

MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
July 16, 2008

A meeting of the Board of Director's of the Michigan Association of Municipal Clerks' was held Wednesday, July 16, 2008 at Delta Charter Township, Michigan.

1. Call to Order

President Ulrich called the meeting to order at 1:00 PM.

2. Roll Call:

Present: Ann Ulrich, Todd Blake, Evan Hope, Nancy Weiss, Betty Kennedy, Carolyn Boersma, Chris Swope, Jeff Hawkins, Dan Kasunic, Joel Hondorp, Laura Caterina, Sue Hillebrand

Absent: Dana Muscott

3. Approval of Agenda:

Motion by Hillebrand, support by Kennedy to accept the agenda with the addition of the following: 4b. Caryn Wojcik – MI Dept. of History, Arts, & Libraries; 6avi. - Excused absence, Dana Muscott;

6civ. – Articles of Incorporation; and to excuse Dana Muscott from the meeting.

The vote was unanimous.

4. Minutes Review/Approval:

a. June 13, 2008

Motion by Weiss, support by Caterina to accept the minutes as written.

The vote was unanimous.

b. Caryn Wojcik – MI Dept. of History, Arts, & Libraries

Caryn was present to explain the procedure her department used to update the Clerks portion of the retention schedule for city/village and township governments. Caryn stated that they would like someone from the MML or MAMC to endorse or approve the final Draft of the schedule for Cities and Villages. The MTA had approved the restated retention schedule for Townships. The MML believes their mission to be education not direction therefore were not willing to approve or disapprove the restated retention schedule for cities and villages. Caryn will email a copy to the Board for review. The MAMC Board will take up the issue again at the August meeting.

5. Treasurer's Report/Approval:

a. June Financial Report: Betty Kennedy

Betty reported that she reinvested a CD for 6 months at 3%. An invoice received from SAMSA will be paid and the issue or misunderstanding corrected.

Motion by Hondorp, support by Hillebrand to receive and file the Treasurer's report. The vote was unanimous.

6. Committee Reports:

a. President:

i. Bill for Attorney working on Non-Profit Status- The total bill came to \$8,833.00. Motion by Blake, support by Hillebrand to approve payment of the outstanding amount of \$ 7,683.50. The vote was unanimous.

ii. Ratify SAMSA bill to limit access to MAMC Website – Motion by Hondorp, support by Hillebrand to approve the payment of \$ 920.00 to SAMSA for the purpose of limiting access to the website.

iii. MAMC Retention – Sue Hillebrand will draft a retention schedule for the MAMC after August 5, 2008.

iv. Transition meetings –

v. EAC and Legislature letter – A corrected copy will be emailed to all Board members.

vi. Excused absence Dana Muscott – Motion and vote to excuse Dana was with the motion to approve the agenda.

b. Past President:

i. Site selection – No Report

c. CEO/Legislative –

i. Proactive list – on website

ii. Bill Matrix update – on website

iii. Legislature reception for after November is taken care of by the Council of Election Officials.

iv. Articles of Incorporation – were reviewed. A list of assets, the official registered address of the MAMC and the Treasurer's address will need to be included in the Articles.

Motion by Hillebrand, support by Hondorp to adopt the restated Articles of Incorporation with the above mentioned inclusions. The vote was unanimous.

d. Website/ Newsletter – The Newsletter will be published the week of July 21.

e. Membership – the MAMC has 871 members. More Municipalities will be encouraged to join.

f. Ways & Means – The Board reviewed a draft of the General Standing Rules for the MAMC. Sue will have the corrected copy for approval at the August meeting.

g. Education - The next meeting of the Education committee will be on Thursday, July 24 at the city of DeWitt. The Education Committee would like to pursue a Michigan State Certification for the CMC and MMC instead of going through the IIMC.

h. Conference – The conference was a success. The committee is looking for suggestions for a theme for next year's conference.

i. Old Business – None

j. New Business – Nancy would like the MAMC to develop a strategic plan. The issue will be looked into after an administrative assistant is hired.

k. Adjourn – Motion by Kennedy, support by Hondorp to adjourn the meeting at 3:53pm.

Respectfully submitted,

H. Carolyn Boersma,
MAMC Secretary

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