

Spring Newsletter

Michigan Association of Municipal Clerks



Goodbye from a Grateful President

*Terri Kowal, CMC, Clerk
Shelby Township*

Greetings, My Fellow Clerks,

This is the last newsletter article I will be writing as the President of the Michigan Association of Municipal Clerks, and it is a bittersweet time for me. Although I loved every minute of serving in this most honorable position, it will be wonderful to pass the baton into the capable hands of Gail Kundinger, the incoming President.

Serving on the Board of the MAMC is rewarding, educational, and a lot of work. I highly recommend that all members seek to serve in this capacity, if only for the opportunity to bring your thoughts and ideas to the forefront and see some of them through to fruition. Just be sure you can commit the time required before running for the offices. It is a very important position, and one that frequently needs immediate attention.

During this past year we changed the website, which will hopefully be completed soon. You will be hearing more about it, but we are going electronic with our newsletter. We had our first winter educational session, which was well received, and held several sessions on election consolidation, which was well needed.

My fellow board members deserve a public thanks and here it is. Gail Kundinger, and Janet Santos, you have been great on CEO and legislative issues and the MAMC is lucky you're both moving up the President's path. Kathy Dornan, I am not sure how we talked you into completing the vacated position of 3rd V.P.,

but you not only stepped up to the plate – you hit a home run, and we are forever in your debt. Linda Shannon, the excellence in the newsletters is there for all to see, and Ann Ulrich, the ideas you bring forth are original, and unique. Evan Hope and Todd Blake, we can only wish you could permanently be on the conference committee (okay, kill me now.) Terry Bennett worked hard on the Education committee, and the classes this year reflect that. Dana Muscott has the membership roster shining, and Betty Kennedy knows where every single dime is, making the accounting work look easy. It takes a miracle worker to keep up with 13 people all talking at once and then turn the babbling into logical minutes, and Board secretary Marge Rama does just that. And last but not least, Tonni Bartholomew, who has served this association so well with her great organizational skills and knowledge of Roberts Rules, will be greatly missed, by me most of all, as she leaves the Board of Directors.

But even more, thanks to all of you for the privilege of serving as your President, even, or maybe especially, during these times of change and also for the great honor of being your Township Clerk of the Year this past year.

I will never forget either, and will always be grateful to be involved in the second oldest profession with a wonderful group of people.

Thank you with all my heart.



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*Linda Shannon, CMC, Clerk
City of Auburn Hills*

Coming soon... The E-Letter!

As a means of controlling rising costs and more effectively reaching the membership, the MAMC Newsletter is going electronic.

Over the last several years, the cost of producing and mailing the newsletter has been eating up more than its fair share of the budget. In the last year, newsletter production costs exceeded

\$8,000. The *E-Letter!* will achieve the same end, and the substantial savings can be allocated to areas of greater need.

We are aware, however, that a small segment of the membership is not yet online. These members will continue to receive the hard-copy version.

The printed newsletter will **only** be mailed to members **without** Internet access. In order to accomplish this, we need to know who you are.

If you will **NOT** be available to access the newsletter online, please contact Newsletter Editor Linda Shannon at:

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We think you'll agree this is a practical and fiscally responsible move. The Board will continue to look at cost saving measures and more efficient means of operation.



2005 ANNUAL CONFERENCE



"KLERK FEST"

*Join us in Michigan's little Bavaria for Klerk Fest!
(and bring your Hawaiian Shirt!)*

*Evan Hope, CMC, Clerk
Delhi Charter Twp.
Todd Blake, CMC, Clerk
City of Fremont*

The MAMC 6th Annual "Edukational Konferenz" is in Frankenmuth June 22-24. We will have plenty of "Hans on Training" with over 20 educational sessions to choose from. We will also have entertainment; including "Jimmy Buffet in Bavaria" for President's Dinner Thursday night. The Conference Committee encourages everyone to bring your Hawaiian shirt for this fun night. We also have many interesting speakers lined up, so don't miss this great opportunity to learn, share and meet your fellow Clerks from around the State.

