1.) Call to Order:
President Carolyn Boersma called the meeting to order at 1:00 P.M.

Absent: J. Bigney

Motion by: J. Bridgman second by: S. Bydalek, to excuse J. Bigney. Motion carries.

3.) Approval of the Agenda: C. Boersma requested adding the Bureau of Elections as 3a.

Motion by: C. Swope, second by: B. Kennedy to accept the Agenda with the proposed addition. Motion carries
a). Bureau of Elections: Sally Williams and Ginny VanderRoost presented the State Bureau of Elections continuing education program. This program has been developed under State Law passed December 2012 requiring all Clerks from County, City, Township and Village levels to complete this course every two years. The BOE will be offering in person and on-line learning and tracking the progress and completion by each clerk through the e-learning center program. The first 2 year timeframe is January 1, 2014-December 31, 2015. BOE will be a speaker at the MAMC Summer Conference and will also provide an education session Friday afternoon.

4.) Approval of Minutes:
   a. October 24, 2013: Motion by: S. Bydalek and second by: B. Kennedy to approve the minutes as presented. Motion carries

5.) Treasurers Report:
   b. 2014 Budget: discussed adding another department for the CMMC program for separate accounting.

6.) Unfinished Business- State certification CMMC- Kick off Free Education Day in February 2014
   a. Logo- L. Hathaway presented several options for board input. Board consensus: create the logo using the MAMC logo in the center of the Michigan. CM(Michigan with MAMC logo)MC. Hathaway to contact the artist to revise as approved.
   b. Guidelines-Hathaway discussed adding the BOE education to the CMMC Certification. Board poll was not in favor of adding BOE education to the CMMC requirements.
   c. Application-Hathaway will rework the application as agreed by board and will remove reference of BOE requirement.
   d. Fee-Board strongly agreed that the CMMC program needs to stand on its own. Application fees must cover program administration and certificate costs.
   e. Brochure-Hathaway will revise per board discussion- adding the tag line “CMMC the Certification that matters in Michigan-attain it, wear it” Goal: brochure mailed in the 1st quarter newsletter. Board will review a-e at the December 19, 2013 meeting for final approval.
   Hathaway asked the board to approve a payment of $200.00 to Emily Zelasko for her work on our CMMC logo. Motion by: Hathaway second by: Swope to approve payment for logo creation; motion carries without opposition.

7.) Director Reports:
c. President- C. Boersma discussed the vendor booth at the January 2014 MTA Vendor Booth. The cost for a booth is up to $750.00. Township Clerk board members attending this conference will man the booth. C. Boersma and S. Courtade will purchase candy giveaway items and Swope will create a giveaway package for a drawing. 100 applications and 400 recent newsletters will be available to hand out to attendees. Lew and Mary Bender were up in Marquette recently and were approached to conduct a Master level MAMC Class. T. Barton will report back to the board once she learns more details.

d. CEO/Legislative-Swope took a moment to announce the Strategic Planning date for 2014. September 12, 2014 at the Benders. Lodging will be at the Rockwell Lodge. Kennedy to reserve. Swope/Bridgman gave a summary of bills that have passed the House. Among these is a new FOIA bill. If anyone has a feeling either way please contact your representatives. A compilation of “horror stories” will be collected. A Mail Chimp will be created to reach the membership.

e. Newsletter/Website:

f. Ways and Means- C. Brown stated that the COTY deadline was adjusted to allow for a later mailing date to municipalities. A Mail Chimp will be sent to the membership.

g. Membership Update- Membership is up 64 members from 2012. Applications are coming in for 2014 already.

h. Education- Barton and Walker are working on classes and speakers for both Free Education Day and the summer conference. The rough schedule for Free Education Day February 27, 2014 will allow for the roll out the CMMC program, FOIA changes, Open Meeting Act and the Election Audit process.

i. Conference-J. Christian gave an overview of the Conference2014. We are limited in the number of vendor spaces at the Amway. Christian and Bigney have made changes to increase education opportunities in the schedule. The Walk/Run will take place on Wednesday and golf will take place on Tuesday. They have arranged for “Trolley Tours” of the city. A mailchimp giving more information to the membership will be sent.

j. Past President- RFQ’s for future Conference locations has been revamped based on our changing requirements and three additional locations were contacted. There is a real concern that the 2016 conference at the Lansing Center/Radisson will not fit our group needs. T. Paksi will be meeting with S. Bydalek, J. Bigney and J. Christian to discuss potential options. There are concerns for the 2015 site as well. Paksi to keep the board informed.

8.) Meeting adjourned at 4:35 PM.

Respectfully submitted,

Susanne M. Courtade CMC, Director/Secretary

The next meeting will be held at Chris and Brad’s home December 19, 2013 at 10:30 AM in Lansing. Swope will send out a separate email providing the specifics.

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1 Amended December 19, 2013 to reflect the correct date for the Walk/Run as Wednesday