MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
February 18, 2009

A meeting of the Board of Director’s of the Michigan Association of Municipal Clerks’ was held Wednesday, February 18, 2009 at Delta Charter Township.

1. Call to Order:
President Ulrich called the meeting to order at 1:00pm.

2. Roll Call:
Present: Ann Ulrich, Nancy Weiss, Betty Kennedy, Carolyn Boersma, Evan Hope, Todd Blake, Chris Swope, Joel Hondorp, Sue Hillebrand, Laura Caterina, Jeff Hawkins, Dan Kasunic, Dana Muscott
Absent: None

3. Approval of Agenda- Board
Motion by Blake, support by Weiss to approve the agenda with these modifications:
Move 6b Past Presidents to 3b, Add 6hiii – Scholarships, and 6ciii – Service agreement
With a unanimous vote the motion carried.

3b. Past Presidents – Dana
   i. Pasts Presidents meeting update
   ii. MAMC Board Administrator
The Past Presidents have expressed a need to hire an administrator. This is an issue that has been hanging out there for some years now. They were invited to the Board meeting to express their views and discuss the matter. Past Presidents present were: Colleen Schwartz, Sandra Abrams, Terri Kowal, Janet Santos, and Dana Muscott. Continuity between Boards seemed to be the main argument for an administrator. Clerical help and someone to implement decisions made by the Board were others reasons given. This would be a contractual agreement with a service or person.
Motion by Blake, support by Swope to establish a subcommittee to assemble a list from all the Board members of the jobs that they would like help with; also to look at the cost and bring a recommendation back to the Board in April. With a unanimous vote the motion carried.
Members of the committee shall be Todd Blake, Sue Hillebrand, Dana Muscott, and Nancy Weiss.

   iii. Bylaw change
A question as to the number of Past Presidents that can be on the committee seems to be contradictory in the Standing Rules of Order. The recommendation was to allow all Past Presidents who remain active Clerks be on the committee if they so choose.
Motion by Swope, support by Hillebrand to change SR34 to read as follows:
“The Past Presidents committee shall consist of all MAMC presidents who remain active as a Clerk or Deputy Clerk in the State of Michigan.” With a unanimous vote the motion carried.
iv. Update on Board election candidates.
The Past Presidents recommended having a couple of consecutive years for Townships as Vice President and President to help with election year issues while trying to run for a position on the MAMC Board. The normal alternating will continue after this has been achieved. The Past Presidents also recommended taking the Township/City designation off of the Secretary and Treasurer Directors. These positions should not be appointed by the President. Anyone who wishes to run for these positions should be able to.
Motion by Weiss, support by Hawkins to direct Sue Hillebrand to draft Bylaw changes for these two issues to be reviewed at the next Board meeting. With a unanimous vote the motion carried. The candidates for the Board of Directors for the upcoming election at the June Conference are as follows:
3rd Vice President – Jeff Hawkins
Director (City/Village) - Lisa Hathaway, Cherilynn Tallman, Holly Thompson, and Betty Kennedy
Director (Township) – Terry Bennett, Joel Hondorp, and Sue Hillebrand

4. Minutes Review/Approval: Carolyn
   a. January 27, 2009
Motion by Hillebrand, support by Swope to approve the minutes with modifications. With a unanimous vote the motion carried.

5. Treasurer’s Report/Approval: Betty
Motion by Hillebrand, support by Blake to receive the January Financial Report and Audit as submitted. With a unanimous vote the motion carried.
   b. Audit
A concern that arose from the audit is that someone other than the Treasurer is reviewing the bank statements. President Ulrich wanted the minutes to show that she does review the bank statements and sign off on them.

6. Committee Reports:
   a. President - Ann
      i. Excuse absent Board Members:
None absent
      ii. Hanging Fire File
No changes
      iii. Resolution to Honor Clerk’s: Retiring, Deceased, not Re-elected, or re-called
Consensus of the Board is that while this would be a nice thing to do, the logistics of it would be difficult.
Board Updates:

c. CEO - Todd
   i. Legislator reception
   The reception will be a luncheon held in September in conjunction with the free Education Day. In the past, the County Clerk’s Association has helped pay for the reception. Laura was asked to try to find a sponsor.

   ii. Service Agreement
   GCSI offered to set the reception up for us. Consensus of the Board was not to sign the service agreement at this time.

d. Legislative – Evan
   i. Proactive list
   The CEO and Legislative committee met to set priorities for the upcoming year. The election issues are stagnated. A ballot initiative may be a possible solution.

e. Website/ Newsletter - Nancy
   The March Newsletter will be out toward the end of the month.

f. Membership - Chris
   534 memberships were renewed.
   There is an issue on the listserv on how to reply to requests. Many Clerks do not like the reply to all, whereas many do. A possible solution is to ask the person who requested the information compile the responses and share the results on the listserv to everyone. Chris will look into the issue.

g. Ways & Means – Sue
   i. Clerk of the Year and to include deceased member Clerks.
   Rules of the award and the Standing Rules state that you have to be an active Clerk to be nominated for and /or receive the award. 5 nominations were sent in for the award to date.

   ii. Bylaws – Gift policy
   A draft policy was given to the Board for review to be discussed at the next meeting.

h. Education – Joel & Laura
   i. Board meeting at Institute
   The regular Board meeting for March will be held on Thursday, March 12, 1:00pm, in Mt. Pleasant at the CMC Institute.

   ii. Annual Education Day
   Will be held in September in conjunction with the legislator luncheon.

   iii. Scholarship for Institute
   Sherry Powell, Clerk for the City of Grant, applied for a scholarship for the Institute Motion by Hondorp, support by Hawkins to approve the scholarship for $ 600.00. With a unanimous vote the motion carried.
i. Conference – Jeff & Dan
The theme for the 2009 Conference will be Basic Training and Beyond.
A pre-notice will be sent out shortly.

j. Old Business
Todd will check on the status of our 501c3 status with Terry Bennett and the lawyer handling the submission to the IRS.
Jeff will appoint a subcommittee to Plan the Region V IIMC Conference for December 09, in Grand Rapids.

k. New Business
     Motion by Hillebrand, support by Hawkins to authorize Betty to pay Cutting Edge Computers $ 91.64 for toner and a drum unit. That is half of the total bill of $183.28. Betty offered to pay the other half herself. With a unanimous vote the motion carried.

l. Adjourn
The meeting adjourned at 3:55pm.

Respectfully submitted,

H. Carolyn Boersma,
MAMC Director Secretary