1. Call to Order by President Sarah Bydalek

2. Roll Call

Members present: Bydalek, Kasunic, Venema, Crawford, McManus, Clark, Hathaway and Howard.

Wright arrived at 1:07 and Bridgman arrived 1:10

Attempt was made to call Courtade, Perales and Thompson by phone without success.

Motion by Hathaway supported by Clark to excuse Courtade, Thompson and Perales from attending the meeting due to scheduling conflicts. Motion carried without opposition.

Also present, Tara Paksi of GCSI

3. Approval of Agenda

Hathaway requested to add an honorary membership for Teresa M. Myers, Emmett Township. Hathaway reported she had just received the request and had not vetted the member.

Motion by Howard and supported by Kasunic to approve the agenda as presented. Motion carried without opposition.

4. Approval of Minutes – December 14, 2016

Motion by Kasunic supported by McManus to approve the meeting minutes as presented. Motion carried without opposition.

5. Treasurer’s Report - Receive Financials

Motion by Clark supported by Venema to accept the financial reports as presented. Motion carried without opposition.

Board discussion about accepting credit card payment for MAMC events. MAMC currently has a Pay Pal account. Consensus was to continue with the Pay Pal account and not open another account through PNC.

Clark reported she has opposed to the Treasurer receiving compensation for all the necessary work required by the position. She suggested considering compensating the Treasurer for the time involved with doing the job. GCSI delivered more than 200 membership checks to Treasurer McManus for deposit at the meeting.

Tara Paksi of GCSI reported they have received several request from members asking if their dues have been received. GCSI has assisted when possible. The board suggested the members ask their municipality’s accounts payable department first.

6. No Unfinished Business
7. New Business

President

MAMC will host with IIMC the Region V IIMC Meeting March 2-4, 2017 at the Amway Grand Hotel, Grand Rapids MI.

There are approximately 25 registrations for the Region 5 meeting. Most from outside Michigan. Bydalek reported 50 registrations are needed for MAMC to break even for the event. She encouraged all local clerk associations to promote the event.

The PAC report was received and we have vendor space at the Michigan Townships Association’s annual Educational Conference in April. Bydalek asked who would be attending the MTA Conference that could help out at the MAMC booth. MTA Conference dates are April 10-13, 2017 at the Lansing Center. The MAMC vendor booth would be open April 11th 9:45-2:45 and April 12th 9:45-1:30.

8. Director Reports:

   a. CEO / Legislative

CEO met earlier this day and identified 13 priorities. They will be presented at the meeting.

Kasunic reported details will be coming out in the next few weeks about the replacement election equipment from the Bureau of Elections. Three election equipment companies are to be used in Michigan: ES&S, Dominion and Hart. It was reported counties will be responsible for choosing which equipment they will be selecting in the next few weeks. The local costs for the equipment was reported as ES&S at $0, Dominion $957 and Hart $1,138 per tabulator. BOE is to be responsible for the first five years of maintenance. The next five years (years 6-10) will be the local municipalities’ responsibility. AV counting board tabulators are to be funded. The BOE will format how many AV tabulators will be funded for each municipality. The BOE will not fund spare tabulators.

Delivery of new equipment could be in time for August 2017 for those with an August election.

   b. Newsletter / Website

Newsletter will be available at the end of January by email and mailed to members.

Brief discussion was held that members are unable to update their profile on the MAMC website to include CMMC. The member profile update currently does not allow adding the CMMC designation by the member. The question then became how was the member’s designation added? Howard offered to look into the issue.

Venema reported she has been contacted by a company interested in quoting website updates. It was discussed looking into the website update be held off until after Summer Conference. At that time the President could assign a director to review the website options.

Thompson joined by phone but connection was lost.

   c. Membership / CMMC

Hathaway reported the membership has 232 CMC members, 36 have recently been recertified and total membership is 690 members.

Hathaway reported there is an issue with the membership expiring in December and the deadline for the dues being the last day of January. It was also reported that some municipalities are not able to pay for a membership starting in January in December.
Consensus was to leave it the way it is with membership year January – December and dues paid on or before January 31 to prevent a $15 late charge.

Member’s services are suspended after January 31 if dues are not paid. Membership status is also verified when a person registers to attend a MAMC event.

Hathaway reported she received an honorary membership application from Teresa M. Myers, Emmett Township without reason for granting the membership. She will bring it back to the Board next month.

Honorary Membership for Mary Steflja, retired Deputy Clerk, Troy MI

Motion by Hathaway supported by McManus to approve the Honorary Membership of Mary Steflja, retired Deputy Clerk of Troy MI. Motion carried without opposition.

Review Application for Ann Vollrath

Ann Vollrath is a clerk in the City of Houghton requesting to recertify her CMMC designation. Vollrath’s application was short one point for recertification without the approval of the additional educational training submitted for credit. The additional training included NMPSA, MEDC and MAP training. Hathaway requested Board consideration to include labor law and municipal planning training for CMMC designation.

