

MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
May 13, 2009

A meeting of the Board of Director's of the Michigan Association of Municipal Clerks' was held at Delta Charter Township.

1. Call to Order:

President Ulrich called the meeting to order at 10:35am.

2. Roll Call:

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

Absent: Joel Hondorp

3. Approval of Agenda- Board

Motion by Swope, support by Weiss to approve the agenda as written. With a unanimous vote the motion carried.

4. Minutes Review/Approval: Carolyn

a. April 8, 2009

Motion by Swope, support by Muscott to approve the minutes as written. With a unanimous vote the motion carried.

5. Treasurer's Report/Approval: Betty

a. April Financial Report

Motion by Swope, support by Hawkins to receive the April 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 Joel Hondorp. With a unanimous the motion carried.

ii. Hanging Fire File

Complete

Board Updates:

b. Past Presidents - Dana

i. Site selection

The 2012 conference will be held at the Great Wolf Lodge in Traverse City. The room rates are \$108.00 for a family suite, \$89.00 for a regular room, with 1 free room per every 40 rooms reserved. The Board liked the idea of using Great Wolf Lodge as a conference site , but a final decision will not be made nor contract signed until the Past Presidents Committee reviewed and approved the site selection for 2012.

ii. Update on Board election candidates:

Nancy Weiss will move up to the 2nd Vice President position. Dana will announce this at the conference.

Sue DeSteiger will be asked to program the M100. Printing Systems, Inc. will be asked to print 400 ballots.

Motion by Hillebrand, support by Kennedy to approve expending up to \$100.00 for printing. The motion carried unanimously.

c. CEO - Todd

i. Proactive list

The proactive list is on the website.

No meeting in May due to the IIMC Conference and the Memorial Day holiday.

Todd will be President next year. He would like to have a strategic planning meeting in July. Several possibilities for place and moderator had been discussed. Several Board members will come back with their findings.

ii. Attorney follow-up:

The check written to the IRS for the 501c3 filing fee has finally been cashed, which means the lawyer submitted the paper work for approval; however, the lawyer has not sent us copies of the filing. Betty will call the IRS and ask them for a copy of the filing because we will probably receive it faster.

d. Legislative – Evan

i. Update

Senator McManus, chair of the Senate Elections Committee, has offered, after many failed attempts to get her to look at anything, to consider the bottom 3 items on our proactive list. While important, the Board would like the Senate to take action on No Reason AV and Early voting. Pre registration of 16 year olds when they receive their driver's license is being considered by the Election Committee also.

The committee will start working on newspaper publication and associated costs. Many municipalities already post all information on their websites. Smaller communities could use the County website for posting notices. This issue has just recently surfaced due to newspapers stopping their printed publications. The Michigan Press Association has already spoken against this.

Evan attended The League of Women Voters conference. That group handed out a post card with important legislative information that could be sent to Senators and Legislators supporting an issue. The Board would like to hand out post cards at the conference for Clerks to take and send to their respective elected officials.

e. Website/ Newsletter - Nancy

At the last Board meeting Nancy mentioned disabling the membership directory due to the fact that it is an administrative nightmare to maintain. The cost of having SAMSA disable the directory would be approximately \$57.50

Motion by Blake, support by Caterina to authorize the expenditure, not to exceed \$60.00, to disable the membership directory. The motion carried unanimously.

f. Membership – Chris

There are 1783 municipalities. Of these MAMC only has 744 members. At the July meeting the Board will discuss how to convince those non-members of the importance of membership and what the MAMC has to offer.

g. Ways & Means – Sue

Sue is drafting a retention policy for the different committees of the MAMC for review at a future meeting.

Sue will draft proposed changes to the By-laws for consideration at a future meeting that would permit all MAMC members to vote for Clerk of the Year in addition to placing the COTY ballot on line; with security handled similar to AV ballots.

ii. SR 12 – Board Member Reimbursements

A draft policy was given to the Board for review that would allow for reimbursement to the Secretary and Treasurer for minor expenses in carrying out the duties of the office. There was discussion as to when

this policy would take effect and it was determined that the policy takes effect immediately upon approval; however, implementation would commence with the new 2009/10 Board in June.

Motion by Weiss, support by Swope to approve SR-12, effective as of this date, 5-13-09, drafted 4-9-09 as follows:

SR-12 – All MAMC Board Members shall serve without compensation. Minor expenses in carrying out duties of the office may be submitted to the Treasurer and approved by the Board for reimbursement.

The position of Treasurer and Secretary requires the use of office equipment and supplies to perform their duties, more than what would normally be expected of a Board member. Annual reimbursement for such use and expense should be permitted as follows:

The Secretary may be reimbursed for an amount not to exceed \$250.00

The Treasurer may not be reimbursed for an amount not to exceed \$500.00

The motion carried unanimously.

h. Education – Joel & Laura

i. Scholarships

There were 5 scholarship requests for the Conference in June, of whom 3 were denied because they had already been a recipient or they had not gone to their Board or Counsel first.

Motion by Caterina, support by Hawkins to grant a \$250.00 scholarship to Gladys Bybee of Buchanan and Michelle Kessler of Southgate for the June conference. The motion carried unanimously.

i. Conference – Jeff & Dan

i. Update

Opening speaker – Joyce Weiss, Closing speaker – Tom Deluca, Clerk of Year entertainment – Tom Ridley, Presidents theme Thursday evening – Tropical Hawaiian, Gift – fleece jackets, Air and Space Museum – Tuesday evening, 1 nights lodging will be given to Clerks that teach, Chris Thomas will be joining us Thursday and Friday, the election of new Board members will be held on Thursday 9:45 to 10:15 and 11:30 to 1:00 during the morning and lunch breaks.

j. Old Business

i. Attorney invoice

The Board will not approve payment of the invoice at this time.

k. New Business

The Board will hold a meeting on Monday, June 15, 2009 at 6:30pm at Tiffanys in Frankenmuth. The newly elected Board will hold a meeting on Friday, June 19, 2009 at 11:00am at the Bavarian Inn in Frankenmuth.

Betty Kennedy requested that the minutes show that past records of the MAMC Treasurer are being stored at Plainfield Charter Township, 6161 Belmont Ave, N.E., Belmont, 49306.

l. Adjourn

The meeting adjourned at 12:50pm.

Respectfully submitted,

H. Carolyn Boersma,
MAMC Director Secretary