MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Delhi Charter Twp. Offices
April 20, 2011

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

2. Roll Call:
   Present
   President – Evan Hope, 1st Vice President – Joel Hondorp, 2nd Vice President – Dan Kasunic, 3rd Vice President – Carolyn Boersma, Treasurer – Betty Kennedy, Secretary – Sue Courtade (By phone), Conference Chair – Chris Swope, Education Chair – Cherilyn Tallman, Ways & Means – Sue Hillebrand, Membership – Terry Bennett (by telephone), Conference Co-Chair – Lisa Hathaway, Education Co-Chair – Joe Bridgman, Past President – Todd Blake
   Also Present – Tara Paksi, GCSI

3. Absent and excused: None

4. Approval of the Agenda:
   Motion by: C. Swope second by: C. Tallman. Motion carries.

5. Minutes Review/Approval:
   a. March 14, 2011 - Motion by T. Bennett, support by B. Kennedy: to approve the minutes. Motion carried.

6. Treasurer’s Report:

7. Unfinished Business (None)

8. New Business
   a. Conference scholarship requests
      1. Linda Ruwersma (Eureka Township) Motion by T. Blake, support by S. Hillebrand: to approve scholarship request. The motion carried.
      2. H. Paul Spencer (Oregon Township) Motion by T. Blake, support by L. Hathaway: to approve scholarship request. The motion carried.
      3. Melissa Prouty (Oregon Township) Motion by T. Blake, support by S. Hillebrand: to postpone a decision on the scholarship request to check to see if she received a scholarship in the past. The motion carried.

9. Strategic Plan Update
   a. Goal 1 – Membership and Connection to MAMC (No Reports)
• County Chapter Round Tables
• Speakers Bureau
• Membership Moment
• Membership Brochure

b. Goal 2 – MAMC certification (No Report)

c. Goal 3 – Assessment of Support Staff
• E. Hope will be starting review soon

d. Goal 4 – Expand User Friendly Technology
• The committee recommends Gravity Works out of Lansing. They will present to the Board at the May meeting. Phase I (membership portal and website) - $10,100; Phase II (Quickbooks) $330; Phase III (Licenses, Software, Paypal, etc) $1900. Updates and work is $110/hour.
• Motion by C. Tallman, support by S. Hillebrand: to reimburse Jeremy Howard his expenses for attending the meetings. The motion carried.

10. Director Reports:
a. President
   i. Motion by S. Hillebrand, support by C. Swope: to pass a resolution of Honor for Jean Perkins, Deputy Clerk, Kalamazoo Charter Township. The motion carried.
   ii. Evan shared an email with MIGFOA about collaboration of classes/training.

b. CEO/Legislative
   i. Joel and Dan gave a report on recent bills and the events on March 23 (Legislative Luncheon, Meeting with SOS and Senate Election Subcommittee Testimony)
   ii. ClerkPac envelopes will be available at education day and at conference

c. Newsletter/Website
   i. Discussion on number of newsletters per year and addition of e-new updates.

d. Ways & Means
   i. Clerk of the Year: Sue H. suggested the nominating committee use a numbering system to evaluate the COTY applications.

e. Membership
   i. Membership update- 812 members to date. 233 have not renewed from last year. T. Bennett will send out a letter requesting reasons for not renewing.
   ii. Motion by T. Blake, support by S. Swope: to deny Honorary Membership request from Karen McGuire (Village of Mt. Morris). The motion carried.

f. Education
   i. Annual Education Day- Monday May 23.
   ii. Master Class for June – Looking for suggestions. Most likely 2 speakers

g. Conference:
   i. Conference update: Let Cherilynn know if you have a suggestion for a class and even better if you have a presenter for it. Every Board member is required to give a silent auction item. President’s dinner (Formal or a movie character)
h. Past President
   i. Candidates for Board Elections: 3 candidates for 2 City/Village spots, 2 candidates for 2 Township spots, 1 candidate for 3rd Vice President. If slate is approved by membership at meeting then 2 current city/village board members will be re-elected and 1 new applicant will serve as 1 year term. If there are nominations from the floor then T. Blake will have a ballot available for the members to vote on Thursday. (Paper Ballot)

i. Education Continued
   i. Motion by C. Boersma, support by C. Tallman: to hold Annual Education Day in November. The motion was defeated.
   ii. Motion by T. Blake, support by L. Hathaway: to hold Annual Education Day in February. The motion and support were withdrawn. The Education Committee will be meeting on May 5 and will give a recommendation on possible days.

11. Adjourn:
The meeting adjourned at 3:20 P.M.

Respectfully submitted,

Joel H. Hondorp, CMC on behalf of
Susanne M. Courtade, Secretary

The next meeting of the MAMC Board of Directors will be at the Delta Township Hall on May 18, 2011 at 1:00 P.M.