

**Item 1 – Cover Page**

**Form ADV Part 2B (“Brochure Supplement”)**

Commerce Brokerage Services, Inc.  
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Clayton, MO 63105  
(800) 772-7283

[www.commercebank.com/brokerage](http://www.commercebank.com/brokerage)

March 15, 2012

This Brochure Supplement provides information about the Management and Financial Advisors of Commerce Brokerage Services, Inc. (“CBSI”) that supplements the CBSI Narrative Brochure. You should have received a copy of the CBSI Narrative Brochure. Please contact Michael Dardis, Chief Compliance Officer at (816) 234-2218 or [Mike.Dardis@CommerceBank.com](mailto:Mike.Dardis@CommerceBank.com) if you did not receive CBSI’s Narrative Brochure or if you have any questions about the contents of this Brochure Supplement. The information in this Brochure Supplement has not been filed with, approved or verified by the United States Securities and Exchange Commission (“SEC”) or by any state securities authority.

Additional information about CBSI also is available on the SEC’s website  
at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Not FDIC insured – No bank guarantee – May lose value**

## **Item 2 – Educational Background and Business Experience**

CBSI's Management and Financial Advisors will be qualified investment professionals who have met the general requirement of being FINRA Series 7 registered and, when required, the Series 65 (or its equivalent) and at a minimum hold a high school diploma or better and relevant business experience. Many of the agents hold advanced credentials that could include a Bachelor degree (BA, BS), a master degree (MA, MS or MBA), insurance licenses for life and health and/or the CFP designation.

### ***CBSI Management:***

Please refer to Item 3, Item 4 and Item 5 for information on Disciplinary Information, Other Business Activities and Additional Compensation regarding each Manager.

#### **Robert Mason Carr Jr.**

Mr. Carr was born March, 1952 and attended the University of Missouri - Saint Louis. Mr. Carr is the President and Chief Executive Officer of Commerce Brokerage Services, Inc., which are positions he has held since 1998. Prior to becoming President, Mr. Carr was the CBSI Sales Manager.

#### **John Koeneman Handy**

Mr. Handy was born August, 1963, and has a BA from Wittenberg University in Springfield, Ohio. Mr. Handy is the COO and President, Private Client Services for The Commerce Trust Company and has held those positions since 2007. Mr. Handy also serves as Director of Commerce Brokerage Services, Inc., a position which he has held since 2010. Prior to becoming COO and President, Private Client Services, he was President, St. Louis Region for The Commerce Trust Company. Mr. Handy joined Commerce Bank in 1999.

#### **Christopher Scott Radzom**

Mr. Radzom was born October, 1972 and has a BBA from Fontbonne University in St. Louis. Mr. Radzom is Senior Vice-President, Client Solutions for Commerce Brokerage Services, Inc. and manager of the advisory program. Prior to that, he was the Sales Manager for both brokerage and advisor services. Mr. Radzom joined Commerce Brokerage Services, Inc. in 2000.

#### **Jeffrey Daniel Burgess**

Mr. Burgess was born July, 1978 and has an BS from Vanderbilt University in Nashville, Tennessee. Mr. Burgess is Senior Vice-President and Sales Manager for the Eastern Region of Commerce Brokerage Services, Inc. Prior to that, he was the Group Vice-President of Sales for Fisher Investments. Mr. Burgess joined Commerce Brokerage Services, Inc. in December, 2011.

#### **James Law Swarts**

Mr. Swarts was born December, 1946 and has a BA and a JD from the University of Missouri – Kansas City. Mr. Swarts has been with Commerce Bancshares since 1978. Mr. Swarts is the Chief Legal Counsel for Commerce Bancshares and became the Corporate Secretary for Commerce Brokerage Services, Inc. in 2009

#### **Karen Louise Finke**

Ms. Finke was born March, 1955 and received a BS Business Administration from the University of Missouri- Columbia in 1977. Ms. Finke holds a Missouri certificate as a Certified Public Accountant. Ms. Finke is currently an Accounting Manager with Commerce Bancshares, which she joined in 1980. She joined Commerce Brokerage Services, Inc. in 1988 and has been the Chief Financial Officer and Treasurer for Commerce Brokerage Services, Inc. since 1990.

*Michael Anthony Dardis*

Mr. Dardis was born April, 1959 and received a B.S. in Petroleum Geology and an M.B.A. from the University of Kansas. Mr. Dardis is the Chief Compliance Officer of Commerce Brokerage Services, Inc. Mr. Dardis has worked in the financial services industry for over 21 years, including serving as a Compliance Manager at Wells Fargo Investments, LLC and as a Field Supervisor at the NASD (FINRA).

