MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Paksi Residence, 11053 Upton Rd., Grand Ledge MI 48837

Wednesday, August 21, 2013

1. Call to Order - at 1:00 p.m.

2. Roll Call:
   Present
   1st Vice President Chris Swope; 2nd Vice President Sue Hillebrand; 3rd Vice President Sarah Bydalek; Treasurer Betty Kennedy; Conference Chair Judy Bigney; Conference Co-Chair Jennifer Christian; Education Chair Tina Barton; Education Co-Chair Dawn Walker; Ways and Means Chair Cherilynn Brown

   Absent and Excused
   Moved by S. Hillebrand, seconded by D. Walker to excuse the absences of:
   Past President-Dan Kasunic; President-Carolyn Boersma; Secretary–Susanne Courtade; Director Membership–Lisa Hathaway.
   Motion carried unanimously.

   1st Vice President Swope administered the Oath of Office to new Director and Education Chair Tina Barton.

3. Approval of the Agenda
   Moved by S. Hillebrand, seconded by C. Brown to approve the agenda as submitted.
   Motion carried unanimously.

4. Approval of Minutes - July 31, 2013
   Moved by D. Walker, seconded by S. Bydalek, to approve the minutes as corrected to state the next meeting is to be held on “Wednesday, August 21, 2013.”
   Motion carried unanimously.

5. Treasurer’s Report - Receive July Treasurer’s report.
   B. Kennedy reviewed the report with board members.
   J. Bigney raised questions about where expenses are requested by Directors to be recorded versus where the Treasurer is recording them. C. Swope asked that B. Kennedy notify J. Bigney when expenses are recorded differently than requested. S. Hillebrand asked if B. Kennedy would supply the Board with a list of typical expenses that are budgeted under each line item.

   The Board was in agreement to discuss the budget in detail at the October retreat. J. Bigney asked that the discussion include financial software.

   Moved by D. Walker, seconded by S. Hillebrand, to receive the July, 2013 Treasurer’s report.
   Motion carried unanimously.

7. Director Reports
   a. President. No report.

   b. CEO/Legislative. C. Swope reported on HB4878.

   c. Newsletter/Website. S. Bydalek reported the quarterly newsletter has been mailed. D. Walker asked that the conference survey results be sent to the Board.

   1. Gravity Works Update.
      T. Paksi spoke regarding Gravity Works:
      - Amelia is available for the Board’s September meeting. The Board needs to let her know what it wants her to present.
      - Gravity Works doesn’t have a signed contract with the Board.
      - Fillable forms can be put on the website. Board members clarified the need is also to be able to submit the fillable forms from the website and to connect a completed form with payment.
      - A question was raised about how the Membership Chair gets membership data, resulting in a request to include the issue in the discussion, at the retreat, of what duties GCSI performs and what duties Board members perform.
      - Regarding updates to the website: can now stay logged-in for two weeks, but have to log-in again to post or reply because of spam – default setting that can’t be changed – when you post you can’t get an email sent to yourself. It’s 3rd party software and is not an option.
      - Will download updated module that should get rid of extra line on online registration form.
      - One hour charge for some of the work she has done and will be categorized as for the module.

      H. Walilko reported findings regarding the contract/proposal between the Board and Gravity Works:
      - Phase 1 is 90% complete and has a call in to Amelia on the other 10%.
      - Phase 2 – financial software integration
      - Phase 3 – GCSI will email both proposal and unsigned contract to Board. Need to decide if we want to sign a contract with Gravity Works.

      S. Bydalek commented that fillable forms need to be in place for membership renewals in order to have an accurate master list. T. Paksi reminded the Board it had been decided to send out prefilled membership renewal forms to current members, with a request that incorrect information be corrected. The Board was in agreement for GCSI to prepare and mail the forms.

   d. Ways & Means. COTY. Discussion on increasing voter turnout yielded consensus to allow in-person voting at Free Education Day, at Institute and Master Academy, as well as via mail. C. Brown is to revise timeline accordingly.

   Moved by S. Hillebrand, seconded by S. Bydalek, to amend Standing Rule 33, Clerk of the Year, to allow every Active Member, as defined in By-Laws, Article III Membership, Section 1. Active Members, one vote, and to clarify that nominees need to be Active Members of MAMC.
   Motion carried unanimously.

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e. **Membership.** GCSI reported there are 1151 records in the database, and 889 memberships for 2013, which is 50 more than in 2012.

C. Swope asked if the membership flyer is in the works. GCSI reported that L. Hathaway is working on it and will have design recommendations by the end of August.

f. **Education. Committee.**

C. Brown reported the Education Study Task Group met for the final time at Conference and adopted a recommendation regarding the future of Master Academy, web-based education and moving forward with a Michigan based Certification program.

During discussion Board members raised concerns about beginning development of a state certification program without knowing the costs involved, but were receptive to the overall recommendation if modified to create a task force to conduct an in-depth study of the costs and logistics of instituting the program.

Moved by S. Hillebrand, seconded by J. Bigney, to adopt the recommendation of the MAMC Education Study Task Group as amended to read:

1. Maintain the current three day Master Academy format.
2. Continue one day Master Academy with annual Conference.
3. Research and perhaps experiment with Web based courses.
4. The MAMC President and Education Chair will appoint a task force, consisting of representatives from the MMC Board, the State of Michigan Bureau of Elections, IIMC and clerks from all three branches of government: City, Township and Village, representing varying populations, to explore the development of a Michigan based Certification program that builds on the knowledge and skills acquired in Basic Institute (which will be continued).

The task force will focus on issues such as:

- How will the program be administered – privately or MAMC;
- How much the program will cost MAMC and the cost to local Clerks;
- How will the MAMC Board maintain and oversee the program, maintain the files and the follow up with participants in tracking their certification;
- Determine certification name and whether or not to assign “levels”, i.e. Michigan Certified Clerk, Level I, II or III;
- Provide a timeline for implementation;
- Provide an estimated budget for operation of the program.

Motion carried unanimously.

T. Barton announced GCSI is working on reserving Lansing Center for Free Education Day on February 27, and asked for suggestions for speakers. Addressing plans for Institute, she indicated she and the Benders are exploring offering more variety, with breakout sessions that will appeal to all levels of clerks, while still fulfilling IIMC’s curriculum requirements.

g. **Conference Committee.** J. Bigney announced the theme will be Motown, and J. Christian presented the tagline: Rolling on the River. The first site visit is August 29 at 1:00 p.m. T. Barton suggested addressing check-in efficiencies to avoid lines.
h. **Past President.** No report.

C. Swope thanked GCSI and Joe Bridgman for responding to the subpoena for Clerking 101 records, and announced the PAC balance is currently just under $3,700. B. Kennedy requested a PAC report be presented at every meeting. C. Swope noted full quarterly financial reports are available on the Secretary of State’s website.

11. **Adjourn.** Meeting was adjourned at 1:56 p.m.

Respectfully submitted,

J. Cherilynn Brown, CMC, Director