If you did not receive your conference materials by mail or need another copy, visit the MAMC web site at www.michiganclerks.org where you will find the complete conference brochure and all necessary registration and lodging forms for download.

Don't forget the pre-conference educational opportunities available Wednesday, June 21st!

Future Conferences



Grand Lodge, Boyne Mountain



The Somerset Collection, Troy



Crystal Mountain

*Tonni L. Bartholomew, MMC, Clerk
City of Troy*

Site Selection Committee

The Site Selection Committee is happy to announce that site contracts for the 2007 and 2008 Annual Conference have been successfully negotiated and unanimously approved by the MAMC Board.

In 2007, the MAMC Annual Conference will be held at the Troy Marriott. In 2008, the MAMC Annual Conference will return to Crystal Mountain. It would be remiss not to mention the important role that our Conference Planner Mary Bender played in the negotiation process.

As you may be aware, the Immediate Past President is responsible for selecting a potential conference site and negotiating a contract with the conference facility on the Association's behalf. In the past, several Past Presidents selected very nice locations for the MAMC conference, made recommendation to the Board and the site was contracted. As a Clerk and Immediate Past President, I did not feel I was equipped to negotiate the best possible contract for our organization. Therefore, I requested that Mary Bender negotiate on our behalf. "WOW", is all I can say. Mary did a stand up job for our association. Our room rates are lower than initially negotiated by me, and there is sooooo much more she was able to secure on our behalf.

The woman is worth her weight in gold.

Many people have questioned the need for a Conference Planner. I believe that our membership has been well served by Mary's negotiation skills alone. Mary Bender is a silent, behind-the-scenes dynamo, seldom visible to the membership, but her contributions are many and valued. It is important to remember, and so I stress, the MAMC Board is a group of volunteer Clerks. Clerkdom has been stretched to the very limit, and our organization's needs have grown responsively. Now more than ever, this association benefits greatly from services of Mary Bender. Her professional service saves money, giving us all more conference bang for our buck. Your services are invaluable, Mary; thanks again for a job well done.

I hope to see all of you at the 2005 Annual MAMC Conference at the Bavarian Inn in beautiful Frankenmuth, June 21-24, 2005.

And, mark your calendars for these future MAMC Conferences:

- June 20-23, 2006, Grand Lodge, Boyne Mountain
- June 25-29, 2007, Marriott Inn, Troy
- June 9-13, 2008 Crystal Mountain, Thompsonville



And, SPEAKING OF THE CONFERENCE . . . sshhh! DON'T FORGET THE SILENT AUCTION!

As in the past, a Silent Auction will run throughout the conference. Monies raised by this auction helps support our organization and the quality educational opportunities we provide. The more we auction; the more money we raise!

Help us maintain the success of this event by donating an item (or two) valued at \$10 or more. Please contact Phil Kerns, Clerk, City of Frankenmuth at pkerns@frankenmuthcity.com, 989-652-3430 or Thressa Zolton, Deputy Clerk, Bridgeport Charter Township, tzolton@sbcglobal.net, 989-777-0940. Or, just bring the item with you and drop it off at the conference registration table at check-in.

And, don't forget to visit the auction and bid on the other interesting items, then return often to keep tabs on the bid lists.



QVF ADVISORY COMMITTEE

*Kathy Dornan, CMC, Clerk
City of Farmington Hills*

**“SINCE MICHIGAN WAS
IN THE FOREFRONT ON
THIS AND ALREADY HAS A
SYSTEM, THE STATE CAN
USE HAVA MONIES FOR
IMPROVEMENTS TO OUR
CURRENT SYSTEM.”**

The QVF Advisory Committee met in March, and the State gave us quite a presentation on proposed changes to the QVF system in the coming year. Ken Bosare, the QVF programming guru, explained that, for the last few years, since he came on board to manage the QVF system, he has made several system “tweaks”, which he defined as a “band-aid” approach. These short-term fixes kept the system operable and accomplished the tasks that we as Clerks need.