***CBSI Financial Advisors:***

CBSI Financial Advisors specialize in providing clients with comprehensive investment information and personalized, professional service. From college planning to retirement planning, Financial Advisors help Clients analyze their current financial picture and customize an investment strategy that is designed to meet each Client's financial goals.

Please refer to Item 3, Item 4 and Item 5 for information on Disciplinary Information, Other Business Activities and Additional Compensation regarding each Financial Advisor.

*Lisa Marie Affolter*

Lisa was born in 1964 and joined CBSI in 1999. Prior to joining CBSI, Lisa worked for Commerce Bank as a Financial Services Representative for five years. Lisa received a B.S. in Education from Illinois State University. Lisa's contact information is: 416 Main Street, Peoria, IL 61602. (309) 999-3285

*Shareen Anne Beal-Thater*

Shareen was born in 1964 and joined CBSI in 1994. Prior to joining CBSI, Shareen worked for Commerce Bank as a Personal Banker for four years. Shareen received a diploma from Kickapoo High School, in Springfield, Missouri, and attended Missouri State University for three years. Shareen's contact information is: 1345 E. Battlefield, Springfield, MO 65804. (417) 837-5220

*Sharyl Alane Boyce*

Sharyl was born in 1964 and joined CBSI in 2000. Prior to joining CBSI, Shareen worked for Husch & Eppenberger, LLC as a Paralegal for three years. Sharyl received a diploma from Kickapoo High School, in Springfield, Missouri, and attended Missouri State University for one year. Sharyl's contact information is: 1345 E. Battlefield, Springfield, MO 65804. (417) 837-5221

*David Knowlton Brownfield*

David was born in 1963 and joined CBSI in 2006. Prior to joining CBSI, David worked for Stifel Nicolaus as a Financial Consultant for seven years. David received a B.S. in Business Administration with an emphasis in Marketing and Finance from the University of Missouri - Columbia. David's contact information is: 901 East Broadway, Columbia, MO 65205. (573) 886-5251

*Keith Lovell Cash*

Keith was born in 1969 and joined CBSI in 2011. Prior to joining CBSI, Keith worked for AFLAC as a Sales Associate for one year. Keith received a B.S. in Applied Learning and Development from the University of Texas. Keith's contact information is: 922 Walnut Street, Kansas City, MO 64105. (816) 234-2922

*Gary Robert Conley*

Gary was born in 1957 and joined CBSI in 2006. Prior to joining CBSI, Gary worked for Chase Investment Services Corporation as a Financial Advisor for a year. Gary received a diploma from Hastings High School in Central Michigan

and attended Central Michigan University for four years. Gary's contact information is: 120 N. Center Street, Bloomington, IL 61701. (309) 829-5384

*Joseph Michael Costello*

Joseph was born in 1981 and joined CBSI in 2008. Prior to joining CBSI, Joseph worked for Raymond James and Associates as a Financial Advisor for two years, for Wachovia Securities LLC, as a Financial Advisor in Training for one year, and for Oppenheimer & Co. Inc., as a Senior Financial Associate for two years. Joseph received a B.S. in Business and International Studies from Spring Hill College. Joseph's contact information is: 10010 Watson Road, St. Louis, MO 63126 and 5701 West Main Street, Belleville, IL 62226. (314) 746-8229

*Gregory P. Dible*

Gregory was born in 1980 and joined CBSI in 2008. Prior to joining CBSI, Gregory worked for Dible Farms as a Farmer for one year, Merrill Lynch, as a Financial Advisor for less than one year, First Investors Corporation as a Registered Representative for less than a year and OHSI as a Lab Assistant for less than a year. Gregory received a B.S. in Business and a B.S. in Chemistry from Kansas State University. Gregory's contact information is: 922 Walnut Street, 1<sup>st</sup> Floor, Kansas City, MO 64105 and 1 Liberty Bell Circle, Liberty, MO 64068. (816) 234-7092

*William Frederick Fisher III*

William was born in 1963 and joined CBSI in 2004. Prior to joining CBSI, William worked for UBS Painwebber Inc. as a Financial Advisor for two years. William received a B.S. in Business from Westminster College. William's contact information is: 118 W 47<sup>th</sup> Street, Kansas City, MO 64112. (816) 234-1813

