond is the chair, and they will try to just set a date to meet.

District E & F: Liz Roos is the new chair.

Other Business:

Election of Officers: Mike announced the candidates. Leslie Bales was nominated as Treasurer. No other nominations came from the floor. Motion by Kathy Denke, seconded by Brenda Schneider, that nominations cease, and to cast a unanimous ballot for Leslie Bales as Treasurer.

Motion passed unanimously.

Theresa White was nominated for Vice-President of 1st and 2nd Class Cities. No other nominations came from the floor. Motion by Sandy Johnson, seconded by Brenda Schneider, that nominations cease, and to cast a unanimous ballot for Theresa White for Vice-President of 1st and 2nd Class Cities.

Motion passed unanimously.

Jackie Callison was nominated for Vice-President of Towns. No other nominations came from the floor. Motion by Brenda Schneider, seconded by Sandy Johnson, that nominations cease, and to cast a unanimous ballot for Jackie Callison for Vice-President of Towns.

Motion passed unanimously.

Election of League Secretary: Mike Eve stated that Robin Sullivan has served in this capacity for many years, but would like to have someone else serve, and he is willing to do so. Motion by Robin Sullivan, seconded by Necile Lorang to nominate Mike Eve as Secretary of the Montana League of Cities and Towns.

Motion passed unanimously.

Installation of Officers: Immediate Past President Robin Sullivan administered the Oath of Office to Theresa White, Leslie Bales, and Jackie Callison.

Comments from Association Members: Theresa White drew for the basket give-away. The winner was Linda O'Loughlin from Choteau.

The membership was reminded of the workshop, "Laughter Factor", presented by Kari Boardman at 10:00 am.

Adjournment: The meeting adjourned at 9:40 a.m.

Respectfully submitted,

Mary K. Embleton

Secretary, MMCT&FOA

**MONTANA MUNICIPAL CLERKS, TREASURER'S &
FINANCE OFFICERS ASSOCIATION
BUDGET
JULY 1, 2004 thru JUNE 30, 2005**

BUDGET ITEM	FY04/05 BUDGET	FY04/05 SPENT	FY04/05 AVAILABLE
MMCT & FOA INSTITUTE	\$5,400.00	\$1,392.41	\$4,007.59
ANNUAL MEETING (SEMINAR)	\$600.00	\$450.00	\$150.00
ANNUAL MEETING (SOCIAL NITE)	\$1,000.00	\$285.20	\$714.80
NEWS LETTER EXPENSE	\$250.00	\$34.25	\$215.75
TRAVEL-EXECUTIVE BOARD	\$1,250.00	\$975.28	\$274.72
TRAVEL-EDUCATION COMMITTEE	\$3,000.00	\$943.17	\$2,056.83
TRAVEL-IIMC ANNUAL CONFERENCE	\$200.00		\$200.00
TRAVEL-GFOA ANNUAL CONFERENCE	\$200.00		\$200.00
TRAVEL-APT ANNUAL CONFERENCE	\$200.00	\$200.00	\$0.00
PRINTING, PLAQUES, CERT., TAGS, ETC.	\$400.00	\$53.92	\$346.08
POSTAGE	\$400.00	\$118.84	\$281.16
WELCOME GIFTS	\$1,500.00		\$1,500.00
MISCELLANEOUS EXPENSE*	\$500.00	\$253.50	\$246.50
TOTAL	\$14,900.00	\$4,706.57	\$10,193.43

* includes Web-Site Costs

Tri-Party Agreement with Association of Public Treasurers of the United States and Canada
(Term March 20, 2003 - March 20, 2006- Cost \$300.00)



PAID MEMBERSHIP

126 members have paid their dues, which is 10 more than last year. However, still not as many as the two years prior.

REMINDER: Be sure to have your dues paid. You may contact Leslie Bales in Columbia Falls.

406-892-4391

**MONTANA MUNICIPAL CLERKS, TREASURERS, & FINANCE OFFICER'S ASSOCIATION
EXECUTIVE BOARD AND COMMITTEE MEMBERS AS OF 1/1/2005**

EXECUTIVE BOARD

President

Mike Eve
Assistant to City Manager/
Finance Director
P.O. Box 158
Whitefish, MT 59937

Vice-President of

1st & 2nd Class Cities

Theresa White
City Clerk
PO Box 1997
Kalispell, MT 59903

Vice-President of

3rd Class Cities

Lee Huidekoper
Clerk/Treasurer
PO Box 619
Choteau, MT 59422

Vice-President of

Towns

Jackie Callison
Clerk/Treasurer
PO Box 115
Alberton, MT 59820

Secretary

Mary Embleton
Clerk/Treasurer
PO Box 10
Laurel, MT 59044

Treasurer

Leslie Bales
Deputy Clerk
130 6th Street W. Room A
Columbia Falls, MT 59912

Immediate - Past - Past -

Past President

Robin Sullivan
Clerk of Commission

COMMITTEE & REPRESENTATIVE APPOINTMENTS

Education

Brenda Schneider, Superior - Chair
Sandra Johnson, Troy
Robin Sullivan, Bozeman
Lorraine Mulonet, Chinook
Lee Huidekoper, Choteau
Carolyn Schmoeckel, Malta
Kathlyn Denke, Thompson Falls

Welcoming

Carol Markuson, Circle - Chair
Necile Lorang, Whitefish

Finance & Audit

Mary Embleton, Laurel - Chair
Kathy Denke, Thompson Falls
Carolyn Schmoeckel, Malta

Newsletter

Mimi Heydon, Fort Benton -
Co-Chair
Patty Parchen, Fort Benton -
Co-Chair

Fund Raising

50-50 Tickets

Mary Meserve, Winnett - Co-Chair

Corporate Sponsorships

Lee Huidekoper, Choteau - Co-Chair

Silent Auction

Theresa White, Kalispell-Co-Chair

Historian

Agnes Fowler, Conrad - Chair

Records Retention

Robin Sullivan, Bozeman - Chair
Marita Herold, Billings
Peggy Bourne, Great Falls

Legislative

Mary Embleton, Laurel - Chair
Sandra Johnson, Troy
Ron Barndt, Columbus

Courtesy

Leslie Bales, Columbia Falls - Chair
Raedelle Aspenlieder, Culbertson

Nominating

Carolyn Schmoeckel, Malta—Chair
Kelly Thiel, Plentywood

Website

Kathlyn Denke, Thompson Falls—Chair
Theresa White, Kalispell

MMCT&FOA Achievement Award

Jo Whitman, West Yellowstone- Chair
Vicky Ellison, Manhattan
Sharon Smith, Three Forks

IIMC Representative

Robin Sullivan, Bozeman

GFOA Representative

Mike Eve, Whitefish

APT US&C Representative

Lowell Swenson, Havre