

**MINUTES**  
**Michigan Association of Municipal Clerks**  
**Board of Directors Meeting**  
**March 12, 2009**

A meeting of the Board of Director's of the Michigan Association of Municipal Clerks' was held Wednesday, March 12, 2009 at the Comfort Inn, Mt. Pleasant

**1. Call to Order:**

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

**2. Roll Call:**

Present: Ann Ulrich, Nancy Weiss, Betty Kennedy, Carolyn Boersma, Evan Hope, Chris Swope, Joel Hondorp, Jeff Hawkins, Dana Muscott

Absent: Todd Blake, Sue Hillebrand, Laura Caterina, Dan Kasunic

**3. Approval of Agenda- Board**

**Motion** by Swope, support by Weiss to approve the agenda with the deletion of 6bi and 6bv. With a unanimous vote the motion carried.

**4. Minutes Review/Approval: Carolyn**

**a. February 18, 2009**

Motion by Kennedy, support by Weiss to approve the minutes with the addition of Evan Hope to item3bii, second paragraph, last sentence. With a unanimous vote the motion carried.

**5. Treasurer's Report/Approval: Betty**

**a. February Financial Report**

Motion by Hondorp, support by Hope to receive the February Financial Report as submitted. With a unanimous vote the motion carried.

**6. Committee Reports:**

**a. President - Ann**

**i. Excuse absent Board Members:**

**Motion** by Muscott, support by Kennedy to excuse Todd Blake, Sue Hillebrand, Laura Caterina, and Dan Kasunic. With a unanimous the motion carried.

**ii. Hanging Fire File**

No changes

**iii. Request for Donation to MCEF from Region V-Director**

Kathy Dornan, our IIMC Region V Director, informally requested that the MAMC consider giving a donation to the Municipal Clerks Education Foundation (MCEF). The MCEF is an arm of the IIMC that awards scholarships and grants to individual clerks around the country and to the different regions for the conference and educational purposes.

**Motion** by Swope, support by Weiss to donate \$100.00 to the MCEF. With a unanimous vote the motion carried.

**iv. Region V Update**

The Tennessee Association of Municipal Clerks and Recorders (TAMCAR) will be hosting the IIMC Conference in 2011. TAMCAR is a member of Region V as is Ohio, Indiana, Kentucky, and Michigan. It is normal practice for the states within a region to help each other out with financial support when one of those states is hosting the IIMC Conference. TAMCAR has made a request of the MAMC for financial support.

**Motion** by Weiss, support by Kennedy to pledge to hold fund raisers with all of the proceeds going to TAMCAR to help defer costs for the 2011 conference. With a unanimous vote the motion carried. Michigan will host the next Region V conference. The date, place and time of that conference are yet to be determined.

**Board Updates:**

**b. Past Presidents - Dana**

**ii. MAMC-Board Administrator**

The subcommittee met via teleconference. Topics of discussion were a job description and whether to hire a firm or an individual.

**c. CEO - Todd**

**i. Proactive list**

The proactive list was handed out and will be put on the website.

**ii. Report from Admin Coordinator position subcommittee**

Already given under Past President

**iii. SR-12 Draft Board compensation**

There was short discussion on how to compensate the treasurer and still be consistent with our by-laws.

**d. Legislative – Evan**

**i. Update**

**e. Website/ Newsletter - Nancy**

The March Newsletter will be out toward the end of the month. Nancy is creating a template that can be used by anyone in the future to keep a consistent look.

**f. Membership - Chris**

**i. Listserv issue**

There is an issue on the listserv on how to reply to requests. Many Clerks do not like the reply to all, whereas many do. A possible solution is to ask the person who requested the information compile the responses and share the results on the listserv to everyone. Chris will draft a use policy. The Board would like to read through the SAMSA contract. The website could use a refreshing.

**g. Ways & Means – Sue**

**i. Gift Policy**

**ii. SR 34 – Secretary & Treasurer as elected positions**

A draft policy was given to the Board for review at the last meeting.

**Motion** by Swope, support by Weiss to approve SR-34 drafted as follows:

The immediate past president of the MAMC must be an active Clerk or Deputy Clerk and shall be the Chair of the Past Presidents Committee, Nominating Committee, and the Conference Site Selection Committee. This person shall also chair any special committees as assigned by the MAMC President, upon confirmation of the Board of Directors.

The Past President’s committee shall consist of all past MAMC presidents who remain active as a Clerk or Deputy Clerk in the State of Michigan.

With a unanimous vote the motion carried.

**h. Education – Joel& Laura**

**i. Update**

There were 94 attendees at Institute. There was a request for a refund from the City of Troy Clerk Tonni Bartholomew for Aileen Bittner. The Board reviewed the Standing Rule that pertains to this and found no provision for emergencies past the deadline. Costs were incurred and funds expended on behalf of the registrant.

**ii. Legislative Reception sponsor - Laura**

**iii. Scholarship for Institute**

**i. Conference – Jeff & Dan**

**i. Update**

The conference committee did a site visit at the Bavarian Inn in Frankenmuth. The room rates were reduced. We will receive 1 room for every 25 rooms reserved. Rooms can be reserved at this time. Jeff will purchase banners and table runners with the MAMC logo to be used at any time.

**j. Old Business**

**i. 501c3 Status Update**

Todd has contacted the attorney via email and phone. To date the attorney has not returned those calls. Chris mentioned the idea of using the delay to our advantage and pursuing going in a slightly different direction that would include putting the conference and education committees in a 501c3, the CEO and legislative committees in a PAC, and leaving the remaining committees in a 501c6. Betty will contact the attorney and set up an appointment for the Board to meet with him.

**k. New Business**

**i. League of Women voters**

Chris Swope brought forth a request emailed to him by Kris Zawisza, Project Director for the League of Women Voters of Michigan. Kris invited the MAMC to co-sponsor their upcoming conference, “The 21<sup>st</sup> Century Voter: Promoting Michigan Voter Power”. There are several opportunities available for sponsorship.

**Motion** by Swope, support by Hawkins to approve a sponsor level of \$250.00. At this level the Board receives two complimentary registrations, acknowledgement at the conference, ¼ page ad in the conference program and table space to display literature. With a unanimous vote the motion carried.

**l. Adjourn**

The meeting adjourned at 4:35pm.

Respectfully submitted,

H. Carolyn Boersma,  
MAMC Director Secretary