

MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Delta Township, Lansing, MI
January 19, 2011

1. Call to Order

President Hope called the meeting to order at 1:00 PM.

2. Roll Call:**Present**

President – Evan Hope, 1st Vice President – Joel Hondorp, 2nd Vice President – Dan Kasunic 3rd Vice President – Carolyn Boersma, Treasurer – Betty Kennedy, Secretary – Sue Courtade, Conference Chair – Chris Swope, Conference Co-Chair – Lisa Hathaway, Education Chair – Cherilynn Tallman Education Co-Chair – Joe Bridgman, Ways & Means – Sue Hillebrand, Membership – Terry Bennett , Past President – Todd Blake, Administrative Assistant- Tara Paksi

3. Absent and excused: None**4. Approval of the Agenda:**

Add Retirement resolution under d. ii. Also add under New Business: Honorary membership request. Motion by: J. Hondorp second by: T. Blake. Motion carries.

5. Minutes Review/Approval:

a. **December 15, 2010** - Motion by C. Swope, support by D. Kasunic: to approve the minutes with the noted corrections: under Other Business- “Clerk of the year nominations for 2011 deadline is March 4, 2011. Notices will be sent to all appropriate ~~department heads~~ *highest ranking officials* in January 2011. Motion carried.

6. Treasurer’s Report:

a. **Receive monthly Treasurer’s Report**-B. Kennedy reviewed the report with board members; Funds will be audited February 18, 2011. Motion by C. Tallman, support by C. Swope: to receive the January 2011 report. The motion carried.

7. Director Reports:**a. President**

i. **Monthly email updates to membership:** E. Hope discussed creating an email update option as an effort to reach out to members on a more regular basis. D. Kasunic to compile a distribution list for forthcoming notices.

ii. Information for board packets/monthly reports: A call for Agenda items will be going out several weeks before a meeting. A written report or short overview should be emailed to E. Hope for inclusion to the packet.

b. CEO/Legislative

i. **Bills with recent movement**-J. Hondorp reported on the meeting held earlier in the day.

45 bills have been introduced including, even year November School Elections. CGSI is hosting an inaugural party at 4:00 P.M. today.

ii. Clerk PAC- C. Swope is collecting donations to the Clerk PAC. Cash under \$20.00 may be donated or personal checks for any amount may be sent directly to Chris.

iii. Legislative reception- Tara is working on several dates that should work well with the legislators. The costs for putting this event on will be shared between the MAMC and the MACC (Michigan Association of County Clerks). We would be looking at a Tuesday, Wednesday or Thursday sometime in May or June. Tara will contact the board with available options. General consensus of the board was to keep the free Education Day which will be held in mid April and the Legislative Day separate.

c. Newsletter/Website- The winter newsletter will focus on Nominations, PAC, COTY, Education opportunities, Institute, Conference, and the Legislative report. All current board members with a term expiring in 2011 will need to run for office again. Applications to be placed on the ballot for Board of Directors need to be received by February 15, 2011.

d. Ways & Means

i. Clerk of the Year: S. Hillebrand provided a packet for review. Hillebrand discussed sending a post card vs. a letter to all highest ranking officials. The board agreed that a letter was preferred. S. Hillebrand has a history of information from previous years and will compile a report of these statistics after this cycle.

ii. Retirement Resolution: Deputy Clerk Linda Gerling from the City of North Muskegon is retiring. Motion by: T. Blake second by: C. Swope to approve a resolution on her retirement. Motion carries.

e. Membership

i. Membership update- 639 membership applications have been received as of January 19, 2011. Applications can be received without penalty through January 31, 2011. Discussion focused on acquiring database listings from MML, MACC, and MTA as a way of reaching potential members and potential costs. L. Hathaway offered to check with MML, T. Bennett will check with MTA and J. Hondorp will get T. Bennett a contact name for the MACC. T. Bennett will also ask the State to use the QVF system to send an email request for membership. There are approximately 1103 email users on the MAMC database. The cut off for unlimited access is the first of March. Tara and Trina will be writing a "Rules for Access" of the website.

ii. Web services RFP update- RFP's have been mailed.

f. Education

i. Institute scholarship request: A request by Mary Ann Gieraltowski, City of Hazel Park has been received. Payment has already been received. Motion by: T. Blake, second by: B. Kennedy to approve this scholarship request and send a reimbursement check. Motion carried.

ii. Institute update- Lew Bender has requested assistance from the board on Sunday and again Monday morning. Consensus of the board was to stay at the institute group through the lunch session, and move the monthly meeting of the Board from Thursday afternoon to Monday afternoon at 1:00 P.M. S. Courtade will be excused from the Institute session to attend the Board Meeting.

iii. Education day update- C. Tallman and J. Bridgman are working with the Lansing Center on available dates, and would like to book Thursday, April 14, 2011, if it is available. The point

values are 2 pts. for 8 hours of Education and 1 ½ pts. for 6 hours. Additionally, Tallman asked the board to email her any ideas for this session. SOS Ruth Johnson is expected to attend.

g. Conference:

i. Conference update: C. Swope and L. Hathaway shared the theme of the June 2011 conference with the board. “Be the Star of Your Community”.

h. Past President

i. Site selection recommendation for the 2014 conference- After researching 4 locations (Lansing, Kalamazoo, Grand Rapids and Traverse City) the Past Presidents Committee recommends Grand Rapids. The Amway will be the site, the date: June 23-27, 2014. The Amway offered reduced rates of \$129.00 per night per room for the conference and \$20.00 per table for Vendors. Motion by: B. Kennedy, second by: J. Hondorp to confirm this location. Motion carries.

T. Blake stated the following sites are now confirmed for conference:

2011	Shanty Creek, Bellaire
2012	Great Wolf Lodge, Traverse City
2013	Bavarian Inn, Frankenmuth
2014	Amway, Grand Rapids

8. Unfinished Business: None discussed

9. New Business: Honorary member request: Gay Kenschuh of Scio Township has requested consideration for honorary membership. C. Tallman recommended tabling this decision until more information is available.

10. Adjourn:

The meeting adjourned at 2:35 P.M.

Respectfully submitted,

Susanne M. Courtade, Secretary

The next meeting of the MAMC Board of Directors will be at the Delta Township Hall on February 16, 2011 at 1:00 P.M.