



Message from the President

Dear Fellow Clerks, Treasurers and Finance Officers:

I can't believe it's April already, and spring is here. I'm sorry this is a little late, but March got away from me. I'm hoping I'm not the only one.

I'm looking forward to serving you as your president. I want everyone to know that I am always open to new ideas, so don't hesitate to either give me a call at (406) 628-7431 ext. 3 or e-mail me at membleton@ci.laurel.mt.us.

It is the MMCT&FOA's 26th 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 7-12, 2005 in Billings at the Holiday Inn Grand Montana. This is a little later than usual this year. Watch for your registration packets to be mailed by now. 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. There's going to be a little something extra at this year's banquet, so stay tuned!

HOPE TO SEE YOU AT THIS YEAR'S 26TH ANNUAL INSTITUTE IN BILLINGS. I always look forward to seeing all of you, and getting re-energized in the process!

Mary Embleton, MMCT & FOA President

Montana Municipal Clerk/Treasurer's Institute May 7-12, 2006 Billings, Montana

The annual MMCT & FOA institute will be in Billings May 7-12, 2006. A block of rooms has been reserved at the Holiday Inn-Grand Montana (248-7701).

The Education Committee and the Local Government Center have worked hard to provide an educational program that meets the needs of Montana Clerks, Treasurers, and Finance Officers. Kathy Denke has put the following forms on the Association's website (www.mmctfoa.org): Membership Application, Montana Certification Application, Annual Scholarship Application.

We are looking forward to seeing everyone in Billings!

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"There are two ways to live your life. One is as though nothing is a miracle. The other is as though everything is a miracle."

—Albert Einstein
(1879-1955)

Necile Lorang, CMC Designation

Necile Lorang, City Clerk for the City of Whitefish, MT, has been awarded the prestigious designation of “Certified Municipal Clerk” (CMC) from the International Institute of Municipal Clerks (IIMC) for achieving its high educational experience and service requirements. Necile has worked for the City of Whitefish for seventeen years. Her first position was Deputy City Clerk and then she was pro-

moted to Administrative Services Director/City Clerk in May of 2000. Prior to that she worked for Flathead County in the Plat Room-a division of the Clerk and Recorder’s Office for almost ten years. Necile describes herself as a people person and enjoys working with the city staff, Mayor and City Council, as well as the general public. She has lived in Whitefish over thirty years with her husband,

Rod, who is in the Real Estate Business. One of Rod’s passions is bird hunting, so they have three springer spaniels in their household. Other hobbies they share include skiing and golf. Necile credits her City Manager, Gary Marks, for supporting her and encouraging her membership in the MMCT & FOA. She also appreciates City Finance Director, Mike Eve, for his knowledge and support.

Montana League of
Cities & Towns
Conference
October 4-6, 2006
West Yellowstone, MT

MLCT Conference-West Yellowstone

The 2006 Montana League of Cities and Towns Conference will be held in West Yellowstone, October 4-6. This year marks the 75th anniversary of the League and the 40th anniversary of the incorporation of the Town of West Yellowstone. Both entities are very excited about this year’s conference. Some of the highlights include the President’s Reception at Old Faithful in Yellow-

stone National Park and the banquet at the historic Union Pacific Dining Lodge. Make plans now to stay for the long weekend,

fall is one of the best times of year to visit Yellowstone. Hope to see you there!

Hotel Update

The conference site is the Holiday Inn Sunspree Resort, however, the room block is already sold out except for family suites! The following hotels are within a block of the Holiday Inn Resort and should honor the federal per diem rate of \$67.00:

Clubhouse Inn	646-4892
Yellowstone Lodge	646-0020
Days Inn	646-7656

Robin Sullivan Retires after 32 Years!

