MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Delta Charter Township
May 16, 2012

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 –Carolyn Boersma, 3rd Vice President – Chris Swope, Treasurer – Betty Kennedy, Secretary – Sue Courtade, Education Chair – Cherilynn Tallman, Education Co-Chair – Joe Bridgman, Conference Co-Chair- Sarah Bydalek; Membership – Terry Bennett; Ways & Means – Sue Hillebrand, Past President – Evan Hope, Administrative Assistant- Tara Paksi

3. Absent and excused: Dan Kasunic, 2nd Vice President – Conference Chair- Lisa Hathaway
Motion by: B. Kennedy, second by: S. Bydalek, to approve. Motion carries.

4. Approval of the Agenda:
Motion by: T. Bennett, second by: C. Swope, to approve. Motion carries

5. Minutes Review/Approval:
a. April 18, 2012
Motion T. Bennett and seconded by C. Swope to approve the April 18, 2012 minutes as presented. Motion carried without opposition.

6. Treasurer’s Report:
a. Receive monthly Treasurer’s Report-B. Kennedy reviewed reports with board members. Motion by: C. Swope, support by: J. Bridgman, to receive the April 2012 report. The motion carried.

7. Unfinished Business: none discussed

8. New Business:
a. Conference Scholarship: Scholarship requests. Elizabeth Grohman, Village of Lexington, Clerk; Shannon Greaves, City of Gladwin, Clerk; and, Cheryl Printz, City of Berkley, Clerk, all granted scholarships with a motion by: T. Bennett second by J. Bridgman. Motion carries.

9. Strategic Plan update
a. Goal 1- Continuing Education and Certification (Hathaway and Boersma)
b. Goal 2- Rebranding and expanding awareness (Courtade and Swope)
c. Goal 3- Website enhancements and on-line education (Kasunic, Hondorp, Bennett)
d. Goal 4- Increase Membership and expand involvement (Hillebrand, Kennedy, Bydalek)

Next Strategic Planning Retreat tentatively scheduled for August 17, 2012
10. Director Reports:
   a. President- J. Hondorp is attending the IIMC Conference in Portland. The required Flag
carrying training is the highlight of his trip!
   i. IIMC Region V Director gift: Door prize was approved at the April board
meeting.
   b. CEO/Legislative- The board was given an update on all current election legislation.
Swope also provided the board with information on a Liquor License seminar he attended that
was beneficial.
   c. Newsletter/Website- C. Swope and T. Paksi stated that the next issue of the newsletter
will be going out soon. All information should be to Swope now. Discussed updates to the
Forum section of the website.
   d. Ways & Means- Clerk of the Year. S. Hillebrand stated that there have been
approximately 70 ballots returned so far. J. Hondorp will send out a mail chimp to all members
as a reminder to vote.
   e. Membership- 810 members as of May 11, 2012. A spreadsheet showing breakdown of
membership was handed out.
   f. Education- C. Tallman requested volunteers that can step in for Mary Bender as Bender
is unable to attend the Masters Class on Tuesday. D. Kasunic, S. Courtade, C. Boersma and C.
Swope will all be available. Tallman provided dates for future Basic and Master Institutes:

   March 2013: Masters Classes March 12, 13 and 14
                Basic Classes March 17-22.
   March 2014 Basic Classes March 9-14
                Master Classes March 18, 19 and 20
   March 2015 Basic Classes March 15-20
                Master Classes March 24, 25 and 26

   The board questioned if lower attendance has anything to do with the change in recertification
requirements? J. Bridgman will forward on the surveys from the last Institutes once he receives
them from Benders.
   Board discussed conference handouts. Per General Board meeting in 2011 the overwhelming
response was to provide handouts electronically when possible.
   g. Conference- S. Bydalek stated that Entertainment has been confirmed. Registrations are
still being submitted.
   h. Past President- E. Hope stated RFP for future conference locations have been sent.
Several locations have already submitted proposals. The committee will be reviewing soon.

11. Adjourn: Meeting adjourned at approximately 3:10 P.M.

Respectfully submitted,

Susanne M. Courtade CMC, Secretary

The next meeting of the MAMC Board of Directors will be held Tuesday, June 19, 2012 at Conference
site: Great Wolf Lodge, Traverse City, Michigan