MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Delta Township
May 15, 2013

1. Call to Order
President Dan Kasunic called the meeting to order at 1:00 PM.

2. Roll Call:
Present
President- D. Kasunic, 1st Vice-President -Carolyn Boersma, 2nd Vice President- Chris Swope, 3rd Vice President-Sue Hillebrand, Treasurer -Betty Kennedy, Secretary-Sue Courtade, Education Chair - Cherilynn Brown, Education Co-Chair-Jennifer Christian, Conference Chair-Sarah Bydalek, Conference Co-Chair- Judy Bigney, Ways and Means-Dawn Walker, GCSI-Hillary Walliko

3. Absent and excused; Membership -Lisa Hathaway (requested to phone conference), Past President -Joel Hondorp
Motion by: C. Swope second by: S. Hillebrand, to approve

4. Approval of the Agenda:
Motion by: C. Brown, second by: B. Kennedy, to approve. Motion carries.

5. Minutes Review/Approval:
   a. April 17, 2013
Motion by: C. Boersma, second by: S. Bydalek, to approve. Motion carries

6. Treasurer’s Report:
Receive monthly Treasurer’s Report- B. Kennedy reviewed reports with board members. Motion by: C. Boersma, support by: J. Bigney, to receive the Treasurer’s report as presented. The motion carried.

7. Unfinished Business
   a. Final Language for the By-Law Change: After much discussion, the following proposed By-Law changes (italicized and stricken to be deleted or bolded to be added) were approved to be voted on by the General Membership at the Annual Meeting held Wednesday, June 19, 2013 and noticed by mail chimp email to the general membership on Thursday, May 16, 2013 in accordance with the following:

   ARTICLE XII AMENDMENTS: These bylaws may be amended at any meeting of the Michigan Association of Municipal Clerks by a 2/3 vote of the membership present and voting so long as notice of the proposed amendment is provided to each member no less than 30 days in advance of the meeting in which the amendment shall be voted on.

   ARTICLE IV BOARD OF DIRECTORS
   Section 4. Term of Office. The term of office for all directors shall begin at the close of the annual conference. The President, 1st VP, 2nd VP and 3rd VP shall serve for one year or until their successors are elected. The Secretary, Treasurer, and six Directors shall serve two years or until their successors are elected. Directors shall be limited to two, two-year terms. The number of terms of the Secretary and Treasurer shall not be limited. The Directors elected to the first Board of the

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1 Minutes amended and approved 7-31-13
Michigan Association of Municipal Clerks (in August 2000) shall have the following terms: three with 2-year terms and three with 3-year terms.

Section 6. Duties of Directors. The duties of the Directors of this Association shall be as indicated in these bylaws, as prescribed by the Executive Committee, and additionally, but not limited to, as follows:

1st Vice President: The 1st Vice President shall assume the duties and responsibilities of the President in the event of his/her absence, the incapacity, or vacancy of the position. He/She shall also preside as the Chair of the CEO to Michigan Association of Municipal Clerks and alternate the CEO Chair with the County Clerks Association and shall be a voting member of the Legislative Committee. The 1st VP shall serve as the Liaison to the Michigan Secretary of State and the Bureau of Elections. The 1st Vice President may decline this role and allow the President to assign them a role along with the Directors.

2nd Vice President: The 2nd Vice President shall be Chair of the Legislative Committee and be a voting member of the CEO. The 2nd Vice President may decline this role and allow the President to assign them a role along with the Directors.

3rd Vice President: The 3rd Vice President shall serve as Chair of the Publications Committee and serve as coordinator/Editor of the Michigan Association of Municipal Clerks Newsletter and shall be responsible for the distribution and publication of a newsletter at least quarterly. The 3rd Vice President shall be responsible for all other publications of the Association such as special flyers, promotional materials, etc. The 3rd Vice President is also responsible for updating and maintaining the Michigan Association of Municipal Clerks web site. The 3rd Vice President may decline this role and allow the President to assign them a role along with the Director.

