1. Call to Order

2. Roll Call
   
   Excused Absence:

   Approval of Agenda
   
   a. Approval of Minutes – May 17, 2017
   b. Treasurer's Report - Receive Financials

5. Unfinished Business

6. Director Reports:
   
   a. President
   b. CEO / Legislative
   c. Newsletter / Website
   d. Membership / CMMC
      
      Teresa Meyers – Honorary Member
   e. Conference
   f. Ways & Means
   g. Education – Update on IIMC Education Points
   h. Past President

7. Adjourn
1. **Call to Order by President Bydalek at 12:14**
2. **Roll Call:**
   - Excused Absence:
     Motion by Clark, supported by Hathaway to excuse Courtade. Motion carried without opposition.
     (This is the third absence for Courtade this term year.)
   - **Also Present:** Tara Paksi, GCSI arrived at 12:27 pm
3. **Approval of the agenda:**
   Motion by Hathaway, supported by Thompson to approve the agenda with the removal of approved of the General Membership Minutes of April 27, 2017. General meeting Minutes approval will be considered at the General Membership Meeting at Summer Conference. Motion carried without opposition.
4. **Approval of the MAMC Board Meeting Minutes of April 19, 2017:**
   Motion by Clark, supported Thompson to approve the April 19, 2017 MAMC Board Minutes as presented. Motion carried with opposition. Perales and Bridgman voting no.
   Motion by Bridgman supported by Hathaway clarifying the action of the MAMC Board Conference Call Meeting Minutes of March 20, 2017 that used SR-46 in error instead of amending SR-17 to identify who was qualified to attend MAMC events. Motion carried without opposition.
5. **Treasurer’s Report presented by Treasurer McManus:**
   Motion by Perales, supported by Thompson to receive the Financial Report as presented. Motion carried without opposition.
6. **Unfinished Business:**
   - Proclamation for retiring BOE Director Chris Thomas and gift from MAMC will be presented at the President’s Dinner at Summer Conference.
   - Clark suggested in the future we set guidelines for recognition of service from MAMC.
7. **President:**
   - Bydalek reported there still needs to be work on creating timelines and identifying roles and responsibilities for board members. She is volunteering to work with Courtade.
   - Bydalek will attend the annual IIMC Conference which is required of the MAMC By-Laws.
   - Brief discussion was held that MAMC members are available to speak at county clerk organizations.
8. **CEO/Legislative:**
Kasunic reported that the CEO met earlier this morning. Represented Arron Miller, Chairperson of the House Committee on Elections and Ethic was in attendance and spoke about election topics.

9. **Newsletter/Website:**
Venema reported the newsletter has been sent. Job postings have been updated on the website. She asked Board members to send her their designations i.e. CMMC and CMC.

10. **Membership/CMMC:**
Hathaway reported the membership numbers as 913 active members, 6 new CMMC and 4 CMMC recertification.

11. **Conference:**
Howard and Thompson reported preparation is ongoing and going well. The deadline for conference registration is May 27th. The Radisson Hotel is sold out. The Radisson offered to contact other hotels to check availability. Registration for full conference is currently at 191, Clerking 101 is 107, Masters is 78 and vendors are at 24. The conference app is available now. General Meeting Minutes of June 2016 and April 27, 2017 will need to be presented at the general meeting for approval. Hathaway volunteered to provide CMMC information table at the conference.

Reminder members will receive SR-12 Attendance Policy and SR-47 Code of Professional Ethics and Conduct at registration. Members are required to sign in at registration to be credited for attendance.

12. **Ways & Means**
Perales reported the results of the Clerk of the Year Voting. Those receiving the COTY award will be announced at the Presidents Dinner at Summer Conference.

13. **Education:**
Clark reported that Free Education Day was well attended. Although there were 37 no-shows; there were 19 who registered that day.

Clark presented a scholarship application from Angela Cole, Deputy Clerk of Niles Charter Township. The By-laws were reviewed regarding the refund and scholarship requirements.

