

**MINUTES**  
**Michigan Association of Municipal Clerks**  
**Board of Directors Meeting**  
**Frankenmuth, MI. IIMC Region V**  
**September 15, 2010**

**1. Call to Order**

President Hope called the meeting to order at 5:44 PM.

**2. Roll Call:**

**Present**

President – Evan Hope, Treasurer – Betty Kennedy, Secretary – Sue Courtade, Conference Chair – Chris Swope, Conference Co-Chair – Lisa Hathaway, Education Chair – Cherilynn Tallman, Education Co-Chair – Joe Bridgman, Membership – Terry Bennett, Past President – Todd Blake

**Absent and excused:**

1<sup>st</sup> Vice President – Joel Hondorp, 2<sup>nd</sup> Vice President – Dan Kasunic, 3<sup>rd</sup> Vice President – Carolyn Boersma, Ways & Means – Sue Hillebrand

**3. Oath of Office:**

President E. Hope conducted the oath of office of new Board Member; Secretary- Sue Courtade

**4. Confirm Appointment of S. Courtade as MAMC Secretary:**

The Board welcomed S. Courtade to the Board

**5. Approval of Agenda:**

**Motion** by: T. Blake, support by: C. Tallman to approve the agenda as amended. Motion carried.

**6. Minutes Review/Approval:**

a. August 18, 2010 - Motion by C. Tallman, support by T. Bennett to approve the minutes with the noted corrections: Board Members were absent and excused; S. Courtade, C. Tallman, T. Bennett, T. Blake. “The meeting was adjourned at 3:05 pm with a motion by L. Hathaway, and supported by S. Hillebrand.” Motion carried.

**7. Treasurer’s Report:**

a. Receive monthly Treasurer’s Report-B. Kennedy reviewed the report with board members. A new CD was opened with Kennedy and S. Courtade as signers for the board. **Motion** by T. Blake, support by L. Hathaway to receive the August report. The motion carried.

**8. Excuse Absent Board Member(s):**

**Motion** by T. Bennett, support by C. Tallman to excuse J. Hondorp, D. Kasunic, C. Boersma and S. Hillebrand from the meeting. The motion carried without opposition.

## 9. Director Reports:

### a. President :

- i. Strategic Planning Session: E. Hope will contact the Benders in hopes of coming together with a date in November or early December for the Strategic Planning Session. All Board members are encouraged to attend.
- ii. League of Woman Voters Secretary of State Forum: This event will take place at Schoolcraft Community College, Livonia, in early October. MAMC has been asked to co-sponsor this event (no funding) along with TV 7 Detroit. **Motion** by: S. Courtade second by: C. Tallman to allow use of the listserv to get the word out about this forum.
- iii. State Report: Strategic services show support. Membership reflects this with 267 new members so far for 2010.

### b. CEO/ Legislative :

- i. Bills with recent movement-no update provided
- ii. Clerk PAC Update – Information has been filed with the State. Account with MSU Credit Union is now open. Some of the Silent Auction proceeds from the June 2010 Conference, and individual contributions totaling \$350.00 have been deposited. A post card will be sent out announcing the PAC and the request for contributions.

### c. Newsletter/Website: Newsletter will be going out soon. Articles need to be submitted to Theresa from GCSI.

**d. Ways & Means:** T. Bennett discussed using a Validity Survey. C. Tallman suggested that this be tabled until after the Strategic Session where it could be discussed at greater length.

**e. Membership:** T. Bennett reported printing application costs to the board. Discussion followed. The theme selected will follow through from the renewal application to the Holiday card being sent. **Motion** by: T. Blake/B. Kennedy to proceed with the printing of membership renewal flyer and Holiday card for every jurisdiction. Motion carries. There was further discussion regarding PAC post card/flyer. **Motion** by: T. Blake, support by: B. Kennedy to allow C. Swope to prepare PAC flyer and mail with the cost to be submitted for MAMC to approve and pay as allowed by PAC Law.

**f. Education:** i. IIMC Region V Session (Sept 15-17, 2010 @ Bavarian Inn): Education Update/Schedule. C. Tallman reported that 111 registrations were accepted for the Region V Education sessions. A total of 36 signed up for the Masters Session, 78 for the Region V Conference and 40 for the Athenian Dialogue. Attending all three sessions earned 5.5 points. The Education Committee will meet soon to go over the Clerk Institute and Masters Institute classes. IIMC stands firm with the point/hours values for education vs. conference sessions. **Motion** by: S. Courtade, second by: C. Swope, to allow C. Tallman to contact the Benders about creating more education based sessions. Motion carried.

**g. Conference:** C. Swope informed the board of ongoing activities for the week. BS &A sponsored the Networking session Wednesday evening on the terrace with appetizers and beverage tickets. The topic of purchasing several projectors was brought up. The board discussed the increase in rental costs versus the option to use fund balance to purchase our own. No action was taken. B. Kennedy has received one refund request. This will be added as an Agenda Item at the next board meeting.

**h. Past President:** T. Blake met with other past Presidents before this meeting. Discussion followed regarding donating Region V net profits from the Education session and Silent Auction items to the IIMC Tennessee Conference. This will be placed as an Agenda item for next month. The following MAMC Conference locations have been confirmed: 2011 Shanty Creek, Bellaire; 2012 Great Wolf Lodge, Traverse City; 2013 Bavarian Lodge, Frankenmuth. 2014 is yet to be determined. Some of the options discussed included; Port Huron, Thomas Edison, Henry Ford, Grand Rapids, Ludington, Kalamazoo. Bids are being requested now.

## 10. Old Business: None

**11. New Business:**

**APIA:** T. Bennett spoke with the board about working with the Michigan Asian Pacific Island Americans (APIA). This group has been using the on line information Secretary of State web site, and translating it into several different languages. T. Bennett will email the information she has for other municipalities to utilize to the listserv.

**Insurance:** B. Kennedy discussed the MAMC Insurance policy. The annual cost is \$538.00 not \$738.00 because personal property was dropped. There was discussion that all Board members should be listed on the policy. B. Kennedy will contact Burnham and Flower.

**12. Adjourn:**

The meeting adjourned at 7:17 P.M. with a motion by L. Hathaway and support by T. Blake

Respectfully submitted,

Susanne M. Courtade, Secretary

The next meeting of the MAMC Board of Directors will be at the Delta Township Hall on October 20, 2010 at 1:00 P.M.