MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Delta Charter Township
November 28, 2012

1. Call to Order
President Dan Kasunic called the meeting to order at 1:08 PM.

2. Roll Call:
Present
President- D. Kasunic, 2nd Vice President- Chris Swope, Treasurer -Betty Kennedy, Secretary -Sue Courtade, Education Co-Chair -Jennifer Christian, Conference Chair- Sarah Bydalek, Conference Co-Chair- Judy Bigney, Membership -Lisa Hathaway, Administrative Assistant- Tara Paksi and Hilary Walilko

3. Absent and excused: 1st Vice President -Carolyn Boersma, Education Chair -Cherilynn Tallman; Ways & Means -Sue Hillebrand and Past President -Joel Hondorp

Motion by: B. Kennedy, second by: S. Courtade, to approve. Motion carries.

4. Approval of the Agenda:
Motion by: S. Courtade, second by: S. Bydalek, to approve. Motion carries.

5. Minutes Review/Approval:
a. September 19, 2012 (October meeting was cancelled)
Motion S. Bydalek and seconded by J. Bigney to approve the September 19, 2012 minutes as presented. Motion carried without opposition.

6. Treasurer’s Report:

7. Unfinished Business: 3rd Vice President Vacancy: Board discussion regarding the qualifications needed to fill the 3rd VP spot vacated when Joe Bridgman lost his Township Election. Contingent on her approval, the motion was made by C. Swope and supported by B. Kennedy to nominate Sue Hillebrand to the 3rd VP position term that expires June 2013. The motion carried without opposition.

8. New Business:
a. Budget: J. Bigney requested an amendment to the Conference Budget. She went over all line items. Overall the Conference cost center would be at $62,446.67 up from $60,900 in 2012. Motion by: J. Christian and a second by: S. Bydalek to accept the discussed changes to the Conference budget. The motion carries.

b. Registration on-line: Board discussed implementing this option and requested Tara to speak with our web hosting “Gravity Works” to see what the time frame would be. Tara is also to find out about accepting Credit Cards for the Institute and Conference. She will report back to the Board at the December Board meeting.
9. Strategic Plan update

a. Goal 1-Continuing Education and Certification/ Website enhancements and on-line education (S. Hillebrand, C. Boersma, L. Hathaway and C. Tallman as Chair)
b. Goal 2-promote Membership and expand involvement (L. Hathaway will review)

10. Director Reports:

a. President- D. Kasunic spoke in general about the now completed election.
b. CEO/Legislative- The board had much discussion regarding information and feedback to the Board of Directors. When the MAMC needs to take a position (whether for or against) an email to the entire board would be appropriate. Those involved will continue to inform the Board on a regular basis and utilize the website to broadcast urgent information to the membership. An amendment to the Standing Rules may be needed. L. Hathaway willing to work on this with S. Hillebrand if needed.
c. Newsletter/Website- T. Paksi stated that the next issue of the newsletter will be going out the first full week of January 2013. All information should go to GCSI. Discussed updates/improvements still needed to the Forum section of the website.
e. Membership- 838 members as of November 19, 2012. The membership database includes all active members from 2011 to current.
f. Education- J. Christian is heading up the Free Education Day. This is scheduled for February 12, 2013 with sessions during the day and a Legislative Reception from 4-6 PM. C. Tallman is working on a survey with Dr. Lew Bender.
g. Conference- S. Bydalek and J. Bigney are planning a January 2013 meeting of the committee in person, date and time to be determined. Vendor Save the Date cards will be going out in mid-January 2013.
h. Past President- No Report.

11. Adjourn: Meeting adjourned at approximately 2:35 P.M.

Respectfully submitted,

Susanne M. Courtade CMC, Secretary

The next meeting of the MAMC Board of Directors will be held Wednesday, December 19, 2012 at the home of Chris Swope- Lansing, Michigan. An ornament exchange will take place at the luncheon where everyone will be bringing a dish to pass.