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

2. Roll Call:
Present
President- Joel Hondorp, 1st Vice President – Dan Kasunic, 2nd Vice President – Carolyn Boersma, 3rd Vice President – Chris Swope (arrived at 1:23), Treasurer – Betty Kennedy, Secretary – Sue Courtade, Education Chair – Cherilynn Tallman, Ways & Means – Sue Hillebrand, Conference Chair – Lisa Hathaway (by phone), Past President – Evan Hope, Administrative Assistant- Tara Paksi(arrived at 1:10)

3. Absent and excused: Membership – Terry Bennett, Education Co-Chair – Joe Bridgman, Conference Co-Chair- Sarah Bydalek

Motion by: S. Hillebrand, second by: E. Hope, to approve. Motion carries.

4. Approval of the Agenda:
Motion by: D. Kasunic, second by: S. Hillebrand, to approve as corrected. Motion carries

5. Minutes Review/Approval:
   a. January 18, 2012
Motion S. Hillebrand and seconded by C. Tallman to approve the January 18, 2012 minutes as presented. Motion carried without opposition.

6. Treasurer’s Report:
   a. Receive monthly Treasurer’s Report-B. Kennedy reviewed the report with board members.
Motion by: S. Hillebrand, support by: S. Courtade, to receive the January 2012 report. The motion carried.

7. Unfinished Business: B. Kennedy reported that the 2011 Audit is now completed. Several items discussed: revenue is down due to reduced membership, we should look at budgeting more conservatively for future budgets. A Credit Card line item is needed now that we can accept payments. PayPal is charging a fee for payments which has not been passed on to the members using this payment method. The board agreed to continue looking at this as the year progresses.
Late fees: Board discussed need to stay consistent.
Free Education Day: IIMC is firm in its requirement of attendance of the entire program for which points are approved on. There can not be points or certificates issued if full attendance is not adhered to.
C. Tallman made the motion that MAMC enforce the guidelines of IIMC. Seconded; S. Hillebrand.
Motion carries. Moving forward all educational material will include this disclaimer.

8. New Business: Scholarship request for Basic Institute. Jessica Dilworth, Assistant City Clerk, City of Oak Park, was granted scholarship with a motion by: B. Kennedy second by C. Swope. Motion carries.
9. Strategic Plan

10. Director Reports:
   a. President-
   b. CEO/Legislative- CEO voted to switch CEO/Legislative meetings to conserve Chris Thomas’
      time. An update of ongoing bills 5297, 5061 and 8893 were provided.
   c. Newsletter/Website- get articles to C. Swope for submissions. Forum is up and running.
   d. Ways & Means- Clerk of the Year. S. Hillebrand stated that 5 nominations have been received
      so far. The deadline is March 5, 2012.
   e. Membership- 731 members to date. This is down from last year’s membership of 985. A survey
      of those that did not renew was discussed.
   f. Education- Board reviewed the class schedule of upcoming programs.
   g. Conference- L. Hathaway was approached by MML requesting to be a vendor at our Annual
      Conference. Board encourages both MML and MTA to attend at the regular vendor rates. Registration
      form will be completed soon. S. Courtade mentioned a donation box at the registration desk for those not
      planning to use the complementary wrist bands.
   h. Past President- Researching future conference sites. Clarification on board elections was
      discussed. J. Hondorp and S. Hillebrand will review.

J. Hondorp, E. Hope and S. Courtade gave a brief summary of the MTA lunch and learn event.

11. Adjourn: Meeting adjourned at approximately 3:24 P.M.

Respectfully submitted,

Susanne M. Courtade CMC, Secretary

The next meeting of the MAMC Board of Directors will be held Monday, March 12, 2012 after the
lunch program at the Mt. Pleasant Comfort Inn Conference Center during MAMC Basic Institute
education.