*David Rufus Gibson, Jr.*

David was born in 1952 and joined CBSI in 2011. Prior to joining CBSI, David worked for Fidelity as a Regional Consultant for seven years. David received a B.S. in Marketing from Missouri State University. David's contact information is: 301 S. 291 Highway, Lee's Summit, MO 64063. (816) 234-1808

*Kyle Alan Herrman*

Kyle was born in 1975 and joined CBSI in 2003. Prior to joining CBSI, Kyle worked for Main Street Securities, LLC as a Registered Representative three years. Kyle received a B.A. in Communications from Fort Hays State University. Kyle's contact information is: 215 N. Main Street, Garden City, KS 67846. (620) 276-5636

*Michael Robert Holder*

Michael was born in 1962 and joined CBSI in 2001. Prior to joining CBSI, Michael worked for Century Securities as a Registered Representative for two years. Michael received a diploma from Parkway West High School in Ballwin, Missouri and attended the University of Missouri St. Louis for five years. Michael's contact information is: 1090 Woodsmill Plaza, Ballwin, MO 63011. (314) 746-5083

*Beth Ann Hoock*

Beth was born in 1968 and joined CBSI in 1996. Prior to joining CBSI, Beth worked for Commerce Bank as a Sales Assistant for three years. Beth received a diploma from Dupu High School in Dupu, Illinois and attended Fontbonne University for three years. Beth's contact information is: 487 Old Smizer Mill Road, Fenton, MO 63026. (314) 746-6743

*Patricia Ruth Huelskoetter*

Patricia was born in 1951 and joined CBSI in 1992. Prior to joining CBSI, Patricia worked for Commerce Bank as an Investment Officer for five years. Patricia received a diploma from Normandy High School in St. Louis, Missouri and attended the University of Missouri – Columbia for a year. Patricia’s contact information is: 8000 Forsyth Blvd, Suite 1200, St. Louis, MO 63105. (314) 746-3621

*Toby Marshall Johnston*

Toby was born in 1981 and joined CBSI in 2007. Prior to joining CBSI, Toby worked for Commerce Bank as a Financial Services Representative for two years. Toby received a B.S. in Business Administration from Messenger College. Toby’s contact information is: 211 S Main Street, Joplin, MO 64802 and 100 S. Broadway, Pittsburg, KS 66762. (417) 626-4053

*Lori Dee MacKaben*

Lori was born in 1966 and joined CBSI in 1999. Prior to joining CBSI, Lori worked for Commerce Bank as a Financial Services Manager for three years. Lori received a diploma from Yuba City High School in Yuba City, California and attended the University of California Berkeley for one year. Lori’s contact information is: 10010 Watson Road, St. Louis, MO 63126 and 5701 West Main Street, Belleville, IL 62226. (314) 746-8225

*Steven Roy Mathews*

Steven was born in 1946 and joined CBSI in 1992. Prior to joining CBSI, Steven worked for Commerce Bank as an Investment Representative for five years. Steven received a B.A. in History from the University of Nebraska and a M.A. in History from Ohio State University. Steven’s contact information is: 8700 Monrovia, Lenexa, KS 66215 and 955 Iowa, Lawrence, KS 66046. (816) 234-1847

*Daniel Richard Matter*

Dan was born in 1979 and joined CBSI in 2011. Prior to joining CBSI, Daniel worked for Commerce Bank as a Financial Services Representative for 5 years. Daniel received a B.S. in Consumer & Family Economics from the University of Missouri, Columbia. Daniel’s contact information is: 8190 Lindbergh Blvd., Florissant, MO 63031. (314) 746-6907

*Charlotte Steger Matthews*

Charlotte was born in 1978 and joined CBSI in 2012. Prior to joining CBSI, Charlotte worked for Edward Jones as a Financial Consultant for 2 years. Charlotte received a B.S. in Business Management from Southeast Missouri State University. Charlotte’s contact information is 160 S. Broadview, Cape Girardeau, MO 63701 and 1100 W. Pine Blvd, Poplar Bluff, MO 63901. (573) 986-7007

*Lisa Ann May*

Lisa was born in 1964 and joined CBSI in 2010. Prior to joining CBSI, Lisa worked for U.S. Bancorp Investments, Inc. as a Financial Consultant for nine years. Lisa received a B.S. in Business from the Florida International University. Lisa’s contact information is: 11405 Nall, Leawood, KS 66211. (816) 234-1879

