

MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Lansing MI
November 16, 2011

1. Call to Order

President Joel Hondorp called the meeting to order at 1:15 PM.

2. Roll Call:

Present

President- Joel Hondorp, 1st Vice President -Dan Kasunic, 2nd Vice President -Carolyn Boersma, 3rd Vice President -Chris Swope, Treasurer -Betty Kennedy, Secretary - Sue Courtade , Education Chair - Cherilynn Tallman, Conference Co-Chair- Sarah Bydalek, Past President -Evan Hope, GCSI-Tara Paksi

3. Absent and excused: Membership - Terry Bennett, Education Co-Chair - Joe Bridgman, Conference Chair- Lisa Hathaway, Ways & Means - Sue Hillebrand

4. Approval of the Agenda:

Motion by: C. Tallman, second by: D. Kasunic to approve. Motion carries.

5. Minutes Review/Approval:

a. October 15, 2011

Motion by C. Tallman and seconded by E. Hope to approve the October 15, 2011 Board minutes. Motion carried without opposition.

October 15, 2011 Board Retreat Summary

Request to revise section V Major Goal Area and Champions under Goal Area 1: add C. Tallman and J. Bridgman, and also Under Goal Area 2 add E. Hope.

6. Treasurer's Report:

a. Receive October Treasurer's Report- Motion by: C. Boersma, support by: C. Tallman, to receive the October 2011 report. The motion carried.

7. Unfinished Business: none discussed

8. New Business

a. Review of cancellation and refund policy: M. Bender requested that the board reconsider this policy. Motion by C. Tallman, second by D. Kasunic, to revise the current cancellation and refund policy from 14 business days, to 10 business days for all Education and Conference events. The motion carried.

b. Review Strategic Planning Session: Board members agreed that this is a very worthwhile practice.

9. Strategic Plan update

a. Goal 1- Continuing Education and Certification (Hathaway and Boersma)

b. Goal 2- Rebranding and expanding awareness (Courtade and Swope)

c. Goal 3- Website enhancements and on-line education (Kasunic, Hondorp, Bennett)

d. Goal 4- Increase Membership and expand involvement (Hillebrand, Kennedy, Bydalek)

10. Director Reports:

- a. **President-** Hondorp has been traveling to area County Chapter meetings
- b. **CEO/Legislative-** Kasunic and Boersma gave an overview of current Senate and House bills.
- c. **Newsletter/Website-** Discussed a timeline for distributing information thru the Website.

Examples discussed: July: focus on Conference follow-up and highlights. October: highlight membership preview, January: Membership follow-up. April: Pre-Conference

- d. **Ways & Means**
- e. **Membership**
- f. **Education-** The Education Committee will be meeting the beginning of December to work on the structure and program line up.
- g. **Conference-** The 2012 conference at Great Wolf Lodge site visit is planned for March 23, 2012. Tara is working on the Save the Date and Registration forms. Hathaway has confirmed the opening and Closing Speakers. The Committee met in November. Next meeting is December 14, 2011 at 10:00 AM.
- h. **Past President-** Hope stated that the Past Presidents are working on the 2015 venue.

13. Adjourn: The meeting adjourned at 2:47 P.M.

Respectfully submitted,

Susanne M. Courtade, CMC

The next meeting of the MAMC Board of Directors will be held December 21, 2011 at the home of Chris Swope