Robin Sullivan has worked for the city of Bozeman since October of 1973. She began her career in the Water Department, serving as a billing clerk. In July of 1974, she became secretary to the City Manager and receptionist, a position she held until April of 1981 when she became the Clerk of the Commission. She became active in the MMCT & FOA shortly thereafter and has served terms as Secretary, Treasurer, President, Immediate Past President...but we have never really let her go since

then. Robin has also served on the Education Committee and has proved to be a valuable resource through the years. Robin became a member of the IIMC in 1982. She received her CMC in 1986 and her MMC in 2003. She also served on the IIMC Board as the Director for District VIII from 1993-1996. Robin has also proved to be a valuable resource for the Montana League of Cities and Town, serving as the Secretary for the League from 1996 to 2004. The City of Bozeman has

honored Robin by calling for a resolution to create a permanent legacy. One suggestion is a Robin L. Sullivan Civic Service Award that would be given every two years to an outstanding city employee. Now that she is retired, she hopes to have more time for her hobbies, which include sewing and bowling, and to spend time with her son who lives in the Midwest. However, expect to see her at future MMCT & FOA Institutes as a speaker or consultant. Good Luck Robin!



"I was blessed with a positive attitude. You get to learn to just roll over the rough spots and go with the flow, so to speak."

Robin Sullivan

Minutes of Semi-Annual Business Meeting

September 27, 2005

Helena, MT

The semi-annual meeting of the Montana Municipal Clerks, Treasurers, and Finance Officers Association was called to order by President Mike Eve at 8:00 a.m. at the Red Lion Colonial Inn in Helena, MT.

The following members were present:

Board Members:

Mike Eve, President	Whitefish
Theresa White, Vice President of 1 st & 2 nd Class Cities	Kalispell
Lee Huidekoper, Vice President of 3 rd Class Cities	Choteau
Jackie Callison, Vice President of Towns	Alberton
Leslie Bales, Treasurer	Columbia Falls
Mary Embleton, Secretary	Laurel
Robin Sullivan, Immediate Past President	Bozeman

Other Members:

Ron Barndt	Clerk/Treasurer	Columbus
Nikki Brummond	Finance Officer	Lewistown
Laurae Clark	Treasurer	Bozeman
Deborah Cusker	Water Clerk	Glasgow
Jeanie Davis	Deputy Clerk/Treasurer	Glasgow
Kathy Denke	Clerk/Treasurer	Thompson Falls
Shirley Ewan	Finance Officer	Livingston
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
Carol Kostman	Asst. Finance Officer	Kalispell
Marlene Mahlum	Clerk/Treasurer	Wolf Point
Carol Markuson	Clerk/Treasurer	Circle
Sandra Milsten	Clerk/Treasurer	East Helena
Lorraine Mulonet	Clerk/Treasurer	Chinook
Holly Netz	Clerk/Treasurer	Whitehall
Linda O'Loughlin	Asst. Finance Officer	Choteau
Patty Parchen	Deputy Clerk/Treasurer	Fort Benton
Doris Pinkerton	Clerk/Treasurer	Forsyth
Kori Lee Pray	Clerk/Treasurer	Saco
Tracy Rebo	Deputy Clerk/Treasurer	Troy
Carolyn Schmoeckel	Clerk/Treasurer	Malta
Brenda Schneider	Clerk/Treasurer	Superior
Lowell Swenson	Finance Officer	Havre
Kelly Thiel	City Clerk	Plentywood
Brenda Thogersen	Clerk	Sidney
Lori Dorn	Clerk	Hardin
Theresa Hert	Treasurer	Hardin
Diana VanHalcke	Administrative Asst.	Boulder

President Mike Eve informed the group that he was amending the agenda to add the Scholarship Program after item #4.

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

Minutes: The minutes of the August 19, 2005 Executive Board meeting were presented for approval. Motion by Theresa White, seconded by Lee Huidekoper, to approve the minutes as presented. Motion passed unanimously.

Presentation of the Budget for FY 2005/2006: The line items of the proposed budget were presented. This year's budget totals \$16,100 compared to \$14,900 last year, of which \$6,446.25 was spent. The scholarship line item was increased by \$1,700, which was the amount raised from the silent auction on the baskets last year. In the past, only \$600 was budgeted: \$200 for IIMC, \$200 for GFOA, and \$200 for APT. Marlene asked what wasn't spent, and Mike reviewed the line items. The budget had been approved by the Executive Board at the August 19, 2005 meeting.

