1. **Call to Order**-Called to order at 1:00PM by President Chris Swope

2. **Roll Call/ Excuse Absent Board Members**- Chris Swope-President, Joe Bridgman-1st Vice President, Sarah Bydalek-2nd Vice President, Sue Courtade-3rd Vice President, Betty Kennedy-Director Treasurer, Lisa Hathaway-Director Membership/CMMC Program, Holly Thompson-Director Ways and Means, Mary Clark-Director Education, Lanie McManus-Director Co-Chair Education, Jennifer Venema-Director Conference, Jeremy Howard-Director Co-Chair Conference, Carolyn Boersma-Past President, Tara Paksi-GCSI.

_Motion by S. Bydalek with support by L. Hathaway to excuse Dawn Walker-Director Secretary._

_Motion approved. S. Courtade to take minutes in Walkers absence._

3. **Approval of Agenda**—_Motion by S. Bydalek with support by M. Clark to approve the agenda with the additions under CEO/Legislative add Legislative Reception and under membership to add Honorary/Lifetime membership._ Motion carried without opposition.

4. **Approval of Minutes**
   a. **March 16, 2015**—_Motion made by S. Bydalek with support from H. Thompson to approve the minutes as presented._ Motion carries without opposition.

5. **Treasurer’s Report**
   a. **Receive March Financials**—_Motion by C. Boersma with support by J. Venema to accept the March 2015 financials as presented._
   
   b. **Certificate of Deposit**—discussion ensued regarding board involvement with no decision made.

6. **Unfinished Business**—None discussed

7. **Director Reports**:
   a. **President**
      i. **Address of MAMC-Proposed Standing Rule 45**

Creation of this Standing Rule provides for one official address for the Michigan Association of Municipal Clerks.

**Standing Rule 45**

_Official Address of Michigan Association of Municipal Clerks_  
The official address of the Michigan Association of Municipal Clerks is:

_Michigan Association of Municipal Clerks_  
120 N. Washington Square, Suite 110A  
Lansing, MI 48933

The Resident Agent of the Michigan Association of Municipal Clerks is Governmental Consultant Services, Inc., and the Resident Address of the Michigan Association of Municipal Clerks is the official address. The address shall be updated with the State of Michigan and the Internal Revenue Service within 30 days of adoption of this Standing Rule.
All communication with members requesting, seeking, or encouraging communication, voting, or payment via physical delivery (US Mail, common carrier, courier, or other) shall use the official address as the mailing address. Such items shall include, but not be limited to:

- Membership forms and payment
- Institute registration and payment
- Masters Academy registration and payment
- Annual conference registration and payment
- Clerk of the year nominations and voting
- Free Education day registration
- Board of director applications
- CMMC submission and payment
- CMMC Re-certification and payment

All communications with vendors and financial institutions requesting, seeking, or encouraging communication, voting, or payment via physical delivery (US Mail, common carrier, courier, or other) shall use the official address as the mailing address. Such items shall include, but not be limited to:

- Conference registration and payment
- Membership forms and payment
- Sponsorship payment
- Bank statements\(^1\)
- Conference site proposals and contracts
- Invoices
- Contracts

Any conflicting Standing Rules of the Michigan Association of Municipal Clerks are superseded by this Standing Rule establishing the official address.

*Motion made by S. Bydalek and seconded by C. Boersma in support of the adoption of proposed SR 45 Official address of the Michigan Association of Municipal Clerks. Motion carries with a voice vote with dissention.*

\(^{1}\) The Treasurer and/or President may have an additional copy of the bank statement mailed to their preferred address.
conduct. This code also informs the public at large as to how the Association approaches matters involving ethics. The principles set forth in this code will govern the conduct of all members of the Michigan Association of Municipal Clerks.

II. Fiduciary Responsibility

A member will exercise prudence and integrity in the management of funds in his/her custody and in all financial transactions for which he/she is responsible and will maintain the safety of monies placed in his/her public trust.

III. Responsibility as Public Officials

A member will adhere to concepts of effective and efficient local government service being provided by elected and appointed Public Clerks, Deputy Clerks and Election administrators. A member will conduct himself/herself at all times in a manner which serves the public interest and enhances the stature of the profession. A member will uphold the letter and spirit of the law and report violations of the law to the appropriate authorities.

IV. Professional Development

A member will observe professional technical standards and continually strive to acquire knowledge and improve levels of competence in the statutory duties of the Clerk. A member shall encourage colleagues to improve their competence and set an example for those seeking to enter the field of Public Service.

V. Professional Integrity – Information

A member will respect and protect privileged information. A member will conduct government openly so the public may make informed judgements and hold public officials accountable. A member will be sensitive and responsive to inquiries from the public and the media.

VI. Professional Relationships

A member will maintain the highest ideals of honor, integrity, and objectivity in all professional relationships.

VII. Interactions with Others

Any form of discrimination or harassment that violates policy will not be tolerated. This policy forbids any unwelcome conduct that is based on an individual’s age, race, religion, sex, national origin, ancestry, marital status, sexual orientation, gender identity, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

VIII. Conflict of Interest

A member will not seek any favor or accept any personal gains which would influence, or appear to influence, the objectivity or conduct of official duties.
IX. Member Misconduct

The Association will not accept or condone unethical, harassing, or intimidating conduct under any circumstances. A member found by the Board of Directors to be in violation of any provision of this Code of Ethics and Conduct will be expelled from membership for a length of time to be determined by the Board and, if the member holds the designations of Certified Michigan Municipal Clerk, the Board may vote to revoke the designation; Certified Municipal Clerk and or Master Municipal Clerk the Board may request that the International Institute of Municipal Clerks Association revoke the designation.

