

MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Delta Township, Lansing, MI
May 18, 2011

1. Call to Order

President Evan 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 (arrived at 1:15), Conference Chair – Chris Swope, Education Chair – Cherilynn Tallman, Education Co-Chair – Joe Bridgman, Ways & Means – Sue Hillebrand, Membership – Terry Bennett, Administrative Assistant- Tara Paksi

3. Absent and excused: Past President – Todd Blake, Conference Co-Chair – Lisa Hathaway.

4. Approval of the Agenda:

Motion by: T. Bennett, second by: S. Hillebrand to approve. Motion carries.

5. Presentation from Gravity Works re: MAMC Services Amelia Marshall with Gravity Works provided a slide presentation to the board showing their recommendation for services of the MAMC Website.

6. UOCAVA Wizard Demonstration (1:45) Laura Potter joined the board via telephone to discuss their product; a program to assist with emailing ballots to overseas voters and military. The board discussed that Michigan Law would need to be changed and addressed at the State level.

7. Minutes Review/Approval:

a. April 20, 2011

Motion was made and seconded to approve the April 20, 2011 minutes as presented. Motion carried without opposition.

8. Treasurer's Report:

a. **Receive monthly Treasurer's Report-**B. Kennedy reviewed the report with board members. Board discussed the Clerk of The Year budgeted line item. This will need to be adjusted at a future meeting due to the quantity of pins ordered for future awards. Motion by: C. Swope, support by: T. Bennett, to receive the May 2011 report. The motion carried.

9. Unfinished Business: none discussed

10. New Business: (action items) none discussed

11. Strategic Plan update

a. Goal 1- Membership and Connection to MAMC

- County Chapter Round Tables-Convener; Joel Hondorp, Champion: Evan Hope If any County Chapters would like Evan to visit to discuss the benefits of Membership and to reach out to fellow Clerk's that may not be members already please let him know.
- 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. Tallman discussed ongoing efforts to partner with Saginaw Valley State University as a Continuing Education Public Management certification.

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: S. Hillebrand will provide an assessment review to E. Hope.

d. Goal 4- Expand User Friendly Technology-

- Convener: Terry Bennett, Champions: Evan Hope, Betty Kennedy, Jeremy Howard
- Committee Recommendation for web site services. Board further discussed the Gravity Works presentation and RFP for the MAMC Website services. Motion by T. Bennett and second by B. Kennedy to approve E. Hope to sign contract for all three phases of service with Gravity Works at \$13,000.00 and, to further amend the budget to allow for this service to \$15,000.00. Motion carries.

12. Director Reports:

- a. President-** E. Hope shared his experience at the IIMC Conference with board members. Hope also let the board know that the IIMC is hoping to create a National committee for Legislative and Election issues.

- i.** Resolution of Honor for retiring clerk: Roger Sprague was approved and resolutions to honor Linda Shannon and Kathy Dornan were suggested to be prepared.

The board was made aware that Curt Flowers is also retiring. Motion by C. Swope seconded by J. Hondorp to honor these clerk's for their service by Resolution. Motion carries.

b. CEO/Legislative

i. Bills with recent movement- J. Hondorp gave an update on the even- year November Election progress for School Elections. The Presidential Primary Election process is still unknown for the Republican Party. The Democratic Party has opted to hold a caucus. A final decision must be made by August 2011.

The Clerk PAC is gaining momentum with contributions to date of \$517.00. The Board has agreed that monies collected from the conference silent auction will go towards the PAC fund.

- c. Newsletter/Website**
d. Ways & Means

i. Clerk of the Year update: 91 ballots have been returned to date. The process of how ballots are tabulated will be posted on the Clerk List Serve. This will serve as a means to assure those voting of their secrecy and hopefully encourage a larger response.

e. Membership

i. Membership update- The most recent membership count is at 849. Twenty five of these new memberships are the result of Free Education Day sign up.

f. Education

i. Conference class handouts on web site: Board discussed whether to provide handouts on our website, in person or both. It was decided to bring this topic up at conference during the business meeting for future conferences. Handouts will be provided this year.

ii. Conference education update: all handout materials need to be to the printer by June 6, 2011. To this point only one presenter is charging for their services. C. Tallman requested paid lodging for speakers at the conference not taking pay for their services. The board concurred that we should cover lodging expense for the presenters that are not charging for their services. Tara will handle making the reservations. Vendor spots are free for presenters as well as meals.

iii. 2012 Education Day J. Bridgman stated that 293 people have now signed up to attend. Those that can help with the registration tables should be at the Lansing Center by 7:15-7:30 am. Center will be set up for 312.

g. Conference:

i. Conference update: C. Swope informed the board of the following: Yvonne Day, closing speaker. She will guide us through how to read body language. She was a presenter on a different topic at IIMC Region V last September. Opening speaker is Bob Brown of “Escanaba in da’ Moonlight” fame. COTY is Wednesday evening and Thursday evening is the President’s Dinner. A sign-up sheet was circulated around the room requesting cell phone contact information, arrival time at Shanty creek and shirt sizes. Tara requested help to cart materials up to the conference site. S. Courtade to take what Tara had available now. Current Vendor count is up to 16. Set up will take place Monday. There will be a contest Thursday evening for best costume.

h. Past President- excused

13. Adjourn: The meeting adjourned at 3:40 P.M.

Respectfully submitted,

Susanne M. Courtade CMC, Secretary

The next meeting of the MAMC Board of Directors will be at the Shanty Creek Resort, Bellaire on Tuesday, June 21, 2011 at 6:00 P.M.