

MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
August 20, 2008

A meeting of the Board of Director's of the Michigan Association of Municipal Clerks' was held Wednesday, August 20, 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, Betty Kennedy, Carolyn Boersma, Chris Swope, Jeff Hawkins, Dan Kasunic, Laura Caterina,

Absent: Nancy Weiss, Joel Hondorp, Sue Hillebrand

3. Approval of Agenda:

Motion by Blake, support by Hawkins to accept the agenda as written. The vote was unanimous.

4. Minutes Review/Approval:

a. July 16, 2008

Motion by Blake, support by Evans to accept the minutes as corrected. The vote was unanimous.

b. Conflict of Interest forms

A reminder was given to the Directors to return the signed forms to the Secretary as soon as possible.

5. Treasurer's Report/Approval:

a. July Financial Report

Motion by Boersma, support by Swope to receive the July Financial Report. The vote was unanimous.

Motion by Blake, support by Swope to authorize the Treasurer to sign the 2008 audit engagement agreement letter for \$ 1,025.00 with Berthiaume & Company. The vote was unanimous.

6. Committee Reports:

a. President

i. Excuse absent Board Members: Hillebrand, Weiss, and Hondorp

Motion by Kasunic, support by Caterina to excuse the absent Board members. The vote was unanimous.

ii. Hanging Fire File

President Ulrich included a list of assignments for the Board members with due dates in the Board packet.

iii. MAMC Board Administrator

The Treasurers Association will be invited to partner with us so that a full time position can be offered.

The MAMC lobbyist firm does offer Organization Management, Todd Blake will Consult with Bill Zaagman.

iv. MTA Meeting Room

The January General Meeting of the MAMC members will be held in conjunction with the Michigan Township Association (MTA) Annual Conference in Detroit. The meeting will be held on January 27th, from 12:00pm to 1:30pm. This year the guest speaker will be Bill Zaagman.

Motion by Blake, support by Muscott to authorize the expenditure of \$ 150.00, payable to the MTA to reserve the meeting space. The vote was unanimous.

b. Past President

i. Site selection

The contracts with the host resorts for the annual conference have already been signed for the next 3 years.

c. CEO/Legislative

i. Proactive list – on website

ii. Bill Matrix update – on website

iii. Legislature reception for after November Election

It had been suggested that the reception should be held after the November General Election in conjunction with Education day in the Spring of 2009.

iv. Late Summer 2008 Newsletter

Articles are due by week of August 25, 2008

d. Website/ Newsletter

Committee rosters need to be submitted to Nancy Weiss

e. Membership

The MAMC has 873 members. More Municipalities will be encouraged to join.

i. Record Retention

Motion by Swope, support by Muscott to authorize President Ulrich to sign the papers of approval on behalf of MAMC supporting the new Records Retention Schedule for the Clerks area drafted by the MI Dept. of History, Arts, & Libraries for Cities and Villages. The vote was unanimous.

f. Ways & Means

i. Standing Rules

Sue Hillebrand had revised the Standing Rules where needed.

Motion by Kasunic, support by Hawkins to approve the Standing Rules as presented. The vote was unanimous

g. Education

The committee has started planning for the 2009 Institute.

h. Conference

The committee is looking for ideas for a theme for the 2009 conference.

i. Old Business – None

j. New Business

Jeff Hawkins had noted that Sue Morrow has decided to run as a write-in candidate in the upcoming General Election. We all wish Sue success.

k. Adjourn

Motion by Swope, support by Blake to adjourn the meeting at 2:47.

Respectfully submitted,

H. Carolyn Boersma,
MAMC Secretary