Treasurer's Report: Leslie stated that \$9,263.14 in revenues have been received since May, and claims totaling \$5,646.45 from August 19, 2005 through September 26, 2005 have been paid. The cash balance as of 9/20/05 totaled \$34,572.46. There are additional claims for approval: office supplies, etc. for \$247.81, MacKenzie River Pizza for \$350.00, and Universal Awards for \$84.47. There were 116 paid members last year, with 115 paid members so far for 2005-2006. Motion by Kori Lee Pray, seconded by Marlene Mahlum to approve the claims and financial reports. Motion passed unanimously.

Scholarship Program: Mike told the membership that the Education Committee has worked hard to put together a draft policy and application for the scholarship program, "to encourage pursuit of professionalism by education." He explained that the applicant must demonstrate a need and desire for education. A total of 5 new scholarships will be awarded this year. There will be a maximum of 3 lifetime scholarships per person. The first year for Institute will be for the full cost, and the second and third years will be registration only. First year applicants will receive preference. Applications must be submitted by January 1st of every year to the Education Committee chair. Each year will be limited by the available funding. Discussion followed. Motion by Lowell, seconded by Brenda to approve the policy and application, and include language that the proceeds from the silent auction, plus the carry-over from the national associations funds will be appropriated each year. Motion carried unanimously.

The Executive Board will meet to review and approve the recommendations from the Education Committee. Discussion followed. Motion by Ron Barndt, seconded by Lowell Swenson to have the Executive Board give final approval by February 15th of each year. Motion carried unanimously.

Committee Reports:

Education: Brenda Schneider reported that 89 people attended the May 2005 Institute: 14 were new first-year clerks, 12 were second-year, 7 were third-year students who graduated, and 56 were graduates. The Education Committee met in Helena in August to review evaluations, next year's curriculum, and start preparing for May institute. The institute evaluations were good this year. The Committee is working hard with the Local Government Center to get new speakers. The management curriculum plan works well. The Education Committee drafted a scholarship policy and application which had been presented to the Executive Board for review and was just approved by the membership. The next Institute is scheduled for May 7-12, 2006, at the Holiday Inn Grand. They welcome new ideas or suggestions for Institute. The Education Committee is made up of the following members: Brenda Schneider, Chair (Superior), Sandy Johnson (Troy), Robin Sullivan (Bozeman), Lorraine Mulonet (Chinook), Lee Huidekoper (Choteau), Carolyn Schmoeckel (Malta), and Kathy Denke (Thompson Falls).

Welcome: Carol Markuson, Chair, suggested that the association make up a new brochure to send to new clerks.

Finance & Audit: Mary Embleton reported that she and Carolyn Schmoeckel, and Kathy Denke met last night to perform the audit for 2004-2005. The books were found to be in good order.

Newsletter: Mimi and Patty have announced that they are "retiring" from doing the newsletter after many years. President Mike asked the group to consider taking this task over.

Fund Raising/Silent Auction: Theresa White, Co-Chair, reported that the Silent Auction is set up in the Bitterroot Room this year, and thanked everyone for participating.

Courtesy: Leslie Bales, Chair, reported that she has sent out 15 cards for various occasions.

Legislative: Mary Embleton had nothing to report.

Nominating: Carolyn Schmoeckel reported that she had received the following letters of interest:

- President – Mary Embleton of Laurel
- Vice-President of 3rd Class Cities – Lee Huidekoper of Choteau
- Secretary – Carolyn Schmoeckel of Malta

Website: Kathy Denke, Chair, reported that the cost for the website is \$10/mo. And \$20/year for the domain of www.mmctfoa.org.

MMCT & FOA Achievement Award: No report.

Motion by Marlene Mahlum, seconded by Ron Barndt to accept the Committee Reports as presented.

Motion passed unanimously.