By accepting membership in the Michigan Association of Municipal Clerks each member agrees to be bound and governed by this Code of Professional Ethics and Conduct.

Motion by J. Bridgman and with a second by S. Bydakle to adopt the new Standing Rule 46 and to create a summation BY-LAW to be placed before the membership for adoption at the June 24, 2015 General meeting. Carries without opposition. Thompson to seek input by Swope, Courtade and Clark as necessary.

b. CEO / Legislative

Legislative Reception is June 3, 2015 from 4:30-6:30PM at GCSI. A “Save the Date” mail chimp will be going out soon to MAMC, MACC, Senate and House Representatives. GCSI has arranged for an in-person delivery of their invitation to the legislators. MACC will be splitting the costs with MAMC for this event. $2,000.00 has been placed in the budget. At this time, costs are projected to be just over $1,200.00

i. Proposal 1-15-no consensus by the board to take a position on this proposal.

c. Newsletter/Website-April 15, 2015 is the standing deadline for newsletter articles. Courtade offered a revised date of Monday, April 20, 2015 By-Law language and candidates for Director 3rd VP spots should be in this issue.

i. Drop down code for online membership (follow-up from August)-Gravity Works can make our recommended changes to the website adding a drop down tab for membership, CMMC, CMC and MMC that can be self-administered by the membership. This would take approximately 3-4 hours. There are also some improvements to the site that would take approximately 2 hours to complete. Their hourly rate is $110.00.

Motion by L. Hathaway with a second by S. Bydalek to authorize Gravity Works to make the proposed changes up to 6 hours at $110.00 per hour, not to exceed $660.00. Motion carries without opposition,

d. Ways & Means- Ballots were made available at Basic Institute, Master Academy and Free Education Day. Membership can also mail in their ballots. The Deadline to submit a ballot is May 22, 2015.

e. Membership/CMMC- Membership is at 930 members. February membership was 863.

i. Honorary/Lifetime membership-Hathaway provided an overview of the research of other Clerk organizations. A term limit regarding Honorary or Lifetime was discussed. A revision to SR 41 is needed to make this change. Hathaway and Bridgman to review and bring back to the board.

Notice of Proposed By-Laws Amendment-Hathaway is creating a mail chimp to go out to the membership as notice of the change in dues structure. At the March 16, 2015
board members voted to replace the annual fee scale to a single rate of $60.00 per member. This revision to the By-Laws unifies one common fee for each Active member at $60.00 per year regardless of community size or number of MAMC members in their jurisdiction. The mail chimp will go out to members no less than 30 days before the MAMC Annual meeting June 24, 2015.

Hathaway also requested additional funds be available to have membership packets at all MAMC educational events. Motion by S. Courtade/support by H. Thompson to approve having membership packets at all MAMC educational events and the funding to cover the cost of these copies. Motion carries without opposition.

CMMC Certifications are at 141 with 17 new certifications since last month.

f. Education

i. Scholarship review/approvals

1. Applications were presented from:

Cathy Ganus, Buchanan Township Clerk for $300.00 Conference scholarship. She has not applied or received a scholarship for Conference. Motion by S. Courtade/S. Bydalek to approve this request. Motion carries without opposition.

Karen Gullan, City of Ironwood Clerk for $175.00 Master Academy on Tuesday and $300.00 Conference Scholarship. Motion by L. Hathaway/L. McManus to approve these requests. Motion carries without opposition.

JoAnne Keen, Vevay Township Clerk for $175.00 Master Class June 23, 2015. Motion by S. Bydalek/S. Courtade to approve this request. Motion carries without opposition.

McManus to confirm with Gullan and Keen their desire to accept the scholarship for Master Class for this one day event in place of a three day Master Academy session. All scholarships granted are one per lifetime and they would not be eligible to receive additional scholarship funds for Master Classes in the future if they accept this scholarship.

ii. Conference sessions-Speakers are all confirmed

iii. Institute recap-Membership attendance was up from last year.

iv. Masters Academy recap-Attendance numbers were up.

v. Free Education Day-288 Certificates were issued. A significant number of members arrived but were not signed up to attend. Others arrived late and were not issued certificates. The speakers were well received.

1. Recap of 2015 Deadlines in general-decided that this would be a good topic for our 2015 Board retreat.

2. 2016 venue reservation-Size restrictions-our membership has outgrown many facilities. Lansing Center can accommodate up to 1200 people. GCSI to see about securing an April 2016 date. A pattern for odd numbered years being higher attended years was discussed. Board discussed even numbered years at the Lansing Center odd numbered years could be in other parts of the State such as the H in Midland or The Bavarian Inn in Frankenmuth. Also discussed a possible three day Parliamentary Procedure program to be held in the fall.

3. With growing interest-consideration of two (2) Education Days-No decision was made.

4. State BoE Speakers at all venues (time allotment) no affirmative action was taken.
g. **Conference**-The Conference site and the secondary site are now booked to capacity. A listing of all accommodations will be compiled and placed on the website and S. Courtade will also add it to the facebook page. So far, 167 members have registered for Conference 22 Vendors have registered. 41 are signed up for the Walk/Run and 31 are signed up for the golf event. There are concerns that at this time, 90 people have reserved rooms at the conference rate but are not registered for conference. The Hotel will not honor the conference rate if not registered to attend the conference. J. Venema and J. Howard are working on this with the hotel to keep up to date information.

h. **Past President**
   i. **Director and 3rd VP Applications** C. Boersma informed the board that five City and three Township applications have been received. There will be a ballot vote. The next Past President meeting will be Thursday, April 16, 2015 at 10:00 AM.

8. **Adjourn**—meeting adjourned at 4:20PM.

PAC sheet was distributed to board members.

Minutes respectfully submitted by:

Susanne M. Courtade 3rd Vice President