Motion by Clark supported by McManus to approve the scholarship application from Angela Cole, Deputy Clerk of Niles Charter Township. Motion failed.

14. **Past President:**
Bridgman presented amendments to SR-40 Board Elections.

Motion by Thompson, supported by Clark to amend SR-40 Application for a Proxy Ballot as presented. Motion carried with opposition. Crawford voting no.

15. **Adjournment**
Bydalek reminded the Board the next meeting will be 6 pm June 19th at the Radisson in Kalamazoo. The location is yet to be determined.
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<th>Name</th>
<th>Event</th>
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<td>Elections &amp; Government Reform</td>
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<td>Local Government; Elections &amp; Ethics</td>
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**2017 MAMC PAC Contributions to Legislators**

$1,275.00

**2017 Contributions to the MAMC PAC**

$1,145.00

**Current MAMC PAC Balance**

$2,719.92

**2016 MAMC PAC Contributions to Legislators**

$1,650.00

**2016 Contributions to the MAMC PAC**

$2,016.00

**2015 MAMC PAC Contributions to Legislators**

$3,625.00

**2015 Contributions to the MAMC PAC**

$3,968.00

**2014 MAMC PAC Contributions to Legislators**

$2,300.00

**2014 Contributions to the MAMC PAC**

$2,009.00

**2013 MAMC PAC Contributions to Legislators**

$2,950.00

**2013 Contributions to the MAMC PAC**

$2,904.00
2017 MAMC CMMC Report
As of June 12, 2017

Total CMMC Applications received: 266 (1st application was received 2/13/2014)

2 New CMMC Applications (June 2017): (these are included in the total above)
- Ronda Robinson, Long Lake Township
- Lisa Borgacz, City of Mount Clemens

2014 – 112 CMMC Applications  
2015 – 61 CMMC Applications  
2016 – 57 CMMC Applications  
2017 – 36 CMMC Applications  
Total 266

Total CMMC Recertification Applications received: 62

0 New CMMC Recertification Applications (June 2017)

3 CMMC Recertification pending applications  
(these are included in the total above, waiting on additional information from Clerk)
- Michelle (Shelly) King, City of Flushing
- Terri Kowal, City of Auburn Hills
- Michelle Wright, City of Manistee

As of December 31, 2016   112 clerks CMMC applications expire
As of June 12, 2017   59 clerks recertified
MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

2017 MEMBERSHIP APPLICATION

Due January 31, 2017

Name  Teresa M Myers
Municipality Emmett Charter Twp
Address  621 Cliff St.

Work Phone  269-968-0241  Home/Cell  269-225-7454
Email  Tmyers@emmett.org

Status  □ New Member  □ Renewal
Certification  □ MAMC-CMMC  □ IMC-MMIC  □ IMC-CMC

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I do hereby subscribe to the principles and ethics as described in MAMC's SR-47 Code of Professional Ethics and Conduct, which I affirm will govern my personal and professional conduct as a Municipal Clerk in the State of Michigan. I attest to having read, and understand, the Code of Professional Ethics, and as a member of MAMC agree to uphold all ethics rules as written.

Applicant Signature (required)  Teresa M Myers  12-5-16

Apply on-line at: www.michiganclerks.org
Payable by credit card or check made payable to MAMC
Memberships are non-transferable

Office Use Only
Date Received: _______  Check #: _______
Amount: _______

□ YES, I want to invest in the future of Michigan Clerks by donating to MAMC’s Political Action Committee (PAC). A separate personal check is enclosed made payable to MAMC Clerk PAC and mailed to the address above in the amount of $_________.

Michigan Association of Municipal Clerks | 120 N. Washington Sq, Suite 110A | Lansing, MI 48933-1609
Phone 517.372.MAMC | Fax 517.371.1170
d. Membership / CMMC

Hathaway reported membership numbers on track at 840.