Professional Association Reports:

IIMC: Robin Sullivan reported there are 78 members from Montana, 32 are active Certified Municipal Clerks, and 11 who have recertified. There are 10 in the Master Municipal Clerks program: 5 in the First level, and 4 in the Second level. There

are 2 who have received MMC status. CMC's need to recertify if they choose not to continue. Future conferences are: the 2006 conference will be May 14-18 in Anaheim, California; the 2007 conference will be May 20-24 in New Orleans (questionable after Hurricane Katrina), the 2008 conference will be May 18-22, 2008 in Atlanta, Georgia, and the 2009 conference will be in Chicago, IL from May 19-23, 2009.

GFOA: Mike reported that the next annual conference will be the 100th Anniversary in Montreal, Canada.

APT US&C: No report.

District Reports:

District A: There was no meeting.

District B: Mimi Heydon reported that they met in Fort Benton, toured the museums, and had lunch.

District C: Kelly Thiel reported that they met in April in Plentywood, with 12 people attending.

District D: Nikki Brummond reported that they haven't met in three years.

District E & F: It was reported that they met in Manhattan.

President Mike then called for a brief recess at 8:45 for short district meetings. The meeting reconvened at 8:56.

District Meetings:

District A: Jackie Callison is the chair, and they will meet this summer and float the Alberton Gorge.

District B: Lee Huidekoper is the chair, and they will meet in Choteau in early summer.

District C: Marlene Mahlum is the new chair, and they will meet in Wolf Point the first part of April.

District D: Nikki Brummond is the chair, and they will meet in Lewistown in October.

District E & F: Laurae Clark is the new chair, and they will try to meet in April.

Elections:

Election of Officers: Mike announced the candidates. Lee Huidekoper was nominated as Vice-president of 3rd Class Cities via motion by Sandy Johnson, seconded by Brenda Schneider. There were no other nominations. Motion by Brenda Schneider, seconded by Agnes Fowler to elect Lee Huidekoper as Vice-president of 3rd Class Cities.

Motion passed unanimously.

Carolyn Schmoeckel was nominated for Secretary via motion by Mary Embleton, seconded by Lorraine Mulonet. No other nominations came from the floor. Motion by Jackie Callison, seconded by Ron Barndt, to elect Carolyn Schmoeckel as Secretary.

Motion passed unanimously.

Mary Embleton was nominated President via motion by Ron Barndt, seconded by Carolyn Schmoeckel. No other nominations came from the floor. Motion by Brenda Schneider, seconded by Ron Barndt, to elect Mary Embleton as President.

Motion passed unanimously.

Election of League Secretary: Mike Eve stated that he is willing to continue to serve. Motion by Brenda Schneider, seconded by Lee Huidekoper to nominate Mike Eve as Secretary of the Montana League of Cities and Towns. There were no other nominations. Motion by Robin Sullivan, seconded by Ron Barndt to elect Mike Eve as Secretary of Montana League of Cities and Towns.

Motion passed unanimously.

Installation of Officers: New Immediate Past President Mike Eve administered the Oath of Office to Mary Embleton, Lee Huidekoper, and Carolyn Schmoeckel. Robin Sullivan then presented a plaque to Mike Eve in appreciation for his service as President, and emphasized that he had to stay through, so that he can be the Immediate Past President and let her retire. She had been Immediate Past President since 1997.

Comments from Association Members: Theresa White stated that the room is ready to set up the Silent Auction baskets.

Robin Sullivan apologized for not attending the Institute last spring where she was presented an award. She was shocked at being named the recipient of the MMCT&FOA Achievement Award, and thanked everyone.

Adjournment: The meeting adjourned at 9:09 a.m.

Respectfully submitted,

Mary K. Embleton

Secretary, MMCT&FOA

AGENDA
SEMI-ANNUAL MEETING
MMCT & FOA

Wednesday, May 10, 2006
5:00 p.m.
Holiday Inn – Grand Montana
Billings, Montana

1. Call to Order

2. Approve Minutes

- a. Semi-Annual Meeting in Helena, MT-September 27, 2005

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. Fund Raising-Mary Meserve/Lee Huidekoper/Theresa White
- c. Courtesy-Leslie Bales
- d. Website-Kathy Denke
- e. MMCT & FOA Award-Jo Whitman
- f. IIMC
- g. APT US&C
- h. GFOA
- i. Committee/Board vacancies-request for volunteers

