MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
August 11, 2009

A meeting of the Board of Director’s of the Michigan Association of Municipal Clerk’s was held at Nancy Weiss’ bungalow.

1. Call to Order
President Blake called the meeting to order at 7:50 PM.

2. Roll Call:
President – Todd Blake
1st Vice President – Evan Hope
2nd Vice President – Jeff Hawkins - Absent
3rd Vice President – Nancy Weiss
Treasurer – Betty Kennedy
Secretary – Carolyn Boersma
Conference Chair – Dan Kasunic
Conference Co-Chair – Chris Swope
Education Chair – Joel Hondorp - Absent
Education Co-Chair – Cherilynn Tallman
Membership – Terry Bennett - Absent
Ways & Means – Sue Hillebrand
Past President – Ann Ulrich – Absent

3. Approval of Agenda - Board
Motion by Swope, support by Hillebrand to approve the agenda with the addition of 5a. Auditor’s Quote. The motion carried unanimously.

4. Minutes Review/Approval - Carolyn
   a. June 19, 2009 - Motion by Weiss, support by Hillebrand to approve the June 19, 2009 minutes as written. The motion carried unanimously.
   b. July 8, 2009 - Motion by Kasunic, support by Kennedy to approve the July 8, 2009 minutes as written. The motion carried unanimously.

5. Receive Treasurer’s report – Betty
Motion by Boersma, support by Hillebrand to receive the June and July Treasurer’s report. The motion carried unanimously.
   a. Auditor’s Quote - Betty
   The 2 year quote for auditing services is 2009 - $1200.00, and 2010 - $1250.00 with Berthiaume & Company, the same firm that has audited our books for several years now. Motion by Kasunic, support by Hillebrand to accept the quote as submitted. The motion carried unanimously.

6. Excuse Absent Board Members
Motion by Swope, support by Tallman to excuse Jeff Hawkins, Joel Hondorp, and Terry Bennett from the Board meeting. The motion carried unanimously.
7. Approve Resolutions Honoring Retiring Clerks
Melinda O’Connell, City of Montaque
Laura Caterina, City of Tecumseh
Motion by Tallman, support by Hillebrand to approve the resolutions honoring Melinda and Laura for
their years of faithful service to the Clerk’s profession. The motion carried unanimously.
Motion by Hillebrand, support by Kennedy to authorize the President to sign and send these resolutions
to the Clerk when the retirement becomes known and to inform the Directors of such action. The motion
carried unanimously.

8. Director Reports:
   a. President –
TAMCAR sent a letter of appreciation for the donation of the proceeds from the silent auction at
conference, as well as, the sale of cookbooks.
Todd received an email from the Region 5 directors inviting us to send articles to the newsletter.
   b. CEO – on hold at this time
   c. Legislative -
Formal invitations will be sent to the State Legislators to the luncheon in a week or so. In regards to “No
Reason AV”, a ballot initiative is being discussed as an option.
   d. Newsletter/Website –
Information about Education Day, Legislative Luncheon, and the General Meeting in September will be
put on the website and listserve.
   e. Ways & Means –
The “Clerk of The Year” ballots and voting will be made available via email and/or online next year. The
committee believes that proper controls can be in place to prevent more than one vote inadvertently being
cast per municipality while still protecting the privacy of a ballot.
There was a short discussion on the structure and amount of membership dues which each municipality is
asked to pay.
   f. Membership –
Chris Thomas has agreed to be the speaker at the Next General Membership meeting in September. New
software is desperately needed to track membership and other useful information related to that. Nancy
has done some research and will work with Terry to bring a recommendation to the Board.
   g. Education –
Records retention will be the topic for Education Day. Preliminary work has been done for Institute and
Masters Academy for March 2010.
   h. Conference –
Minor details of the contract for the 2010 conference need to be worked on. The theme has not yet been
set.
   i. Past President –
No report.

9. Old Business
   a. IRS Letter/Attorney Response – Todd
Todd received a letter that additional information is needed before the IRS will consider approving a
501c3 status. Todd will gather the needed information to send to the IRS. Consensus of the Board was to
allow Todd as the President to write a letter to the attorney, who had initially worked on the IRS
submission, releasing him of his services.
10. New Business
   a. Itinerary for Strategic Planning Session w/ Lew Bender, Luther, MI
   b. Credit Card Acceptance for Conference/Education Sessions
   c. Website upgrades and possibly a new company to host
   d. New accounting and membership software
   e. Replace old laptops

11. Adjourn
The meeting adjourned at 9:10pm with a motion by Kennedy and support by Swope which passed unanimously.

Respectfully submitted,

H. Carolyn Boersma,
MAMC Secretary