1. **Call to Order:** Meeting was called to order at 1:05 PM by President Carolyn Boersma

2. **Roll Call/ Excuse Absent Board Members:** Present: C. Boersma, Chris Swope, Joe Bridgman (by telephone), Sarah Bydalek, Betty Kennedy, Sue Courtade, Tina Barton (arrived at 1:12), Cherilynn Brown, Jennifer Christian, Judy Bigney, Lisa Hathaway, Tara Paksi w/GCSI. Jeremy Howard and Mary Clark were also in attendance as guests.

   *Motion to excuse Dawn Walker was made by C. Swope/L. Hathaway. Motion carries.*

3. **Approval of Agenda:** Motion to approve by C. Brown/S. Bydalek. Motion carries.

4. **Approval of Minutes-March 11, 2014.** Motion by B. Kennedy/ S. Bydalek to approve as presented and was carried by voice vote.

5. **Treasurer’s Report-Receive March Financials:** Motion to approve by: S. Courtade/S. Bydalek, carried without opposition.

6. **Unfinished Business:**

   a.) **CMMC Certification-GCSI contract.** T. Paksi explained that GCSI is proposing a one year contract beginning back to April 1, 2014 in the amount of $300.00 per month to provide services on our Certified Michigan Municipal Clerk (CMMC) program. To date, 51 applications have been filed. The time spent and the work needed will be reviewed next year and be updated as necessary.

   *Motion by: C. Swope and seconded by L. Hathaway to approve this contract for one year. Motion carries without voiced opposition. Boersma will send the completed contract out to board members.*

   b.) **Proposed SR43-CMMC:** This was broken down as a by-law and as a SR. Corrected the Standing Rule number as SR43.

   Assignment of CMMC duties: Discussion and concerns on assigning this to the duties of the Membership Director position. Concerns voiced centered on the possibility of a new director to the board being assigned this large task without much general knowledge of the program. Several members saw a better fit and possibly more appropriate as an additional duty of the 3rd vice-president.

   *In conclusion, the motion was made by D. Kasunic and seconded by J. Bigney to amend the presented by-law to:*

   “Article IV Board of Directors Section 6. Duties of Directors.

   **Director-Membership/CMMC:** This Director shall serve as Membership Coordinator and shall be responsible for the maintenance of all membership records as currently being maintained by the association. This Director shall be responsible to prepare and mail all membership applications, and pins, and coordinate receipt of membership funds with the Treasurer. This Director shall be responsible for maintaining and mailing the Michigan Association of Municipal Clerks membership brochure. This Director shall serve as Certified Michigan Municipal Clerk (CMMC) certification coordinator in cooperation with the executive Committee.”
President C. Boersma called for a roll call vote: Kasunic-Yes; Bigney-Yes; Bydalek-Yes; Kennedy-Yes; Hathaway-Yes; Brown-Yes; Courtade-Yes; Christian-Yes; Barton-Yes; Swope-Yes; Bridgman-No; Boersma-Yes. Motion carried 11yes/1 no.

c.) Proposed SR 41 or 43:

Motion by: Brown/Bydalek to move proposed by-law language to SR43; referred back to Brown/Hathaway to work on and re-present to the board.

Proposed By-Law Amendment - Article III Membership. This amendment clarifies the statement that all active membership has one vote each.

“Section 1. Active Members. Any person who is an active elected, appointed, or acting Clerk or Deputy Clerk or their counterparts with a different title, acting in the capacity as such on a part-time or full-time basis shall be admitted to active membership in this association by making application and by paying the dues required. All active members have the right to vote, debate, attend meetings and classes etc. All active members may cast a vote for Clerk of the Year.”

Motion by: Swope/Brown to place the proposed by-law amendment in front of the Membership to vote on at the June 2014 General meeting carries without voiced opposition.

Standing Rule SR41 to be re-written to include the rewording of active membership and is not transferrable.

Secretary/Treasurer by-law revision: cleanup to reflect the change removing term limits. Put to general membership vote February 2015 to have this by-law amended.

SR44 Investment Policy: The proposed policy was sent out earlier and outlines investment options.

Motion by Kennedy with a second by Christian to adopt SR44 as the organizations Investment Policy. Motion carries.

7. Director Reports:

a. President- No Report

b. CEO / Legislative – Reporting legislative changes to membership: Swope provided an updated PAC contribution list to the membership. Noted that when CEO is cancelled, Legislative is as well. A notice will be provided to Delta Townships Clerk in case they receive calls or questions. Paksi wanted to make sure that all board members knew that they are welcome to attend GCSI sponsored legislative events.

c. Newsletter/Website- moving forward, all legislative changes will be promoted on the research page of the website and broadcasted to the membership through a “mail-chimp” noting information that may be of interest. The 1st and 2nd Vice-President’s information will be posted as a point of contact.

d. Ways & Means-Brown reported that COTY Ballots are steadily being mailed in. Voting was available at Free Education Day, Basic Institute and also at Master Academy. In addition, several “mail-chimps” are scheduled to go out as well.

e. Membership Update-Hathaway reported contacting several clerks that have not renewed their membership and shared their comments with the board members.

f. Education-Barton reported on a conference committee session being held on April 28, 2014 from 11-2 at the City of Fenton office with Lew Bender. Barton would like to make sure that a lunch is provided for this session.
Motion by Swope and second by Bydalek to approve the MAMC paying for lunch for this event. Motion carries without voiced opposition.

g. Conference-brochures have been mailed and registrations are beginning to come in. Discussed the scanner procedures. Bigney showed off the conference committee tees. We are currently using Event-Brite as our on-line registration. Kennedy as Treasurer and GCSI should receive a notification when a registration is made in order to better track attendees and funds coming in.

Motion by Bydalek and second by Kasunic to adopt and mirror the IIMC Attendance policy. The new MAMC Attendance policy SR45, specifies that attendees may miss up to a total of not to exceed 15 minutes per education class. Motion carries without voiced opposition.

h. Past President- Kasunic noted that the 2017 MAMC Conference location chosen for consideration is Frankenmuth. Board members continue to be concerned that this location does not adequately fit our needs. There were several issues last year regarding classroom and meal location. Paksi reported that she has been discussing these concerns with the Frankenmuth staff and they are making assurances that a better layout can be accomplished. The Board would like to discuss this further before committing. The slate for the 2014-15 elections is a follows:
Director City or Village: Lisa Hathaway; Jeremy Howard
Director Township or County: Jennifer Christian; Mary Clark.
3rd Vice President, Township: Sue Courtade

Elections will be held by the general membership at the conference in June.

8. Adjourn- Meeting adjourned at 3:30 PM.

Respectfully submitted by

Susanne M. Courtade CMC, Board of Director-Secretary

Next meeting will be Wednesday, May 21, 2014 1:00 PM at Delta Township.