5. Other Business

- a. Discussion on request for donation by Louisiana Clerk's Association
- b. Comments from Association Members

6. Adjournment

MONTANA MUNICIPAL CLERKS, TREASURERS, & FINANCE OFFICER'S ASSOCIATION
EXECUTIVE BOARD AND COMMITTEE MEMBERS
AS OF 10/1/2005

President

Mary Embleton
Clerk/Treasurer
P.O. Box 10
Laurel, MT 59044

Vice-President of:

1st & 2nd Class Cities

Theresa White
City Clerk
PO Box 1997
Kalispell, MT 59903

3rd Class Cities

Lee Huidekoper
Finance Officer
Po Box 619
Choteau, MT 59422

Towns

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

Secretary

Carolyn Schmoeckel
Clerk/Treasurer
P.O. Box 1300
Malta, MT 59538

Treasurer

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

Immediate Past President

Mike Eve, Asst. to City Manager/
Finance Director
PO Box 158
Whitefish, MT 59937

Education

Brenda Schneider, Superior - Chair
Sandra Johnson, Troy
Lorraine Mulonet, Chinook
Lee Huidekoper, Choteau
Kathy Denke, Thompson Falls
Carolyn Schmoeckel, Malta
Vacant

Welcoming

Carol Markuson, Circle - Chair
Necile Lorang, Whitefish

Finance & Audit

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

Newsletter

Elizabeth Roos, West Yellowstone
-Chair

Fund Raising

50/50 Tickets: Mary Meserve,
Winnett – Co-Chair
Corporate Sponsorships: Lee
Heidekoper, Choteau – Co-Chair
Silent Auction: Theresa White,
Kalispell – Co-Chair

Records Retention

Vacant-Chair
Marita Herold, Billings
Peggy Bourne, Great Falls

Legislative

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

Nominating

Carolyn Schmoeckel, Malta - Chair
Kelly Thiel, Plentywood

Courtesy

Leslie Bales, Columbia Falls - Chair
Raedelle Aspenlieder, Culbertson

MMCT&FOA Achievement Award

Jo Whitman, West Yellowstone – Chair
Vicky Ellison, Manhattan

IIMC Representative

Vacant

GFOA Representative

Mike Eve, Whitefish

APT US&C Representative

Lowell Swenson, Havre

Historian

Agnes Fowler, Conrad - Chair

Convention

Vacant

LIFETIME ACHIEVEMENT AWARD NOMINATIONS

Nominations for the MMCT & FOA Lifetime Achievement Award are being accepted by the committee. Please have your nominations to any committee member by April 28, 2006.

Any member of the MMCT & FOA or a municipal official is encouraged to nominate a candidate for recognition for the MMCT & FOA Lifetime Achievement Award for the current year. The purpose of this award is to identify and recognize a member of the Montana Municipal Clerks, Treasurers, and Finance Officers Association who has made significant contribution to the objectives of the Municipal Clerks/Treasurers profession, the improvement of municipal government in Montana and both contributions and improvements in the Clerks/Treasurers own community. Qualities to look for are years of service, good relationship with fellow clerks/treasurers, interest in education, furthering of the Association, attendance at national and regional conferences, community service and furthering of the Municipal Clerk/Treasurers profession. The guidelines, nomination form and policy/procedure for MMCT & FOA Achievement award can be obtained by contacting the following members of the committee:

Jo Whitman, Financial Administrator
Town of West Yellowstone
jwhitmantownofwestyellowstone.com
PO Box 1570
West Yellowstone, MT 59758
406-646-7795/406-646-7511 fax

Vickie Ellison, Clerk Treasurer
Town of Manhattan
townofmanhattan@mail.com
PO Box 96
Manhattan, MT 59741
406-284-3235/406-284-6363 fax

Sharon Smith, Clerk Treasurer
City of Three Forks
sharon@ci.three-forks.mt.us
PO Box 187
Three Forks, MT 59752-0187
406-285-3431/406-285-3431 fax