A meeting of the Board of Director’s of the Michigan Association of Municipal Clerks was held Wednesday, March 19, 2008 at Delta Township, Michigan.

1. **Call to Order**
   President Muscott called the meeting to order at 11:00 AM.

2. **Roll Call:**
   Members Present: Dana Muscott, MMC, Betty Kennedy MMC, Jeff Hawkins CMC, Nancy Weiss CMC, Dan Kasunic CMC, Evan Hope CMC, Sue Hillebrand CMC, and Joel Hondorp, and Ann Ulrich CMC.
   Motion by Sue Hillebrand, second by Ann Ulrich to excuse board members Terry Bennett, Todd Blake, and Janet Santos.
   Motion Carried.

3. **Agenda Review/Approval**
   Motion by Ann Ulrich, seconded by Dan Kasunic, to approve as presented.
   Motion Carried.

4. **Minutes Review/Approval**
   a. Motion by Joel Hondorp, seconded by Ann Ulrich, to approve the minutes of the February 20, 2008 Board meeting.
      Motion Carried.
   b. **NON-PROFIT STATUS:** Betty Kennedy reported that she received a copy of the material that Terry Bennett prepared, on MAMC’s behalf for the attorneys and brought it today if anyone would like to look at it. She stated that Terry has spent a great deal of time and has done a great job on preparing the numerous documents and forms for MAMC to become a 501C3 Corporation. Everyone concurred and was appreciative of this extra effort.

5. **Treasurer’s Report/Approval**
   Treasurer Kennedy presented the February Financial Reports.
   Motion by Dan Kasunic, seconded by Jeff Hawkins, to accept and file the Treasurer’s report for the month of February 2008.
   Motion carried.
   Betty explained that the audit showed, in 2007, that there were excess funds, which were due to us, moving up the due date of membership dues.
**Audit:** Betty reported that this year’s audit report included the budget. Her preference is that we not include the budget in the audit report due to the confusion it can create. Questions were raised by two of the past presidents, attending the education day, regarding the “misc.” category and comments that the MAMC budget is on a calendar year and our Board officers take office in July. It was suggested that we might want to review this.

Discussion of the membership fees at educational day was brought up and it was suggested that we add a fee for non-members; clerks who want to bring staff that are not necessarily interested in them joining as members of MAMC.

Betty reviewed the Institute expenses and informed the board that we were over on meals and lodging this year and she recommended, and the board agreed, that we should amend the budget now, rather than wait.

**Motion by** Sue Hillebrand, seconded by Nancy Weiss to amend the budget – meals from $17,600 to $17,765.00. **Motion Carried.**

**Motion by** Joel Hondorp, seconded by Ann Ulrich to amend the attorney fee line item and increase it to $5,000.00. **Motion carried.**

A request was received to refund the institute dues for Debb Wierenga of Ferrisburg, who could not attend at the last minute due to her mother having a massive heart attack.

**Motion by** Sue Hillebrand, seconded by Jeff Hawkins to refund $550.00, $600.00 minus the $50.00 administration fee to Ferrisburg Mi. for Institute registration. **Motion carried.**

6. **Committee Reports**

   **Past Presidents – No report – no one in attendance**

   i. Site Selection

   **President’s Report**

   i. Vacancy- City Position- appointment/ swearing in: Dana reported that we each received and reviewed the applications of Holly Thompson, Chris Swope and Laura
Catarina. The recommendation of the past president’s committee is to appoint Laura Caterina, based on the number of years she has been a clerk, experience, and geographical representation was a big consideration. The board discussed the candidates, the process and recommendation and requested that Director Hillebrand prepare some suggested guidelines for Standing Rule 29 – Nominating Committee, for April’s meeting.

ii. **Motion by** Nancy Weiss, seconded by Joel Hondorp, to appoint Laura Caterina to fill the unexpired term of the Board vacancy until the board elections at the June conference. **Motion carried.**

iii. Bedford Township Resolution – A resolution supporting “no reason” to request an absentee ballot.

iv. **Motion by** Sue Hillebrand, seconded by Jeff Hawkins to receive and file the resolution from Bedford Township. **Motion carried.**

v. Dana reported that there are only eight clerks from Michigan registered for the IIMC conference, as of today. She inquired to the number of pins that are to be ordered and distributed at the conference. A tradition at the IIMC conference is for each state to participate in a flag ceremony and unfortunately, she will not arrive in time to attend the “mandatory” flag training. IIMC will not permit her to walk with the flag, if she cannot attend training. Dana asked the past presidents if they would be willing to do this; and they declined. She has asked Nancy Banks who has agreed to attend the mandatory training and she will carry the Michigan flag for MAMC at the Flag Ceremony.

**CEO/ Legislative Report**

Ann reported that Todd has sent a letter out on listserv encouraging clerks to call their representatives regarding the possibility of a “do-over” primary election.