As you probably know,

HAVA monies were made available to states for development of state-wide voter registration systems. Since Michigan was in the forefront on this and already has a system, the State can use HAVA monies for improvements to our current system. And we all agreed that the system could use a few! Even Election Consolidation requirements, in some cases, are not met as yet, but will be with the planned upgrades.

So, towards the end of this year and beginning of next,

we will see many new things with QVF, and I'm sure we will all be happy with the needed improvements. If there is anything that you feel should be done to the QVF system at this time, please feel free to email your requests to me at kdornan@ci.farmington-hills.mi.us or call me or any member of the Advisory Committee.

I hope you will all agree that in this case,

CHANGE IS GOOD!!!

*Kathy Dornan, CMC, Clerk
City of Farmington Hills*

MAMC WEBSITE UPDATE (We're getting there!)

What is our favorite website address??
Why, it's . . .

www.michiganclerks.org!!

The newly revised MAMC website is up and running and while there is still plenty of information to add and keep up, the site is full of information on everything from conference to scholarship opportunities, to contacts, to our 2005 calendar of events, etc.

The Board is in the process of purchasing software so that your Board members can handle daily updates, to add and remove items to keep the site cur-

rent, and to provide “hot items/current events” on the home page. This is a work in progress and while we ask for your patience until its completely done (if it ever can be??) we also look for any suggestions you may have to make it better. Let us know what you would like to see on the site or what information should be added to help clerks in their daily functions and job duties. We accept any and all comments!! Email me at:

kdornan@ci.farmington-hills.mi.us or call me at 248.871-2422. Thank you.





THE NOMINATING COMMITTEE PROUDLY ANNOUNCES 2005 MAMC BOARD CANDIDATES

*Tommi L. Bartholomew, MMC
Clerk, City of Troy*

The Nomination Committee is happy to announce the slate of officers for 2005. The slate of officers has been forwarded to the MAMC Board and will be placed before the General Membership as follows:

1. Gail Kunding, MMC – President (City/Village)
2. Janet Santos, CMC – First Vice-President (Township)
3. Dana Muscott, CMC – Second Vice-President (City/Village)
4. Ann Ulrich, CMC – Third Vice-President (Township)
5. Betty Kennedy – Director -Treasurer (At-Large)
6. Evan Hope, CMC – Director (Township)
7. Robert Schockman – Director (Township)
8. Deborah Minor – Director (City/Village)

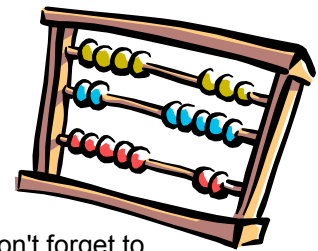
This slate will be presented to the MAMC General Membership for election at the Annual Conference to be held June 21-24, 2005 in Frankenmuth. Pursuant to the Bylaws, nominations will also be taken from the floor.

REMINDER: Each member **CLERK** shall be eligible to cast one vote. In the absence of the Clerk, the Deputy Clerk or designee may cast a vote if the Clerk **IN WRITING** has granted permission or if there is a vacancy in the office of Clerk for that municipality. Please visit the web site www.michiganclerks.org to view the Bylaw governing this provision - MAMC Bylaws Article VIII – Voting.

*Betty L. Kennedy, CMC, Clerk
Village of North Branch*

TREASURER'S REPORT

Beginning Balance March 1, 2005:	\$ 94,705.07
Income:	\$ 38,576.06
Expenses:	\$ 27,963.67
Fund Balance period ending 3/31/05:	\$105,317.46



To date, the Association has collected \$37,950 in membership dues.

If you've not yet sent in your membership dues, please do so as soon as possible and don't forget to register for the upcoming annual conference. Join the 254 members already registered for a great networking experience in Frankenmuth!



