A meeting of the Board of Director’s of the Michigan Association of Municipal Clerks was held Wednesday, April 16, 2008 in Delta Township, Michigan.

1. **Call to Order**
   President Muscott called the meeting to order at 1:04 PM.

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

3. **Agenda Review/Approval**
   - **Motion by** Ulrich, seconded by Weiss, to approve the agenda moving up item 6. Committee Reports, b. President Muscott, i. swearing in of new officer.
   - **Motion Carried.**

   6(b) i. **Swearing in of Director by President Muscott.**
   President Muscott performed the oath of office for appointed board member Laura Caterina.

4. **Minutes Review/Approval**
   - **Motion by**, Weiss seconded by Hope, to approve the minutes of the March 19, 2008 Board meeting.
   - **Motion Carried.**

   b. **NON-PROFIT STATUS:**
   Secretary Bennett reported that a draft of the By-Laws was before the board for review. Director Blake, Treasurer Kennedy and Secretary Bennett would be meeting with legal counsel this week to review proposed changes and questions submitted from the Board members.

5. **Treasurer’s Report/Approval**
   Treasurer Kennedy presented the March Financial Reports.
Motion by Santos seconded by Ulrich to accept and file the Treasurer’s report for the month of March 2008.

Motion carried.

Treasurer Kennedy indicated the expenses related to the Clerk’s Institute to date were $51,859.94. The income from the Institute was $49,800.00. This represented 83 students. There is a difference of $2059.94. Betty will send out copy of Institute budget. A question was asked as to why we (MAMC) went to a calendar year budget. Presentation and approval of the budget occurs at the June Conference. It was felt for planning and preparation of the budget that a calendar year served the association better. The fiscal year from January 1 to December 31 operates correctly with the adopted budget at the end of June.

6. Committee Reports

Past Presidents

i. Site Selection
Past President Santos presented a site selection report to the board. Twenty RFP’S were distributed for 2010 site locations. Ten were returned with proposals. The main considerations were: room cost, location, and past conference site evaluations. The top three proposals were Soaring Eagle, Mt. Pleasant; Shanty Creek, Bellaire and the Bavarian Inn, Frankenmuth. The number of complementary rooms offered by each site was also a consideration in making the recommendation. The Past Presidents are recommending that the following schedule be adopted.

The selection committee recommended: 2010 Soaring Eagle, Mt Pleasant; 2011 Shanty Creek, Bellaire (newly rehabilitated facility) and the Bavarian Inn, Frankenmuth for 2012.

Motion by Santos, second by Blake to establish the 2010 conference site at Soaring Eagle Conference Center, Mt. Pleasant Michigan, and the 2011 conference site the newly restored Shanty Creek, Bellaire Michigan.

Motion carried.

A site tour the weekend following the Crystal Mountain June convention has been offered by Shanty Creek at no cost to the MAMC. The site visit is planned for Friday and Saturday.

ii. Ballot List for board Election 2008
The following ballot report was approved:
Your candidates for the June 2008 MAMC Board election are:

3rd Vice President       Nancy Weiss       Birmingham City

(1 yr term)

Director – City/Village (Two 2-year terms, One 1-year term) VOTE FOR THREE

Dan Kasunic       Kentwood City
Laura Caterina    Tecumseh City
Pam Smith         Farmington Hills City
Chris Swope       Lansing City

Director – Township (2 yr term) VOTE FOR TWO

Jeff Hawkins       Plainfield Township
H. Carolyn Boersma Spring Lake Township
Mary McDonell      Highland Township

SPECIAL NOTE: One of the Directors will be appointed Secretary with Board approval as recommended by the MAMC President.

If you are unable to attend the MAMC annual conference, you are able to vote by submitting an “Assignment of Proxy/Ballot Application”.

The Appointment of Proxy & Ballot Application is available on the MAMC website, linked to the front page at www.michiganclerks.org

When your application is received and validated as the clerk of the member municipality, a ballot will be mailed. After you return your ballot it will be processed at the conference during the election.
**Motion by** Blake, second by Ulrich to accept the report of the presentation of candidates for the June 2008 MAMC board election.  
**Motion carried.**

The notice will be send by mail to those members who do not have email addresses. A List Serv notice will be send to all other members.

iii. Proxy/ Ballot Application

**Motion by** Bennett, second by Hondorp to approve the appointment of proxy and ballot application for the MAMC annual board elections.  
**Motion carried.**

**Appointment of Proxy & Ballot Application**

**MAMC Annual Board Elections**

**Election Date:** June 12, 2008

Name:________________________________ Position:________________________

Community:____________________________________________________________________

Address: ___________________________________________ MI _______

Telephone: ____________________________ Date: _______________

The undersigned, a member of the Michigan Association of Municipal Clerks, hereby appoint __________________________________________, full power of substitution, to act as proxy for and to cast the votes/ballot of the undersigned. The undersigned hereby directs this proxy to vote the ballot as proposed by the Nominating Committee of the Michigan Association of Municipal Clerks or to cast the ballot as directed.

