Minutes approved 10-24, 2013

MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
City of Lansing election training facility
September 18, 2013

1. Call to Order
President Carolyn Boersma called the meeting to order at 1:00 PM.

2. Accept Sue Hillebrand’s Resignation
Motion by: C. Swope second by: L. Hathaway. Motion carries

3. Appoint Joe Bridgman to 2nd VP
Motion by: C. Swope second by L. Hathaway to approve. Motion carries. J. Bridgman sworn in as 2nd VP.

4. Roll Call:
President-C. Boersma, 1st Vice President -Chris Swope, 2nd Vice President- Joe Bridgman, 3rd Vice President-Sarah Bydalek, Treasurer-Betty Kennedy, Secretary-Sue Courtade, Membership-Lisa Hathaway, Education Chair-Tina Barton, Education Co-Chair-Dawn Walker, Conference Chair-Judy Bigney, Conference Co-Chair-Jennifer Christian, GCSI-Tara Paksi
Absent and excused; Ways and Means -Cherilynn Brown, Past President-Dan Kasunic
Motion by: B. Kennedy second by: L. Hathaway, to approve-carries

1 guest; Amelia- Gravity Works

5. Approval of the Agenda:
Motion by: J. Christian, second by: J. Bigney, to approve. Motion carries.

4. Approval of Minutes:
a. August 21, 2013
Motion by: J. Bigney, second by: D. Walker, to approve. Motion carries

5. Treasurer’s Report:
Receive August Treasurer’s Report- B. Kennedy reviewed reports with board members. Motion by: D. Walker, support by: S. Bydalek, to receive the Treasurer’s report as presented. The motion carried.

6. Unfinished Business- Gravity Works Presentation
Amelia confirmed that there is no signed contract between Gravity Works and the MAMC. One was created and Amelia thought that it had been mailed out but we did not receive one. She has provided an unsigned copy to GCSI and they will disperse it to board members for review and further discussion.
Several areas of concern within the forum website were discussed.
Email reply: The previous system allowed someone to reply directly to the topic thread. Now the person wishing to review the thread, or contribute in an email to the topic must follow a log in process and access a forum folder email. The forum folders should be cleaned up and labeled as an email address specific to a certain topic for more appropriate discussions such as: elections@michiganclerks.org. S. Bydalek to work with the existing folders and come up with some more appropriate labels for discussion at the Thursday evening board meeting before the retreat.
Google no longer offers free email addresses. If we are going to use these for our forum topics, there will be an added charge. Amelia will find out the cost to expand to additional emails more than the ones we are currently using. Board members discussed the continued need to send out a “mail chimp” broadcast to reach all membership at their desktops.
Members are now able to pay for their membership and education on-line through PayPal. Admin costs have been borne by MAMC at 2-3% of purchase costs. There are some drawbacks to the way the payment hits and the application is separate.
Other options were discussed: Events-brite: a good site to partner with. Management costs are 5.5% of the purchase. 
Gravity Works could create a process to tie in with PayPal at a cost of $1,100.00 for about 10 hours of work. 
A fill-in-able form on the site that can be printed off with a section available for payment type to filled in would be a help. This would also help with legibility and accuracy for other processes such as name tags for education events that are pulled off of these forms as well. 
Board discussed being able to submit the form electronically once it has been filled out and receive a confirmation that it was submitted successfully. 
The board asked to start with fill-in-able membership forms and will have further discussion at a future meeting.

7. Director Reports: 
   a. President: Board meeting will be held the night before the Strategic Planning session in October. Dinner will be at 6:30 PM with the Board meeting afterwards at 7:30 PM. A menu will be sent when available.
   b. CEO- Legislative- C. Swope provided a handout and an update of the Legislative list of priorities stating that the CEO board revised the list to match with current issues. A copy of this list is attached to these minutes. Motion by: S. Bydalek second by: J. Christian to accept the provided list of priorities. Motion carries.
   c. Newsletter/Website: S. Bydalek is working on the next issue of the newsletter-send articles to her.
   d. Ways & Means- C. Brown was unable to attend this meeting. 
      There are concerns with the inconsistency in 2 places of the by-laws regarding who is eligible to vote. Further discussion with C. Brown and Sue Hillebrand is needed for clarity. S. Courtade to look for legal documents from when these by-laws were written sometime between 2008-2010 and were adopted at the general meeting June 23, 2010 and will disburse to the board members. Board discussed allowing all membership to vote and all membership eligible for COTY. Motion by C. Swope second by S. Bydalek to allow all active membership to vote at any membership function, ie: Free Education Day, Institute and Conference. Motion carries 
      The amendments will be discussed for approval at a future meeting.
      1. COTY Timeline 
      2. SR 33 Amended 
      3. SR 35 Amended 
      4. SR 43 re-written 
   e. Membership Update- L. Hathaway passed around the “Motown” membership flyer
   f. Education- T. Barton and D. Walker are working on the State Certification process. C. Boersma has this on the agenda for the strategic planning session where it will be discussed in further detail. Free Education Day has been confirmed for Thursday, February 27, 2014 at the Lansing Center.
   g. Conference- J. Bigney and J. Christian reported that they are already planning the 2014 conference with the committee.
   h. Past President- N/A

8. Adjourn: Meeting adjourned at 3:10 P.M.

Respectfully submitted,
Susanne M. Courtade CMC, Director/Secretary

*The next meeting of the MAMC Board of Directors will be held Thursday October 24, 2013 at the Rockwell Lake Lodge, Luther MI at 7:30 PM* 

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