

MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Shanty Creek Resort, Bellaire, MI
June 21, 2011

1. Call to Order

President Evan Hope called the meeting to order at 5:30 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:****5. Minutes Review/Approval:**

a. **May 18, 2011-** Motion was made by J. Hondorp and seconded by D. Kasunic to approve the May 18, 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. Motion by: T. Blake, support by: S. Hillebrand, to receive the June 2011 report. The motion carried.

b. **2012 Budget-** Discussion regarding the new website costs was had. It was stated that much of the costs will be incurred in 2011. Motion was received by J. Hondorp second by S. Courtade to accept the 2012 Budget as presented. Board will continue to monitor and amend as deemed necessary. Motion carries.

7. Unfinished Business: none discussed**8. New Business:**

a. **Donation for IIMC President gift-** Motion by T. Bennett second by S. Hillebrand to forward \$100.00 toward IIMC President Sharon Cassler's thank you gift for her service. Motion carried.

b. **Conference Refund Request-** Mary Bachman, City of Manistee asked the board to consider a refund of the 2011 Annual Conference costs. Upon further discussion, the motion was made by; J. Hondorp and seconded by C. Tallman to deny this request. Upon voice vote, majority carries.

c. **Resolution of Honor for Mary Hughes and Brad Whitman-** The board discussed these retirements and a Resolution of Honor was requested to be presented to each of the following individuals: Brad Whitman, Mary Hughes, Curt Flowers, Roger Sprague, Linda Shannon and Kathy Dornan. Motion made by T. Blake second by B. Kennedy to approve these Resolutions. Motion carried without opposition.

- d. **Contract with Mary and Lou Bender (discussion)**-All were in agreement on the positive partnership. Board directed C. Tallman to discuss extending the contract with the Benders for another three year term at the same rate. Motion by T. Blake second by L. Hathaway, motion carries without opposition. The board would also like the Bender's recommendation for successor facilitators when they are no longer willing to continue providing this service.

9. Strategic Plan update-

a. Goal 1- Membership and Connection to MAMC

- County Chapter Round Tables-Convener; Joel Hondorp, Champion:
- 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: *E. Hope reported that the assessment of support staff was very positive. Gratitude was expressed toward all GCSI staff for their quality service.*

d. Goal 4- Expand User Friendly Technology-

- Convener: Terry Bennett, Champions: Evan Hope, Betty Kennedy, Jeremy Howard
- Committee Recommendation for web site services.

A dial in training session has been set and all board members are welcome to attend.

E. Hope called for a short recess at 6:08 P.M.

Meeting called back to order at 6:28 P.M.

10. Director Reports:

- a. **President-** E. Hope expressed thanks to the board for all their support during his term as President.
- b. **CEO/Legislative-** There are two openings on the Legislative committee for City Clerk representation. Nicole Evans- City of East Lansing has agreed to be on this committee. One other City Clerk will need to be selected.
- c. **Newsletter/Website**
- d. **Ways & Means**
 - i. **Clerk of the Year update:** Tammie Kelly, Region V Director will assist with the presentation at the Awards Ceremony.
- e. **Membership update:** The most recent membership count is at 860.
- f. **Education:**
 - i. **Conference Update:** Thursday's session counts toward 3 education points total with the presentation of their completed practicum. The Conference is valued at two experience points.

- g. Conference-** The Board discussed Conference Scholarship requests by: Hillary Walilko, Maria Spencer, and Amy Barton. All are current members of MAMC and have not received scholarship for the Annual Conference before. Motion by C. Swope and second by: L. Hathaway to approve. Motion carries.
Linda Way has received scholarship previously and is per standing orders not eligible for consideration. Motion by J. Hondorp second by S. Hillebrand to deny based on these criteria. Motion carries.
- i. Conference Update-** Total attendee count is around 145 with 200 signed up for the Presidents Dinner. Vendor count is at 27. The meal sponsorship placemats are in place for breakfast attendees.
- h. Past President-** T. Blake was thanked for his service.

11. Adjourn: The meeting adjourned at 7:10P.M.

Respectfully submitted,

Susanne M. Courtade CMC, Secretary

The next meeting of the MAMC Board of Directors will be at the Delta Township Hall Wednesday, July 20, 2011 at 1:00 P.M.