Call to Order: President Carolyn Boersma called the meeting to order at 11:00 A.M.

Absent; J. Bridgman, T. Barton, S. Courtade, S. Bydalek
Motion by C. Brown, second by C. Swope to excuse J. Bridgman, T. Barton, S. Courtade, and S. Bydalek. Motion carries.

Agenda: Motion by C. Brown, second by D. Kasunic to accept the Agenda as presented. Motion carries.

Minutes: Motion by B. Kennedy to approve the November 20, 2013 minutes with a correction on the Walk/Run date to take place on Wednesday during conference, not Tuesday as stated, second by C. Swope. Motion carries.

Treasurers Report: B. Kennedy presented the November Treasurer’s report. Motion by C. Brown, seconded by J. Bigney to accept the November 2013 Treasurer Report as presented. Motion carries.

B. Kennedy provided an investment policy to the board and suggested to review for approval next month.

2013 Budget: Motion by D. Walker, seconded by J. Bigney to amend the current year budget by transferring $12,455 from fund balance. Motion carries.

2014 Budget: B. Kennedy presented the draft 2014 MAMC budget for review. Discussion followed.

Eventbrite: J. Christian presented the board with a spreadsheet in regards to Eventbrite fees for online registration by vendors and conference attendees. The board discussed an increase to vendor registrations and then absorbing any expenses of using “Eventbrite”.

L. Hathaway voiced concerns on no hard mailing going to vendors on booth space for the conference and also on having vendor registrations available only online with Eventbrite. She is also not in favor of raising conference fees.

J. Christian and J. Bigney stated that with Eventbrite, you could monitor registrations as they come in. You can change the options available with Eventbrite right up until it goes live.
S. Brown stated that fees for Masters in March needed to be raised as the charges do not cover the expenses. She also stated that Mary Bender was advocating for a raise to the masters class as well.

2014 Budget: Motion by D. Walker, seconded by J. Bigney to approve the 2014 budget with changes. Motion carries.

UNFINISHED BUSINESS

Pending Membership: Pending membership is deleted from the agenda.

CMMC Logo: Motion by S. Brown, seconded by L. Hathaway to approve version “E” on the CMMC Logo centering the MAMC patch. Motion carries.

CMMC Application: Motion by S. Brown, seconded by C. Swope to approve the CMMC Application as presented by L. Hathaway. Motion carries.

CMMC Brochure Marketing: C. Hathaway presented a marketing brochure for the roll out of the CMMC certification program.

H. Walilko and T. Paski informed the board that MAMC could have their own phone line at GCSI. The cost would be $600 per year. Discussion followed. Motion by B. Kennedy, seconded by C. Swope, dissenting on the phone line option at GCSI. Motion carries.

Motion by C. Brown, seconded by C. Swope to approve the marketing brochure presented by L. Hathaway.

The board commended L. Hathaway on all of her efforts and hard work on the roll out for the CMMC program.

CMMC and Membership: L. Hathaway stated that the board needed to develop a standing rule or bylaw to establish guidelines for the CMMC. Membership guidelines also need clarified.

It was a consensus of the board to have L. Hathaway work on these items and forward to C. Brown to present to the committee currently doing a review of the bylaws.

DIRECTOR REPORTS

President: C. Boersma stated that she would represent MAMC at the MTA and MML vendor booths. Concern was voiced in regards to W. Wesley’s appointment to the equipment committee by the state as he is a former ES&S employee. Concerns will be voiced to the state.
CEO/ Legislative: C. Swope reported on the FOIA bill and presented the 2013 MAMC PAC report.

Newsletter/ Website: H. Walilko stated that Amelia no longer is an employee of Gravity Works. Our new representative is Jeff McWherter. S. Bydalek will need to develop a CMMC webpage for the website.

Membership: L. Hathaway reported on the membership for L. Parks that was terminated. Discussion followed in regards to memberships following the person or the municipality; and also website privileges that are given with a membership which would also include job postings. The process for granting, renewing and cancelling membership privileges was discussed.

L. Hathaway stated that this is why standing rules for membership need development. C. Swope stated that no one should have their membership cut off unless the municipality requests the termination. Motion by C. Swope, seconded by C. Brown to reinstate L. Parks membership until December 31, 2013. Motion carries.

Ways and Means: C. Brown reported on nominations for Clerk of the Year. She will inquire to vendors in regards to printing ballots for electing Clerk of the Year.

Education: An email was received from T. Barton in regards to the status of Free Education Day, Institute and Conference.

Conference: J. Bigney discussed using scanners for conference again this year and having classes count for two points each (per new CMMC guidelines). The conference committee is excited to have Arlene Burns as the speaker for opening session, she agreed to the $2500 limit set by the board for an opening speaker.

J. Bigney met with the Radison in Lansing in regards to the 2016 conference because of concern over the size and number of classrooms available and also the number of hotel rooms available for attendees. There is at least a shortage of nine rooms. The conference committee is looking into using the Lansing Center for classroom space as well. Review of contracts, space and cost will continue.

Adjourn: Motion by B. Kennedy to adjourn the meeting at 12:40 p.m.

Respectfully submitted,

Dawn M. Walker, CMC – Director, Acting Secretary