

**MINUTES**  
**Michigan Association of Municipal Clerks**  
**Membership Meeting**  
**March 17, 2008**  
**Lansing Center, Lansing Mi.**

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A meeting of the General Membership of the Michigan Association of Municipal Clerks was held Wednesday, March 17, 2008 at the Lansing Center, Lansing Michigan. Joel Hondorp welcomed the members and explained the day's event and then turned the meeting over to President Muscott.

**1. Call to Order**

President Muscott called the meeting to order at 9:05 AM.

**2. Roll Call:** A motion to waive roll call requested by President Muscott. **Motion by,** Sue Hillebrand, second by Colleen Swartz to waive roll call. **Motion Carried.**

Members Present: Betty Kennedy MMC, Jeff Hawkins CMC, Nancy Weiss CMC, Dan Kasunic CMC, Evan Hope CMC, Sue Hillebrand CMC, Dana Muscott MMC, and Joel Hondorp. The Members absent were pre-excused by President Muscott.

**3. Minutes Review/Approval of June 27, 2007 minutes**

**a. Motion by,** Chris Swope, seconded by Terri Kowal, to approve the minutes of the June 27, 2007 General Membership meeting.

**Motion Carried.**

**b. Motion by,** Chris Swope, seconded by Terri Kowal, to approve the minutes of the June 29, 2007 General Membership meeting.

**Motion Carried.**

**5. Report of the Executive Committee/ Presidents Report**

President Muscott didn't have a report from the Executive Committee and asked the members to join her in honoring four retiring clerks with many years of service.

**6. Report of the Finance Committee/ Audit Report:**

Treasurer Kennedy presented the 2007 Audit report to the membership. She reported that there were many overages on the 07 budget due to the higher costs of the Troy conference, for instance meals.

**a. Motion by,** Mary Kowtowski, seconded by Joanie Payne, to receive and file the 2007 Audit report. **Motion Carried.**

## 7. **Treasurer's Report/Approval**

Treasurer Kennedy presented the 2007 Audit Report and explained the overages on the Audit report which represent dinners (food) at the conference last year.

**a. Motion by** Sue Hillebrand, seconded by Janet Currie, to approve the February Treasurer's report. **Motion carried.**

## 8. **Committee Reports**

- A. Conference** – Director Hawkins reported that the MAMC conference is scheduled for June 10<sup>th</sup> through the 13<sup>th</sup>, not June 9<sup>th</sup> as currently listed on the website. This will be corrected. Jeff reported that there would be a master's class on September 10, 2008 and details will follow. Also, a three day master's class is being considered for sometime in 2009.
- B. Education** – Director Hondorp recognized the institute attendees and that the week was busy and he heard many positive comments, especially complimentary of the Benders.
- C. CEO/ Legislative Report** – President Muscott briefly reported that she was expecting Todd to give a report, but he was unable to make today's meeting. She explained that we would get an update from our lobbyist, later in the day, regarding legislation that is of interest to our members.
- D. Membership** – Nancy Weiss reported that as of March 14<sup>th</sup>, membership was at 671. Dana Muscott reminded clerks that the MAMC website is the primary communication tool and she encouraged clerks to use it.
- E. Ways and Means** – Director Hillebrand had no report.
- F. Web Site/ Newsletter** – Director Hope encouraged members to submit stories and items of interest about member clerks for future newsletters. He reminded the members that they will need a membership number to access parts of the MAMC website in the future.
- G. Site Selection & Past President's** – Past President Kowal recognized the members of the Past President's Committee as Janet Santos, Tonni Bartholomew, Sandra Abrams and Colleen Swartz. She advised the members that their committee is presently working on the site for the 2010 MAMC Conference and have looked at Shanty Creek and places in Traverse City. The conference site is dependent upon the accommodations, as we are a large group. The Past Presidents are also working on the slate of candidates for the MAMC Board elections and based on our attempt to organize as a 501c3 Corporation, absentee ballots may not be available this year.

9. **Unfinished Business** – None.
10. **New Business** – There was no new business.
11. **Adjournment** – Hearing no further comments or questions of business for the MAMC, the meeting was adjourned at 9:25 a.m. by President Muscott

Respectfully Submitted,

Sue Hillebrand,  
Acting MAMC Secretary

DRAFT