Educational Opportunities Annual Conference * June 22 through June 24, 2005

*Terry Bennett, CMC, Clerk
Canton Charter Twp.*

A wide variety of classes will be offered at the Annual Conference in Frankenmuth, June 22- 24, 2005. The Committee's goal in developing a class schedule for this year's Conference, was to provide useful educational/informational sessions that would benefit Clerks and Deputy Clerks at any experience level.

In addition, a full-day **Pre-Conference Master Academy Class** will be held Tuesday, June 21. The cost for the three-credit class is \$85.00, which includes lunch, beverages and materials. You can find the registration form in the Conference Brochure or online at www.michiganclerks.org.

At the same date and time, a **Clerking 101** class will also be offered. Topics include Ethics, Open Meetings Act, Parliamentary Procedure, Agenda, Minutes, Freedom of Information Act, Records Management, Oaths of Office, Ordinances and more..... The cost for the class is \$40.00 and includes lunch and materials. The registration form, which was mailed with the Conference Brochure, is also available online at www.michiganclerks.org.

Please check your Conference Brochure or visit us online to see all the other great educational opportunities scheduled for this year's conference.



NOTEWORTHY ACCOMPLISHMENTS

Linda Shannon, CMC, Clerk
City of Auburn Hills

Motivated by a desire to promote the professional and personal growth of municipal clerks, the International Institute of Municipal Clerks (IIMC) provides a wide range of educational and professional development opportunities. The Institute has supported local clerks since 1947. Furthering their involvement in 1969, IIMC designed and implemented the first Certified Municipal Clerk (CMC) Program, which recognizes municipal clerks who have met the Institute's requirements and have achieved basic levels of professional competency. Meeting these high standards and attaining this distinguished designation are:

Joseph Bridgman, CMC
Deputy Plymouth Charter Township

Pamela J. Lavers, CMC
City Clerk/Acting Manager, City of Fraser

Kathleen Buda, CMC
City Clerk, City of Dearborn

Catherine M. Lentz, CMC
Village Clerk, Village of Nashville

Karen Helmlinger, CMC
City Clerk/Planner, City of Whitehall

Mary Jane Leslie, CMC
City Clerk, City of Rochester Hills

Evan Hope, CMC
Township Clerk, Delhi Charter Township

D. Wayne O'Neal, CMC
City Manager/City Clerk, City of Eastpointe

Sheri Kersterke, CMC
Village Clerk, Village of Berrien Springs

Melanie Rauvala, CMC
Deputy Clerk, City of Royal Oak

Recognizing the need for continuing professional education, the IIMC established the Master Municipal Academy (MMCA) as a means of providing advanced training, monitoring professional participation and offering an even greater level of certification. In pursuit of this prestigious designation, the following CMCs have advanced as follows:

Accepted as Member of the Academy –

Catherine Buck, CMC
City Clerk, City of Walled Lake

Marcia A. Jeske, CMC
City Clerk, City of Roosevelt Park

Gayle K. Webster, CMC
City Clerk, City of Burton

First Level Designation –

Lee Ann O'Connor, CMC
City Clerk, City of Rochester

Karen J. Thomas, CMC
City Clerk, City of Belding

Sharon Pinch, CMC
City Clerk, City of Hazel Park

Nancy M. Weiss, CMC
City Clerk, City of Birmingham

Second-Level Designation –

Ann Marie Becker, CMC
City Clerk, City of North Muskegon



As always, our sincere congratulations to all!

Village of Oxford * Village Clerk/Assistant Manager

Population: 3,540

Compensation: DOQ

Closing Date: May 30, 2005

To Apply: Send cover letter, resume and salary history to: Village of Oxford, K. Joseph Young, Village Manager, P.O. Box 94, 22 W. Burdick St., Oxford, MI 48371-0094.

HELP WANTED

Job Description: The Village Clerk/Assistant Manager works under the general direction of the Village Council and Village Manager. CMC preferred. Candidate should have considerable knowledge of elections, custody of official documents, budget preparation, purchasing, audit, grants, and accounting systems. Three or more years of progressively more responsible experience with governmental accounting, grant and budget preparation, and financial systems.