Hathaway presented an application from Teresa Myers for Honorary Membership. Clarification was request if the applicant was in fact retired. The applicant appeared to be using the municipality’s email and the municipality’s website listed her as being the clerk.

Motion by Clark supported by Perales to postpone the consideration of Honorary Clerk Membership of Teresa Myers until the future meeting. Motion carried without opposition.

Bydalek suggested a setting up meeting time to discuss membership, CMMC and CMMC recertification process.

e. Conference

Howard reported he and Thompson met earlier to go over conference details. They are moving forward with a schedule of when things need to be done for the future. Howard reported Crowd Compass is waiting for payment before they start to develop the conference app. Bydalek responded she could take care of the payment using the MAMC credit card. This lead to discussion as to what was the limit on the credit card and how it has been an issue in the past. The Treasurer and President’s credit cards have combined credit limit. Bydalek asked McManus to check with PCM what the limit is and if it can be raised to $10,000.

Howard reported since there is no close by golf course available they are looking into an alternative activity. They are working with a sponsor to have an activity at the Kalamazoo Air Museum.

New sponsorship levels are being developed with the conference sponsorship at $4,000 and the App sponsorship at $3,000. Other levels are also being considered and will be sent out to vendors. Menu has been finalized. Menu cost have increase over last year. Looking to have both a keynote and educational speaker for Wednesday.

Conference gift this year will be a travel bag with the MAMC logo. Conference handout will be placed in the bag. Event Bright is the registration vender and will be ready soon on line.

Bydalek asked for everyone’s opinion of the conference cost. Discussion included that conference cost vary from location to location. Some years the cost are covered by the registration cost. Other years there has been a loss. Speaker costs, speaker transportation and the cost of food increase annually.

Motion by Bridgman supported by Clark to raise the conference fee $50 for 2017. The conference cost would increase to $350.

Hathaway offered a substitute motion.

Motion by Hathaway, supported by Perales to raise the 2017 conference fee by $25 bring the total to $325. Motion failed.

With the failure of the substitute motion the original motion was considered. Discussion continued with the conference costs for the 2021 IIMC that will be in Grand Rapids. MAMC members will receive discount rates for IIMC for the conference because Michigan will be the host state. It was reported the last increase in conference fee occurred in 2013.

Motion by Bridgman supported by Clark to raise the conference fee $50 for 2017. The conference cost would increase to $350. Motion carried with opposition of Perales voting no.
Shelley,

It was a pleasure speaking with you today and certainly look forward to future cooperative efforts with MTA to continue educating Michigan Clerks. I know that MAMC has enjoyed and appreciated the opportunity to participate in your conference as a vendor. I am also pleased to see the MTA’s Cindy Davis is an Associate Member of MAMC.

As promised, a link is provided below for MAMC’s CMMC Renewal Application form for your information. Also, should you be interested in perusing our organization’s website, it is www.michiganclerks.org.

http://www.michiganclerks.org/Certification/CMMCCertification.aspx  
http://www.michiganclerks.org/Portals/0/Documents/Resources/CMMC%20Application%20RECERTIFICATION.pdf

Your offer to initiate a sign-in procedure for MTA’s upcoming Clerk’s Retreat for purposes of issuing attendance/completion certificates, as well as marketing your retreat to include accredited points toward CMMC recertification, were suggestions that will serve the three-year recertification program well. I am also excited to hear how you plan to develop an attendance verification process for the MTA Conference.

As MAMC has realized a 27% increase in class attendance since roll-out of the Michigan program, I believe MTA will also see a rise in education participation. Take care Shelley, and I look forward to hearing from you.

Sincerely,

Lisa Hathaway, CMMC/MMC  
City Clerk/F.O.I.A. Coordinator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236  
313 343-2447  
313 343-5667 (Fax)

Director-Michigan Association of Municipal Clerks (MAMC)  
Chair - MAMC Membership/CMMC Program  
Member - MAMC Legislative Committee
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NM - No Meeting Held
A - Absent
P - Present
T - Telephoned In