*Erik Alexander Meyer*

Erik was born in 1979 and joined CBSI in 2011. Prior to joining CBSI, Erik worked for Edward Jones as a Financial Advisor for a year, Morgan Stanley Smith Barney as a Financial Advisor for a year and Citigroup Global Markets Inc. as a Financial Advisor Associate for four years. Erik received a B.A. in Psychology from the University of Kansas, Lawrence. Erik’s contact information is: 1551 N. Waterfront Parkway, Wichita, KS 67206. (316) 261-4707

*Daniel William Miller*

Daniel was born in 1950 and joined CBSI in 1991. Prior to joining CBSI, Daniel worked for Commerce Bank in the Capital Markets Group. Daniel received a B.S. in Economics from Cornell University and a M.B.A in Finance from Washington University in St. Louis. Daniel's contact information is: 8000 Forsyth Blvd, Suite 1200, St. Louis, MO 63105. (314) 746-3654

*Lisa Lea Moser*

Lisa was born in 1958 and joined CBSI in 2006. Prior to joining CBSI, Lisa worked for Hurckes Financial as an Administrative Assistant for two years. Lisa received a diploma from Morton High School in Morton, Illinois and attended the Heartland Community College for one year. Lisa's contact information is: 416 Main Street, Peoria, IL 61602. (309) 999-3304

*Laura Jan Randl*

Laura was born in 1962 and joined CBSI in 2006. Prior to joining CBSI, Laura worked for Commerce Bank as a Financial Services Representative for five years. Laura received a diploma from Fox Senior High School in Arnold, Missouri and attended Jefferson College for two years. Laura's contact information is: 1102 Bradley, Festus, MO 63028. (314) 746-6744

*James Thomas Rotter*

James was born in 1966 and joined CBSI in 1993. Prior to joining CBSI, James worked for Cutter and Company Brokerage, Inc. as a Registered Representative for two years. James received a B.S. in Business Administration from St. Louis University. James' contact information is: 435 Mid Rivers Mall Drive, St. Peters, MO 63376. (314) 746-8413

*Ebeny Erynne Smith*

Ebeny was born in 1982 and joined CBSI in 2006. Prior to joining CBSI, Ebeny worked for Commerce Bank as a Financial Services Representative for two years. Ebeny received a B.S. in Business Administration from Missouri Western State University. Ebeny's contact information is: 3606 Frederick Avenue, Saint Joseph, MO 64506. (816) 236-5804

*Chad Edward Tepe*

Chad was born in 1972 and joined CBSI in 2001. Prior to joining CBSI, Chad worked for Waddell and Reed, Inc. as an Independent Contractor for a year. Chad received a B.S. in Science from Fort Hays State University. Chad's contact information is: 727 Poyntz Avenue, Manhattan, KS 66502. (785) 587-1586

*Christopher Layne Ward*

Christopher was born in 1984 and joined CBSI in 2010. Prior to joining CBSI, Christopher worked for Signator Investors, Inc. as a Registered Representative for three years, John Hancock Financial Network as a Marketing Representative for three years, and the Bommarito Automotive Group as a Porter for five years. Christopher received a B.A. in Psychology from Saint Louis University. Christopher's contact information is: 8000 Forsyth Blvd, Suite 1200, St. Louis, MO 63105. (314) 746-8780

*James Baker Watson*

James was born in 1957 and joined CBSI in 1995. Prior to joining CBSI, James worked for Painewebber as a Registered Representative for four years. James received a diploma from Triad High School in Troy, Illinois and attended Southern Illinois University – Edwardsville for three years. James' contact information is: 300 N. Kirkwood Road, Kirkwood, MO 63122 and 8050 Big Bend, Webster Groves, MO 63119. (314) 746-5226

**Item 3 – Disciplinary Information**



No members of CBSI Management or Financial Advisors have been convicted, pled guilty or nolo contendere to any felony, a misdemeanor that involved investments or an investment-related business, or a conspiracy to commit any of these offenses. No members of CBSI Management or Financial Advisors are the named subject of a pending criminal proceeding or has been found to have been involved in a violation of an investment related business, nor has been the subject of any order, judgment, or decree permanently or temporarily enjoining, or otherwise limiting, them from engaging in any investment related business.

No members of CBSI Management or Financial Advisors have been found to have caused an investment related business to lose its authorization to do business, or was found to have been involved in a violation of an investment-related statute or regulation before the U.S. Securities and Exchange Commission, any other federal regulatory agency, any state regulatory agency or any foreign financial regulatory authority.

