MINUTES  
Michigan Association of Municipal Clerks  
Board of Directors Meeting  
Delta Township  
April 17, 2013

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

2. Roll Call:  
Present  
President- D. Kasunic, 2nd Vice President- Chris Swope, Treasurer -Betty Kennedy, Secretary -Sue Courtade, Education Chair -Cherilynn Brown (arrived at 1:05PM), Education Co-Chair -Jennifer Christian, Conference Chair-Sarah Bydalek, Conference Co-Chair- Judy Bigney, Ways and Means-Dawn Walker, Membership -Lisa Hathaway

3. Absent and excused; 1st Vice President -Carolyn Boersma, 3rd Vice President-Sue Hillebrand, Past President -Joel Hondorp

Motion by: B. Kennedy second by: J. Christian, to approve

4. Approval of the Agenda:  
The following items were requested as additions/changes to the agenda;  

Motion by: C. Swope, second by: S. Bydalek, to approve as amended. Motion carries.

5. Minutes Review/Approval:  
a. March 18, 2013  
Motion by: S. Bydalek, second by: J. Christian, to approve. Motion carries

6. Treasurer’s Report:  
a. Receive monthly Treasurer’s Report- B. Kennedy reviewed reports with board members.  
Motion by: S. Bydalek, support by: L. Hathaway, to receive the Treasurer’s report as presented. The motion carried.

b. Dan Dueweke, CDP from Independent Bank provided the board with various investment options in respects to Michigan Public Act 20. The MAMC is not bound by that ACT as we are not formed as a 501C3. The Board asked D. Dueweke to provide sample investment policy statements for the Board to review and bring back other investment options to us at a later date.

7. Unfinished Business  
a. Scanners: S. Bydalek presented two options for consideration. Each is a rental of the computers, scanners and program to track education time. This would be used at the summer Clerk Conference. Based on each person’s completed attendance, a certificate will be generated for the attendees. S. Bydalek stated that she has access to a printer. Motion by: C. Brown to authorize moving forward with the agreement with InterSpanSolutions, C. Swope second. Motion carries.

b. Board Structure: General discussion of the Board was had regarding the term limits for directors. Several board members expressed concern that they would like to stay in their current role on the Board longer, but due to term limits, must leave that position and run for the 3rd Vice President position in order to remain on the board.
ARTICLE IV Board of Directors. Section 4. Term of Office. States: Directors shall be limited to two, two-year terms. The number of terms of the Secretary and Treasurer shall not be limited.

In addition, several board members stated that the current structure of the vice president job descriptions have held them back from moving into a Vice President role. Those in attendance voiced support to change the jobs held by the 3 Vice Presidents with the support and direction of the incoming President.

Removing term limits, and allowing the incoming president to adjust the set job of each of the 3 Vice Presidents, requires a change to the by-laws. This is achieved by a 2/3 vote of the membership in attendance at the general board meeting as stated:

ARTICLE XII AMENDMENTS: These bylaws may be amended at any meeting of the Michigan Association of Municipal Clerks by a 2/3 vote of the membership present and voting so long as notice of the proposed amendment is provided to each member no less than 30 days in advance of the meeting in which the amendment shall be voted on.

To stay within this timeline, the language will need to be approved at the May 15, 2013 board meeting. Ways and Means will send these proposed changes using a mail chimp notification to all members stating that this will be voted on at the Wednesday general board meeting. The vote for current term expiring Directors and the 3rd Vice President position will be held on Thursday. Motion by C. Swope second by J. Bigney to move ahead with these proposed changes. Motion carried.

SR-27 Legislative Committee- changes to Standing Rule 27. C. Swope and L. Hathaway worked on the discussed changes and although not in agreement, both stated a willingness to continue their efforts. Swope handed out his suggested changes and will provide them to Hathaway electronically so that she can add her proposed changes then disburse the full document to the board members for review before our next meeting.
Motion by: B. Kennedy second by: C. Brown. Motion carried without opposition.

8. New Business: Discussed under 6 Treasurer’s report

9. Strategic Plan update: no new discussion

10. Goal 1-Continuing Education and Certification/ Website enhancements and on-line education (S. Hillebrand, C. Boersma, L. Hathaway and C. Tallman as Chair)

11. Goal 2-promote Membership and expand involvement (L. Hathaway will review)

12. Director Reports:
   a. President
   b. CEO/Legislative- C. Swope gave an update on the bill moving local proposals to the 12 week deadline.
   c. Newsletter/Website- T. Paksi thanked the Board for extending the GCSI contract another three years. She has been working with Gravity Works to make the board requested changes to the website and will look into and request that Gravity Works clarify a misunderstanding on some of the issues. Paksi will report back to the board. A copy of the current Gravity Works Contract is needed.
   d. Ways & Means- D. Walker gave an update on COTY.
   e. Membership Update L. Hathaway informed the board that membership is up to 863. This is an increase from 2012.
f. **Education**- C. Brown and J. Christian are completing the education program and will send it on to the Conference chairs soon.

  g. **Conference**- S. Bydalek reported that registrations are coming in. There is a firm registration deadline of June 3, 2013. Bydalek shared that the use of the Intuit Credit Card scan system will be used for the silent auction and PAC contributions for those wishing to pay by credit card. C. Brown will get clarification on the point count for education/conference attendance and provide it to Bydalek and Bigney.

  An order of 500 MAMC Lanyards at a cost of $695.00 was approved with a motion by L. Hathaway and a second by: S. Bydalek.

h. **Past President**

11. **Adjourn:** Meeting adjourned at 3:00 P.M.

Respectfully submitted,

Susanne M. Courtade CMC, Secretary

*The next meeting of the MAMC Board of Directors will be held Wednesday, May 15, 2013 at Delta Township Hall at 1:00 PM*