Also recruiting for Village Treasurer. Please address inquiries to the above contact.



*Gail Kunding, MMC, Clerk
City of Muskegon
Janet Santos, CMC, Clerk
Bangor Charter Twp.*

CEO & Legislative Committee Report

The Council of Election Officials (CEO) and the MAMC Legislative Committee members have been reviewing all bills currently before the legislature. The Legislative Committee and CEO meet monthly at 9:30 am and 11:00 am, respectively, at the Delta Township Hall in Lansing. The next meeting will be held June 15, 2005. The Committee meetings are open to the membership and the public. Your attendance and input are encouraged and welcome.

The "hot topics" in Legislation is "No Reason Absentee Voting" and "Early Voting". The House passed a substituted HB 4569 on April 19, 2005. This bill focuses on both of these hot topics with provisions that are optional for the Clerk.

A reception was held May 18, 2005 at the Capitol Building that provided an opportunity to meet with our Legislators and discuss the important issues affecting the duties and responsibilities of the Clerk's office.

Your comments are helpful and appreciated. Please feel free to contact Gail Kunding at 231.724.6721 or Janet Santos at 989.684.8041.

Membership News

*Dana L. Muscott, CMC, Clerk
City of Bay City*



Thank you to everyone who returned their membership applications for 2005! Thank you also to everyone who paid the additional \$10 that was not included in the initial membership mailing! We currently have 870 active members, and we are working on a comprehensive list of retired Clerks and Deputy Clerks.

Website/List Serve – COMING SOON...

I am in the process of updating the membership records on our new MAMC website with the information provided on your 2005 Membership Application. If you are interested in being on the list serve but did not include an email address on your membership application, please email me at DMuscott@baycitymi.org. Please check the website first to see if a mailbox appears with your info before mailing me your email address.

WOW! 870 Members.... Or as We Like to Think of it, 1,740 Hands!



With all those hands out there, we're hoping many of you will be interested in lending one to the good works of our worthy organization. Following elections at the Annual Conference in June, a new Board year will begin. The President will assign new roles and responsibilities to the Board of Directors, who will then form the committees responsible for the programs and services provided by our organization. We are looking for greater input, fresh ideas and a few more hands to join the many hardworking clerks presently serving on the various committees. Please consider volunteering for one of our committees and enjoy the satisfaction of giving back to an organization that gives so much. Call or email any of the board members on Page 7 to find out more about the service committees and/or express your interest in serving.



M-100

OPTICAL SCAN USERS GROUP MEETING

If you are one of the many municipalities soon to be using the HAVA funded M100 voting system, plan now to attend the June 9, 2005, Optical Scan Users Group Meeting in Saginaw. The event, replaces the former Optech Users Group Meeting and will provide relevant training on the M-100 and will also offer a wide range of information on electronic voting procedures. The day-long meeting runs from 8:00 AM until 5:00 PM at the Horizon Center on State Street in Saginaw. Please contact Gail Kunding at 231-724-6721 or gail.kunding@postman.org for additional information.





Michigan Association of Municipal Clerks 2004 - 2005 Board of Directors

President

Terri Kowal, CMC
Shelby Charter Twp. (Macomb)
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Shelby Twp., MI 48316
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tkowal@shelbytpw.org
Term expires: 2005

First Vice President

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Second Vice President

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Third Vice President

Kathryn A. Dornan, CMC
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Term expires: 2005

Director – Secretary

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Term expires: 2006

Director - Treasurer

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Director, Conference Comm. Chair

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Delhi Charter Township (Ingham)
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Immediate Past President

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Director, Conference Comm. Vice Chr.

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Director - Education

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Director–Ways/Means-Media Relations

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Director – Newsletter

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SPRING NEWSLETTER

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Frankenmuth Bavarian Inn Lodge

June 22—June 24, 2005

Hope to see you there!