No members of CBSI Management or Financial Advisors have been found to have caused an investment related business to lose its authorization to do business, or was found to have been involved in a violation of a self-regulatory organization's (SRO) rules nor was barred, expelled or suspended from membership or association with other members, or fined more than \$2,500 by any SRO.

No members of CBSI Management or Financial Advisors have any other proceedings in which their professional attainment, designation, or license has been revoked or suspended because of a violation of rules relating to their professional conduct.

Clients may obtain additional information regarding a Financial Advisor on FINRA's BrokerCheck system, [www.finra.org/brokercheck](http://www.finra.org/brokercheck), or the IAPD, [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

#### **Item 4 – Other Business Activities**

All CBSI Financial Advisors are registered with Commerce Brokerage Services, Inc., a FINRA member broker-dealer. The Financial Advisors receive commissions, bonuses and other compensation based on the sale of securities or other investment products sold through the broker-dealer, including distribution or service ("trail") fees from the sale of mutual funds.

All CBSI Financial Advisors also hold insurance licenses and are appointed with Commerce Insurance Services, Inc., an insurance agency and an affiliate of CBSI. The Financial Advisors are actively engaged in and receive compensation on the sale of insurance products.

The following CBSI Financial Advisors also act in the capacity as a representative of the Capital Markets Group, a division of Commerce Bank, ("CMG"). CMG is a dealer-bank affiliate which buys and sells commercial paper, certificates of deposit and exempted securities, such as government bonds, government agencies and municipal securities.

- Lisa Marie Affolter
- Gregory P. Dible

- Steven Roy Mathews
- Daniel William Miller
- Lisa Lea Moser
- Patricia Ruth Huelskoetter
- Christopher Layne Ward

The following individuals are engaged in another business or occupation that provides a substantial source of income or involves a substantial amount of time.

- Lisa Marie Affolter - Ringhouse Farm Land Trust, Beneficiary
- Shareen Anne Beal-Thater - Thater Trust, Partial Owner of personal farming business
- Sharyl Alane Boyce - PLUE Construction, Lender to husband's company
- David Knowlton Brownfield – BP-1 Partnership, 20% owner
- Keith Lovell Cash – Kansas City Chiefs Upper Deck, Make personal appearances
- Beth Ann Hoock - The Metro Investment Club, Investment Club Member
- Toby Marshall Johnston – Felonious Monk, Musician
- Toby Marshall Johnston – Shark Entertainment Production Company, Owner
- Charlotte Steger Matthews – Goodin Land, Partial Owner of family farm
- Lisa Lea Moser – Rebuilding Together, House Selection Chairwoman

#### **Item 5 – Additional Compensation**

Financial Advisors and certain members of CBSI management may receive additional compensation for the sale of Commerce Horizons accounts, as part of their standard compensation plan. In addition, CBSI may offer individual sales awards based on Commerce Horizons account sales. This may create a conflict of interest for the Financial Advisor to recommend a Commerce Horizons account over other products that may be more suitable for the Client.

#### **Item 6 – Supervision**

All Financial Advisors report to Robert Carr Jr., President and acting Sales Manager of CBSI. Mr. Carr is responsible for the overall supervision of all Financial Advisors. Any complainants or inquires regarding a Financial Advisor or a Commerce Horizons account can be made to Mr. Carr at (314) 746-8588.

All Financial Advisors complete a risk tolerance questionnaire for each Commerce Horizons Client, detailing the Client's investment objectives, time horizon and financial information. Based on all information collected, Envestnet's proprietary system will recommend an asset allocation. The Financial Advisor then reviews and selects an appropriate asset allocation and model portfolio. Once an asset allocation and model portfolio is selected, the Financial Advisor will review the recommendation with the Client. The Client will then review and sign the Statement of Investment Selection ("SIS"), which details the model and investments recommended to them by the Financial Advisor, along with the Client's answers to the risk tolerance questionnaire. Once a Commerce Horizons account is initially opened, the account information is sent to a Commerce Horizons principal. The principal will review the recommended asset allocation model with regard to the clients' stated suitability information found on the SIS. If any questions are warranted, an inquiry will be made to the Financial Advisor to review and address any concerns. Once all concerns, if any, have been addressed the asset allocation model will be approved. Inquires can be made to Chris Radzom, SVP Client Solutions, regarding any questions related to this review process at (314) 746-8781.