Motion by C. Swope second by S. Courtade to approve and notice the membership these proposed changes. Motion carried.

b. Standing Rule 27. Hathaway emailed to the board the agreed upon changes to SR-27. C. Swope confirmed agreement. Motion by: S. Courtade second by: C. Swope to approve these changes as of May 15, 2013. Motion carried.

c. Gravity Works-clarification of work. Tara and Hillary met with Gravity Works to discuss several area voiced by the board as concerns. Email errors and forum attachments are still not working as expected. The board is asking for a better fix, the option proposed is not acceptable. Amelia with Gravity Works is willing to attend a future meeting of this board to go over areas of concern as part of the agreement. Board members requested a copy of the signed contract. The membership Directory is not up to date. Hillary estimated 300+ persons are still on the directory but are no longer active members. She will ask Gravity Works if there is the ability to clean this up and tie this to membership renewals.

8. New Business:
   a. Clarity on conference expenses (President & Region V)
      Standing Rule-14 President’s Attendance at MML & MTA states MAMC Has the responsibly to cover the costs incurred for the President or designee to attend. Standing Rule-15 goes on to state the expected Travel Expenses. The MAMC has used compensated rooms by the venues as available and paid for the remainder to house the SOS, BOE, Region V, IIMC and MAMC President as needed at our annual conference. Consensus of the board was to continue this practice at this time but to revisit at future meetings as it should be clearly addressed under the Standing Rules.
   b. Scholarship: Two persons have applied for scholarship. Cara Laurain, Deputy Clerk of Huron Township, and, Brian Fairbrother, Deputy Clerk of Shelby Township. Motion
by: B. Kennedy second by: S. Bydalek to approve these requests contingent on FT status confirmation and a denial letter provided by their Board. Motion carries.

9. Director Reports:

a. President: D. Kasunic, discussed possible By-Law change for Absences clarification

**ARTICLE V  BOARD OF DIRECTOR MEETINGS, Section 3. Quorum and Voting Requirements.** A majority of the directors then in office and a majority of any committee appointed by the Board constitute a quorum for the transaction of business. The vote of a majority of the directors or committee members present at any meeting at which there is a quorum shall be the acts of the Board or the committee, except as a larger vote may be required by the laws of the State of Michigan, these bylaws or the Articles of Incorporation. A member of the Board or of a committee may participate in a meeting by conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear one another. Participation in a meeting in this manner constitutes presence in person at the meeting, limited to two conference calls per year. *(Bolded and italicized proposed wording added)*

Motion by: J. Bigney, second by: S. Bydalek to amend Article V Section 3: to limit the ability to phone into a board meeting to two conference calls per year adding this amendment to the mailchimp as notice for membership vote at the general meeting Wednesday, June 19, 2013 per ARTICLE XII referenced elsewhere in these minutes. Motion carries with opposition.

b. CEO-C. Boersma discussed various updates being presented. These include a proposed FOIA bill limiting the cost to .10 cents per page copied and removing the costs incurred to prepare and also the publishing requirements for minutes. **Legislative-** C. Swope provided a handout and an update of the Legislative list of priorities. Motion by: C. Swope second by: C. Boersma to accept the provided list of priorities. Motion carries.

c. Newsletter/Website-S. Hillebrand thanked Hillary for her assistance with the newsletter and website. Hillebrand discussed adding board member photos to the back page of the newsletter. Need to encourage membership to add their photos to the website directory.

d. Ways & Means-D. Walker gave an update on COTY the deadline for accepting these ballots is May 21, 2013.

e. Membership Update-N/A as L. Hathaway was excused from the meeting.

f. Education- C. Brown and J. Christian have confirmed all speakers for the conference. Board approved purchase of CD’s or USB devises for Clerking 101 attendees. C. Brown to purchase and be reimbursed. Motion by: S. Hillebrand second by: C. Boersma. Motion carries.

g. Conference-J. Bigney reported on the committee site visit to Frankenmuth. Bydalek handed out board shirts.

Board members are to wear their blue shirts Wednesday from 10:00AM -3:00 PM. The yellow shirt is to be worn when volunteering/assisting with conference duties. S. Bydalek reported on the inclusion of all reports in the brochure booklet and showed off the conference gift.

h. Past President-N/A as J. Hondorp was excused from the meeting.

10. Adjourn: Meeting adjourned at 2:40 P.M.

Respectfully submitted,

Susanne M. Courtade CMC, Director/Secretary

*The next meeting of the MAMC Board of Directors will be held Wednesday, July 17, 2013 at Delta Township Hall at 1:00 PM*