Motion by Hathaway, supported by Kasunic to approve the additional training in labor law and planning for recertification of CMMC. Motion carried without opposition.

General Discussion – certification criteria

Hathaway requested the Board to permit any training related to local government be accepted for recertification. She reported that 20 points is currently required, 14 are to be from MAMC education 2 points for online classes and 6 points from miscellaneous. Hathaway requested consideration to expand miscellaneous points to 8. Discussion continued that the recertification point questions can be decided by the Executive Committee without the full board involvement. The Executive Committee can expand the acceptable list of course work.

Discussion continued regarding the effort and time that is required to review recertification applications at the board of directors meeting. It was reported that the IIMC does not currently have a recertification requirement for CMC and is considering requiring recertification.

Motion by Wright, supported by Howard to stop MAMC recertification of CMMC following the current IIMC policy of certification. Motion failed.

Hathaway asked if there was any change in the points for web online and miscellaneous education. Bydalek no motion was made therefore no changes in the points.

d. Conference

Howard reported site visit was conducted January 12th of the Kalamazoo Radisson with Thompson and Tara Paksi of GCSI. Howard reported it is a beautiful space and not the walking involved as last year’s venue. Menu is under review. DJ is booked for Thursday night’s entertainment and photo booth. Still the possibility of having both a keynote and educational speakers for Wednesday.

Perales joined the meeting by telephone at 2:20 pm.
Howard continued to report about the app for the conference. He has reviewed two different apps and recommends the Crowd Compass App. The Crowd Compass will build the app and does not require continuous internet connection. Sponsorship for the app is being considered.

Motion by Bridgman seconded by Kasunic to enter a three year commitment with Crowd Compass at the cost of $4,010 for the three years including the Event Bright connection. Motion carried without opposition.

e. Ways & Means

Revisions to SR 12 – Attendance Policy

Three proposed revisions to SR 12 Attendance Policy were presented. All three were discussed and rejected. Another revision is to be presented at the next meeting. Also discussed the updated attendance policy would be included with registration packet.

Sign in to class, signing out of class or sign in for the day was discussed with the thought that MAMC is not babysitting the member’s attendance. The member’s action should be governed by the MAMC Ethic Policy. The board voted to end scanning in and out of class at the September 21, 2016 meeting.

Perales asked if new candidates for the board will be made aware they offered the opportunity to speak to the membership at the time nominees are introduced and nominations are called for from the floor. Bridgman agreed to notify the nominees.

COTY Update

10 City 7 Township 3 Village entries this year

Resolutions/Proclamations –

Bydalek reported Retirement Resolutions for Terri Bennett and Deb Hamilton have been sent. Bennett served 21 years as Clerk in Canton Township. Hamilton retired from Peninsula Township after serving 8 years as Deputy Clerk.

f. Education

Free Education Day Update – April 27, 2017

Clark reported BOE will talk about lessons learned from the recount and new equipment in the morning session. She is still working on the afternoon session.

Master Class Information, classes are now listed online.

Mary Bender is requesting help with March 12, 2017 Institute registrations which opens at 3:30 pm and be a participatory in the workshop that runs from 5:30 to 9:30 pm.

Clark requested those interested in assisting with March 12th Institute and those interested in attending the March 16, 2017 awards dinner contact her by January 23, 2017.

Clark also reported she received an application for a scholarship to attend Institute. The applicant and supporting document indicated the municipality had budgeted for training. SR-31 states, the applicant must also provide proof that funds were denied by the municipality. Therefore the applicant is not eligible for scholarship as submitted.
g. **Past President**

Call for new Board Members

Bridgman reported The MAMC Nominating Committee is taking applications for the following Board of Directors positions; these will be on the 2017 Ballot at the Annual Conference:

- (1) **Third Vice-President, one year term – 2017-2018**
- (1) **Treasurer, two year term – 2017-2019**
- (3) **Directors, two year term – 2017-2019**

The deadline for nominations is April 1, 2017. Notice calling for nominations will be in the newsletter scheduled to be released the end of January.

Bridgman informed the board that the duties of past president include obtaining bids for future MAMC Conferences. Currently the locations are determined for 2017 and 2019 at Kalamazoo, 2018 Traverse City and 2021 Grand Rapids IIMC and MAMC will cohost the conference. Bridgman suggested it was too early make contacts for the 2020 conference. He suggested waiting until next year to request bids for the 2020 conference. Tara Paksi of GCSI agreed. She cautioned the board about contracting too far out when amount of rooms needed or services can change.

9. **Adjournment**

The board wished Director Leon Wright Happy Birthday.

**President Bydalek adjourned the meeting at 3:43 pm.**