☐ I am unable to attend the conference and wish my votes/ballot to be cast by Proxy

[Signature]

Return signed application/proxy by **May 16, 2008** to: Janet Santos, CMC
Bangor Township Clerk
180 State Park Drive
Affidavit of Proxy

I certify that I will vote and cast the ballot as directed on behalf of the above MAMC clerk member

________________________________________________________________________

Date: _______________ Telephone:__________________________

Signature: ____________________________________________________________

Name:  ____________________________________________________________

Address: ____________________________________________________________MI

iv. Job description draft
A MAMC Association Manager Job Description was presented by Past President Santos. The board filed the description as under advisement. This was the first opportunity the board had to review the document. This item will return to the agenda next month after members have had time to review the draft description

v. Service agreement draft
A draft service agreement was presented to be taken under advisement. The board will review for the next board meeting. It should be noted that any benefit offered by the MAMC to a contract employee must be clearly written into the agreement. The benefit would be considered a compensation issue when we are filed as a 501C3. Any compensation for home offices space or use of a MAMC laptop should be clearly stated.

President’s Report

i. Oath of Office for Laura Caterina
The Oath of Office administered at 1:05 PM by President Muscott to Laura Caterina.
ii. Silent Action Item for IIMC

Motion by Bennett, second by Blake to approve $125.00 for a silent auction item for IIMC, to be purchased by President Muscott. Motion carried.

It was suggested generally that a standing rule be drafted for the purpose.

CEO/ Legislative Report

March meeting of the CEO was cancelled. Legislative Committee met this morning. Vagnozzi’s early voting bill looked nothing like the testimony that was given by the Clerk’s in attendance. It looks like a revised bill will come forward, No Reason AV will not be included. The bill drafters will consider the substitution if they like the revised draft bill. It will be difficult to move this bill before the end of the year. A petition signature issue is out there. A joint resolution supported at that all counties would have a percentage of signature assigned to all geographical counties in the state in order to be placed on a ballot. Out of state residents would not be allowed to circulate petitions.

i. Proactive list/ ii. Bill Matrix Update

Most recent Bill Matrix was sent out. There is a bill pending that would move the 100 foot campaigning line from the entrance to a polling location to a distance of 100 yards. No action was recommended as it was felt that this bill was not going anywhere.

A discussion was held as to the need for a public relations piece which would let people know who the MAMC is and whom we serve. It was felt that this should be pursued and would meet the public purpose of the MAMC.

Web Site/ Newsletter

i. Newsletter

Director Hope needs articles submitted by April 25, 2008.

Membership

Director Weiss reported, we have 833 members to date. We are now ready to restrict pages on the website and begin to use the membership numbers that were issued at the time of membership or membership renewal. Evan and Nancy will work thru Hillary to work through the restricting of pages and a membership directory discussion. It is
thought that there is some way to merge the data bases for this purpose. A List Serv modification would be needed. It is desired that one log in on the home page for additional information and not have to log in on each restricted page one wishes to access.

**Ways and Means**

i. Coty update/ Lisa Hathaway  
No Report.

ii. SR-29  
President Muscott will Modify and forward language to the draft to Sue H. for a presentation of a second draft prior to approval. Language changes to the Nominating committee standing rule were offered.

**Education**

i. Conference Scholarship  
**Motion by** Hondorp, second by Caterina to approve with conditions the conference scholarship request of Crystina Bacon/ Vassar City. Crystina must meet all the scholarship application requirements.  
**Motion carried.**

Institute evaluation is complete and will be forwarded to the board.

Master class will be offered on September 10, 2008 in Mt. Pleasant. The education committee is working to establish and secure educational credits with IIMC for a three day master’s academy. The tentative days will be March 4-6, 2009.

**Conference Committee**

Clerking 101 is all set. Educational program is all set. Sessions will include sessions on topics such as: precinct management, test decks, Open meetings act, Freedom of Information Act, Election Wizard, AV Counting Board, Receiving boards and Financial Accountability Standards.

The theme for the conference is “survivor”. At registration participants will be broken into tribes. The conference gift will be a backpack, flashlight and a bottle of water. Vendors have been notified of the booth contest. A registration draft will be ready within a week. The Walk/ Run event will be available for participants. May 16, 2008 will
begin early registration. Each Board member is expected to donate an item for the silent auction.

7. Old Business

There was no old business presented.

8. New Business
The next Board meeting will be May 14, 2008 at 1:00 PM.

9. Adjournment

Motion by Bennett seconded by Hondorp to adjourn the meeting at 4:30 pm. Motion carried. President Muscott adjourned the meeting.

Respectfully Submitted,

Terry G. Bennett,
MAMC Secretary