**Web Site/ Newsletter**
i. Newsletter – The next newsletter is scheduled for May and Evan asked everyone to get any items to him as soon as possible. It will be a tight timeline to distribute the newsletter prior to the conference.

Membership

Nancy reported that she has been contacted by a fellow clerk, who is also a travel agent about organizing a cruise for clerks. The travel agent was interested in securing the MAMC membership list and Nancy declined this request, as is our policy.

Nancy reminded the board that a list of volunteers for committees is available and she needs everyone to send her an updated list of everyone on their committees. She will respond to the volunteers that have not been contacted to serve on a committee, that MAMC will keep their name and forward it when openings occur for committee members.

Ways and Means

i. Coty update/ Lisa Hathaway – Dana explained that Lisa is taking over the duties of COTY Chair since Sue is nominated and has stepped down from the committee. Lisa prepared a list for the MAMC board of nominees. Several nominated candidates are not eligible for consideration as they are not MAMC members. One applicant submitted their membership after they were nominated and the board discussed changing the criteria, for next year, and consider membership in the MAMC to be a minimum of two years. This is to avoid this sort of situation, which Sue reported surfaced last year, as well. With the change in the date to join MAMC, this could be a common problem every year.

ii. By-Law or Standing Rule Change- Board Vacancy Issue - Sue presented changes to SR 29 that were discussed at the February meeting, and due to new issues discussed at this meeting, additional changes were requested and will be presented in April for board review.

Education

Joel reported that institute was positive, few complaints and numerous compliments were received. Clerks liked NOT having the break out sessions.
Clerking 101 is all set with Cherlynn Talman, Terri Kowal and Curt Flowers as instructors. It was discussed to offer the program on CD’s, versus notebooks, as well as for all of the conference material.

A master class is all set for June 10th on Personal and workplace security and another master’s class at CMU on September 10th. In addition, Joel is working on a 3-day Master’s Institute for 2009.

Conference Committee

Jeff and Dan reported that the theme for this year’s conference is “Survivor”. There are ideas and the theme offers great potential for fun, alliances and team events. They are planning to order camouflage t-shirts for board members and are considering T-strap backpacks and flashlights as souvenirs and fitting for the “survivor” theme. The committee is trying to line up actual survivors (of the show) to be the opening speaker(s) and if they can work it out, an astronaut will be asked to be the closing speaker.

A Silent Auction will be scheduled and the MAMC shop will be discontinued this year, as there is no one to operate the store, since the previous clerk who was in charge, Kathy, has retired. The committee is planning to present her with a $100 gift certificate for running the “Americana” shop for all these past years. Extra curricular activities include a golf outing and walk/run event. COTY dinner will be Wednesday night and they have planned for a more elaborate/special meal that will cost about $30.00 per person. The committee will invite the Secretary of State to present the COTY awards and join the members for dinner.

The President’s dinner is tentatively planned to be held outside in a big tent at the bottom of the hill. The theme will coincide with survivor and food will be barbeque, survivor teams will go on a scavenger hunt, there will be a campfire and a D.J.

All meetings will be conducted at the conference center and rooms will be available at several different area resorts, hotels, or condos. The MAMC will not receive a complimentary rooms this year, but will receive a discount for every 10 rooms reserved. The credit for this discount is anticipated to be sufficient to pay for the President’s room. BSA will host the Hospitality Suite again this year. The conference center will also provide a shuttle to the various locations where clerks will be staying to the center for the conference.
The committee received an inquiry from ES & S and they have proposed to conduct an M100 Users Group Meeting, which would NOT be associated with the MAMC conference, on Friday.

The MAMC Board is scheduled to hold a board meeting on Friday afternoon, at the conference.

Nancy mentioned to the board that the annual conference for MML, which is usually held in September, is going to be on Mackinaw Island this year.

7. Old Business:

Evan raised the issue of the status of MAMC hiring an administrative staff person. Sue commented that she is aware that there have been discussions, and also questioned what progress has been made to move forward. Several members voiced their support that we have enough work to justify a hire and a permanent administrative assistance (part-time) would offer the board greater consistency as board members turn over.

Dana was requested to ask the past presidents, who were requested to evaluate hiring a part time administrative person, for an update.

8. New Business:

Bender’s asked Betty to indicate to the Board that we need better representation of the MAMC Board at the Clerk’s Institute. Clerks attending believe the Institute is run by the Bender’s vs. the MAMC. Everyone agreed that since this is our institute, the board should be more visible. Sue suggested that we plan to hold that month’s MAMC Board meeting at the Institute, instead of at our normal meeting place. The board thought that was a good idea and recommended we plan for that next year in our meeting schedule.

9. Adjournment – There being no further business,

Motion by Betty Kennedy, seconded by Nancy Weiss, to adjourn the meeting at 1:42 am. Motion carried. President Muscott adjourned the meeting.

Respectfully Submitted,

Sue Hillebrand,
Acting MAMC Secretary