

MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Swope Home, Lansing, MI
December 21, 2011

1. Call to Order

President Joel Hondorp called the meeting to order at 11:55 AM.

2. Roll Call:

Present

President- Joel Hondorp, 1st Vice President – Dan Kasunic, 3rd Vice President – Chris Swope, Secretary – Sue Courtade (via Phone) Treasurer – Betty Kennedy, Education Chair – Cherilynn Tallman , Ways & Means – Sue Hillebrand, Membership – Terry Bennett, Administrative Assistant- Tara Paksi

3. Absent and excused: 2nd Vice President – Carolyn Boersma, Education Co-Chair – Joe Bridgman, Conference Chair – Lisa Hathaway, Conference Co-Chair- Sarah Bydalek, Past President – Evan Hope

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

4. Approval of the Agenda:

Motion by: C. Swope, second by: T. Bennett, to approve. Motion carries

5. Minutes Review/Approval:

a. November 16, 2011

Motion S. Hillebrand and seconded by C. Tallman to approve the November 16, 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. Bennett, support by: s. Hillebrand, to receive the November 2011 report. The motion carried.

b. 2011 Budget Adjustments- Motion by S. Hillebrand second by C. Swope to approve the requested budget adjustments as reviewed with B. Kennedy. Motion carried without opposition.

7. Unfinished Business: none discussed

8. New Business: none discussed

9. Strategic Plan update none discussed

10. Director Reports:

a. President-

b. CEO/Legislative- recess, no information to provide

c. Newsletter/Website- launch is expected the end of January 2012. Questions and discussion ensued regarding the ability to begin accepting Credit Card payments now as long as Pay pal is set. T. Bennett will contact the Benders to work on this.

d. Ways & Means- letters will be going out after the Holidays

- e. **Membership-**
- f. **Education-**
- g. **Conference-**
- h. **Past President-**

13. Adjourn: Meeting adjourned at approximately 12:10 P.M. A big Thank You! to Chris Swope for hosting the MAMC Board for this meeting/Holiday gathering.

Respectfully submitted,

Susanne M. Courtade CMC, Secretary

The next meeting of the MAMC Board of Directors will be held January 18, 2012 at Delta Township Hall at 1:00 P.M.