

MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Delta Township, Lansing, MI
February 16, 2011

1. Call to Order

1st Vice President Hondorp called the meeting to order at 1:00 PM.

2. Roll Call:**Present**

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, Education Chair – Cherilynn Tallman Education Co-Chair – Joe Bridgman, Ways & Means – Sue Hillebrand, Past President – Todd Blake, Administrative Assistant- Tara Paksi Conference Co-Chair – Lisa Hathaway attended via telephone

3. Absent and excused: President- Evan Hope, Membership – Terry Bennett. Motion by: S. Hillebrand support by: B. Kennedy to approve. Motion carries.

4. Approval of the Agenda:

Motion by: C. Tallman second by: T. Blake to approve. Motion carries.

5. Minutes Review/Approval:

- a. **November 17, 2010**
- b. **January 19, 2011**

The board requested confirmation that the BS & A payment discussed in the November minutes had been paid. B. Kennedy confirmed that it had. Motion by S. Hillebrand second by L. Hathaway to approve both the November 17, 2010 and the January 19, 2011 minutes as presented. Motion carried without opposition.

6. Treasurer's Report:

a. **Receive monthly Treasurer's Report-**B. Kennedy reviewed the report with board members. Discussed having GCSI produce the MAMC certificates, name badges and table tents at .10 cents over cost. The board expressed a desire to have Kopy Korner out of Mt. Pleasant continue to do the bulk printing. Funds will be audited February 18, 2011. Motion b: C. Swope, support by: S. Courtade to receive the February 2011 report. The motion carried.

7. Unfinished Business: (action items)

a. Honorary membership request- Gay Kenschuh, Scio Township. Motion by C. Swope, support by C. Boersma to deny this request, and the motion carried.

8. New Business: (action items)

a. Honorary membership request- Darene Woodbury, Deputy Clerk, is requesting this due to the financial hardships listed on the application. Motion by: C. Swope, second by: C. Tallman, to approve this request. Motion carries by majority vote.

T. Bennett to notify honorary applicants of these decisions.

APPROVED

- b.** Expenditure for legislative reception on March 23, 2011- the costs for holding this reception will be shared by the County Clerks Association. Motion by: T. Blake second by: C. Swope to add \$1700.00 to the budget to pay for the MAMC portion of the Legislative luncheon. Motion carried.
- c.** Purchase of Clerk of the Year pins (\$41.48 ea.) S. Hillebrand explained that the artwork is still on file and the cost of \$41.48 per pin is based on an order of less than 100 pins. Motion by: S. Courtade, second by: B. Kennedy to allow S. Hillebrand to purchase 24 pins. Motion carries.
- d., e., f.,** Institute scholarship request- Cynthia Means, Village of Jonesville, Deputy Clerk RoxAnn Rodney-Isbrecht, City of Hartford, City Clerk and Shari Hadaway, Village of Akron, Village Clerk and Interim Clerk for Village of Fairgrove. Motion by: T. Blake, support by: S. Hillebrand to approve all three applicant requests. Motion carries.
- g.** Change March meeting date, time and location to coincide with Institute- Since the majority of the board will be at the Basic Institute session Sunday afternoon March 13, 2011 and Monday morning, March 14, 2011, assisting the presenter, it was decided to remain with the Institute through lunch and then hold the regular monthly meeting at 1:00 P.M. S. Courtade will be excused from the education session by L. Bender to attend the meeting.
- h.** Change April meeting location (Delta Twp is not available, Delhi Twp is available) Motion by C. Tallman support by: S. Hillebrand to hold the regular April 20, 2011 meeting at Delhi Township. Motion carries.

9. Strategic Plan update**a. Goal 1- Membership and Connection to MAMC**

- County Chapter Round Tables-Convener; Joel Hondorp, Champion: Evan Hope
- Speakers Bureau- Train the Trainer- Convener: Joe Bridgman, Champions: Cherilynn Tallman, Sue Courtade, Mary Bender
- “Membership Moment”- Convener: Dan Kasunic, Champion: Carolyn Boersma
- Membership Brochure- Convener: Terry Bennett, Champion: Sue Courtade

b. Goal 2- MAMC Certification-

Convener: Cherilynn Tallman, Champions: Lisa Hathaway, Chris Swope, Lew Bender

- Survey education needs of members,
- Improve education opportunities; offer programs leading to other certifications (ARMA, Parliamentary Procedure. Bureau of Elections, etc.)

c. Goal 3- Assessment of Support Staff-

Convener: Evan Hope, Champion: Sue Hillebrand

- Design and review process, determine future direction, clarify what is working and not working and report back to the MAMC Board of Directors.

d. Goal 4- Expand User Friendly Technology-

- Convener: Terry Bennett, Champions: Evan Hope, Betty Kennedy, Jeremy Howard
- Create RFP for website design and determine budget.

Board members gave a brief summary of their progress.

10. Director Reports:**a. President- Excused****b. CEO/Legislative**

- i. Bills with recent movement-**J. Hondorp provided a report in the packet and stated Legislative is waiting for Redistricting based on the 2010 Census.

APPROVED

- ii. **Legislative reception- March 23, 2011** Tara has been working on this. Invitations will be going out to all Jurisdictions soon and will follow with a request to RSVP via the list serv.
- iii. **Clerk PAC-** C. Swope is collecting donations to the Clerk PAC. Cash under \$20.00 may be donated or personal checks made payable to: MAMC PAC for any amount, and may be sent directly to Swope. A Membership Moment will be created to focus on the benefits of the MAMC PAC. A membership postcard or flyer will be printed. Extras will be ordered for use at Education Day.
- c. **Newsletter/Website-** Kudos's to Theresa at GCSI for a newsletter well done. Tara is reviewing the website pages for updates. There has been some List serv attachment confusion lately, the board discussed having T. Bennett place a statement out on the website explaining how an attachment can be sent/viewed.
- d. **Ways & Means**
 - i. **Clerk of the Year update:** S. Hillebrand handed out a spreadsheet showing the current list of nominees. She is expecting more requests to be submitted soon.
- e. **Membership**
 - i. **Membership update-** 791 membership applications have been received as of February 16, 2011.
- f. **Education**
 - i. **Institute update-** There are currently 44 persons registered for the Masters Institute and 89 registered for Basic Institute.
 - iii. **Education day update-** C. Tallman and J. Bridgman- April 25, 2011 is the Free Education Day date set for the Lansing Center. Various speakers are being lined up now. Lunch will be available for purchase at the Center. The board discussed the costs of providing coffee and a breakfast item for attendees. Any food/drink items would need to be purchased from the facility and is a sizeable expense. Upon consideration, T. Blake motioned, C. Swope supported to provide coffee and a breakfast item at this event. The motion carried by majority vote.
- g. **Conference:**
 - i. **Conference update:** C. Swope and L. Hathaway- Sub-committee formation was discussed. C. Swope to create an application of interest for those that wish to commit to work on this committee. L. Hathaway commented that the costs to provide food per person throughout the conference are up from last conference.
- h. **Past President**
 - i. **Candidates for MAMC Board update-** T. Blake was happy to report that there is a full ballot, non-contested for all openings including Chris Swope who has filed his intent to run for the 3rd vice president position. *Blake did note that the deadline is end of the day today, and there may still be additional applications accepted.*

11. 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 Comfort Inn and Conference Center, Mt. Pleasant on Monday March 14, 2011 at 1:00 P.M.