

**MINUTES**  
**Michigan Association of Municipal Clerks**  
**Board of Directors Meeting**  
**August 18, 2010**

A meeting of the Board of Director's of the Michigan Association of Municipal Clerk's was held at Delhi Charter Township

**1. Call to Order**

President Hope called the meeting to order at 1:15 PM.

**2. Roll Call:**

President – Evan Hope

1<sup>st</sup> Vice President – Joel Hondorp

2<sup>nd</sup> Vice President – Dan Kasunic

3<sup>rd</sup> Vice President – Carolyn Boersma

Treasurer – Betty Kennedy

Secretary – Sue Courtade – Absent *and excused*

Conference Chair – Chris Swope

Conference Co-Chair – Lisa Hathaway

Education Chair – Cherilynn Tallman – Absent *and excused*

Education Co-Chair – Joe Bridgman

Membership – Terry Bennett – Absent *and excused*

Ways & Means – Sue Hillebrand

Past President – Todd Blake – Absent *and excused*

Participants –Tara Paksi, GCSI Administrative Assistants to the Board

**3. Approval of Agenda - Board**

**Motion** by Hondorp, support by Kasunic to approve the agenda as written. The motion carried unanimously.

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

a. July 21, 2010 - **Motion** by Hillebrand, support by Hathaway to approve the minutes as written. The motion carried unanimously.

**5. Receive Treasurer's report – Betty**

a. Receive Monthly Treasurer's Report - **Motion** by Swope, support by Hillebrand to receive the July report. The motion carried unanimously.

b. Bank Signers – **Motion** by Hondorp, support by Hathaway to authorize the President and Treasurer as bank signatories on behalf of the MAMC. The motion carried unanimously.

Corrections as approved by the board at the Wednesday, September 15, 2010 Regular Board Meeting.

**6. Excuse Absent Board Member(s) – Motion** by Kennedy, support by Kasunic to excuse Terry Bennett, Todd Blake, *Lisa Hathaway* and Sue Courtade from the meeting. The motion carried unanimously.

**7. Strategic Plan Update** Discuss rescheduling of August SPS. Evan will talk to the Benders about another date and get back with the Board.

- a. Goal 1: Membership and Connection to MAMC (Terry, Carolyn, Lisa):** Membership 900+ (4/15)
- b. Goal 2: Create and Implement MAMC Certification (Joel, Cherilynn, Dan):** On hold while reviewing new ICMA Certification changes
- c. Goal 3: Create and Implement MAMC Support Staff (Todd, Sue, Evan):** GCSI Hired eff: 4/1/10
- d. Goal 4: Expand User-Friendly Technology (Joe, Chris, Betty):** working with GCSI and Samsa to see if new software needs can be implemented with Samsa

## **9. Director Reports:**

- a. President** – None
- b. CEO/ Legislative** – The State House and Senate are working on the upcoming budget. The conventions are approaching which will determine who will be on the ballot as Secretary of State.
  - i. Bills with recent movement (Bill Matrix Update) – Nothing will happen until elections are over.
  - ii. Clerk PAC Update – No update
- c. Newsletter/Website** – Theresa at GCSI and Carolyn will get together at the end of August to gather articles for the newsletter to be sent out sometime in early September. Dan updated some areas of the website and added pictures of the conference.
- d. Ways & Means** – Sue had handed out a draft of survey questions for discussion. The Board was asked to send question ideas to Joel for a survey. Joel had suggested using Survey Monkey as a tool to distribute and collect information.
- e. Membership** – None
- f. Education** –
  - i IIMC Region V Session Ideas (Sept 15-17, 2010 @ Bavarian Inn) The classes are set for the Masters and General sessions.
- g. Conference** – Tara will be sending out the reminder on the listserv for the Region V conference. Registration counts are low at this point.
- h. Past President** – None

## **10. Old Business - None**

- i. Membership Survey – Discussed under Ways and Means
- ii. Conference Refund Policy – This topic had been discussed at several meetings and the Board had a consensus at the June 15, 2009 and July 22, 2009 meeting to adhere to SR 17 which states that no refunds shall be given within a 14 day time frame leading up to the event because costs had been incurred on behalf of all registrants. Several requests are received after each event requesting refunds the day of the event. The Board has consistently replied to each request the same way. This is not an easy issue and the Board re visits the policy yearly.

Corrections as approved by the board at the Wednesday, September 15, 2010 Regular Board Meeting.

Cherilynn, Betty, Sue H. and Lisa will draft a restated policy for review by the Board at a future meeting.

**11. New Business - None**

**12. Adjourn**

The meeting adjourned at 3:05pm with a motion by ~~Fallman~~ **Hathaway** and support by Hillebrand.

Respectfully submitted,  
H. Carolyn Boersma, CMC  
MAMC Director /3<sup>rd</sup> VP

The next meeting of the MAMC Board of Directors will be at the Bavarian Inn, Frankenmuth on September 15 at 5:30pm.