MINUTES  
Michigan Association of Municipal Clerks  
Board of Directors Meeting  
Rockwell Lake Lodge Luther, MI  
October 24, 2013

1.) **Call to Order**
President Carolyn Boersma called the meeting to order at 7:58 P.M.

2.) **Roll Call/Excuse Absent Board Member:** Present: C. Boersma, C. Swope, J. Bridgman, S. Bydalek, B. Kennedy, S. Courtade, L. Hathaway, J. Bigney, J. Christian, T. Barton, D. Walker, D. Kasunic and T. Pashi  
Absent: Cherilynn Brown  
Motion by: C. Swope second by: S. Courtade to excuse C. Brown, motion carries.

3.) **Approval of the Agenda :**
Motion by: L. Hathaway second by: B. Kenned to approve. Carries

4.) **Approval of Minutes:**

   a. **September 18, 2013**  
      Motion by: S. Bydalek and second by: J. Bridgman to approve the minutes as presented. Motion carries

5.) **Treasurers Report:**

   a. Receive September Treasurer Report- B. Kennedy presented the Treasurers report.  
      Motion by: D. Walker second by: D. Kasunic to accept the September 2013 Treasurer Report as presented. Motion carries.

   b. 2013/14 Audit Agreement: Kennedy went over the Audit process with the board and recommended staying with the current auditor. Board members discussed the possibility of moving the association’s fiscal year to October instead of the current calendar year. No action was taken.  
      Motion by: L. Hathaway with a second by: J. Bigney to accept the Current Audit Agreement as presented. Motion carries.

   c. 2014 Budget: Board members reviewed the draft 2014 Budget with Kennedy going over the new and/or revised line items. Board consensus: increase the Conference Speaker fees by $3,000.00 to allow for an expanded education program covering Wednesday afternoon and Friday morning. No more than $2,500.00 to be spent on the opening speaker. Remove Pin cost under IIMC expense and increase the webpage expense to a total of $3,000.00. Kennedy will provide an updated budget once adjustments have been made. This item will be on the agenda at the November Board meeting for adoption.

6.) **Unfinished Business- Gravity Works**

   a. **Approval of funds for a fillable form-$660.00**  
      Motion by: S. Bydalek and second by: C. Swope to approve the payment of $660.00 to Gravity Works to move forward with the fillable form process.

   b. **Pay Pal Fee:** Hathaway provided information to the board regarding the fees and the rate based on the organizations sales volumes.  
      Motion by: C. Swope second by: S. Bydalek to approve the use of Pay Pal with the 2.2% fee and .30 per transaction costs to be borne by MAMC at this time with the understanding that this may require the membership to look at an increase in membership and or education to pay for this in the future. Motion carries.

   c. **Forum Approval:** Bydalek worked with Gravity Works to isolate and reduce the number of forum topics. There will be 7 specific descriptions and 3 other for a total of 10.  
      Motion by: Kasunic second by: Bridgman to approve the forum adjustments and move forward. Motion carries.

   d. **Fillable Registration Forms:** board discussed options of Eventbrite or Gravity Works creating this event program at approximately $1,100.00 for either company to complete. Gravity Works does not provide
this but is willing to do the work. Tara stated that she expects that GCSI would have the administrative part of this program. *Motion by: Bydalek second by: Swope to contract with Eventbrite contingent on follow-up with GCSI as to costs and administration.*

7.) Director Reports:
   a. President- passed
   b. CEO/Legislative-Swope and Bridgman each reported on current action. Board questioned where HB 4878 was at: Super Precincts have been dropped. Restated that action to consolidate Election services must be Clerk driven. Additionally, clean-up language regarding Village Elections reimbursement language has been discussed. New QVF Computers are in the planning stage as the current models are XP which will no longer be supported.
   c. Newsletter/Website: Bydalek thanked everyone for their input on the newsletter. It will be mailed to all Municipal Clerks along with the membership form soon.
   d. Ways and Means-
      1. Set Committee to review By Laws and Standing Rules. Boersma has spoken with Brown, Sue Hillebrand and both would like to work on this. Lisa Hathaway to ask Connie Dechler if she would be willing to sit on this committee too.
   e. Membership Update-
      1. Approval of Membership Form-board all voiced positive response to the format of the membership form.
   f. Education: Barton and Walker are working on classes and speakers
   g. Conference-
      1. Speaker Fee Approval (discussed under budget)
   h. Past President- RFQ’s for future Conference locations are out. Several locations have responded with interest. Additional requests will be sent with suggestions provided by the board.

S. Courtade asked to discuss the request sent by MTA for MAMC to sponsor a Clerk Hospitality room for the 2014 Annual Conference January 2014 in Traverse City. After some discussion and thoughts on hosting a Vendor booth instead of hospitality room, board members expressed the desire on securing a vendor booth if one is available. Giveaway items, brochures and a presence by board members were discussed.

8. Meeting adjourned at 11:19 PM.

Respectfully submitted,

Susanne M. Courtade CMC, Director/Secretary

The next meeting will be held at Delta Township November 20, 2013 at 1:00 PM.