CALL TO ORDER:
President Courtade called the meeting to order at 12:01pm.

ROLL CALL/EXCUSED ABSENT BOARD MEMBERS:
All members were present with the exception of Sarah Bydalek. Lisa Hathaway was participating via phone.

   MOTION by Kasunic, support by Thompson, to excuse member Bydalek from the meeting. Motion carried unanimously.

Others Present: Tara Paksi, GCSI

APPROVAL OF AGENDA:
   MOTION by Venema, support by Howard, to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES:
   a. September 20, 2017

   MOTION by Perales, support by Thompson, to approve the September 20, 2017 regular Board minutes as submitted. Motion carried unanimously.

TREASURER’S REPORT:
   a. Receive Financials
McManus distributed the financials to the members present.

   MOTION by Perales, support by Thompson, to receive the financials as submitted. Motion carried unanimously.

   b. 2017 Budget Adjustments

President Courtade announced that Member Kasunic has requested the Board book the Northport Bay Retreat again for next year’s strategic planning and funds need to be included in this year’s budget in order to hold the date.

   MOTION by Perales, support by Thompson, to amend the 2017 budget to include funding for 2018 strategic planning retreat. Motion carried unanimously.

President Courtade instructed the Board members to complete the necessary paperwork and payment to be submitted to Northport to book the dates of September 12-14, 2018 for the next strategic planning meeting.
MAMC Board – Regular Meeting
October 18, 2017

APPROVED

c. 2018 Budget

McManus distributed the proposed budget for review by the members. Hathaway questioned if the insurance in line item #5-3006 included each board member as an additional insured.

President Courtade felt it was by office and not by name but suggested that the policy is reviewed at a future meeting to confirm the coverage.

Discussion was held on the best way to show the contributions to the IIMC 2021 Conference. It was determined that opening a separate savings account for these funds would be best and to include a footnote in the budget.

MOTION by Clark, support by Perales, to open a separate savings account for the purpose of collecting and holding the IIMC 2021 Conference contributions.

For 2017, $11,700 from the Conference Registrations and $5,000 for the MAMC contribution would end up going into this separate savings account.

Wit suggested that a formal motion is made every year to move the appropriate funding into this account. The Board agreed.

Motion carried unanimously.

Discussion on the 2018 budget continued and the suggested amendments were as follows:

Income #4-1602 – Clerking 101 - Should be $3,500 and not $35,000
Income #4-1906 – IIMC Sponsorship 2021 MAMC – This line item is being removed
Income #4-1900 – Conference Registrations Inc – Increased by $11,700 (funding originally removed to represent contributions expected from 2018 registrations to IIMC 2021 Conference)

Expense #5-3002 – Admin Exp – Supplies/Misc – Reduced to $1,500
Expense #5-3003 – MTA/MML – Increased to $2,000 to cover MML attendance
Expense #5-3005 – Board Meeting Exp – Increased to $3,000 to cover actual costs
Expense #5-3101 – Conf Exp – Speaker Fees – Add Education to the title
Expense #5-3303 – IIMC Expenses – Contributions – Increased to $16,700 (This will be placed in a separate savings account for 2021 IIMC Conference in Michigan and represents $11,700 for 2017 registration contributions and $5,000 contribution from MAMC)
Expense #5-3503 – Clerk of Year – Will increase to cover the cost for a dozen COTY pins (Perales will provide cost info to McManus)

It was determined that the Board members would review the proposed budget and suggested changes and submit any further revisions to McManus to include for discussion at the next meeting and adoption at the December meeting.

UNFINISHED BUSINESS:

a. Electronic election guidelines

Kasunic suggested establishing a close of election time for electronic elections since it could be perceived that an electronic election is open until 11:59pm that evening.
Discussion was held on publishing a close of election. Clark suggested establishing a standing rule (SR) for electronic voting. Wit suggested that any guidelines state that the close of voting is required to be published and not specify any time.

President Courtade instructed Perales to establish a proposed SR for electronic voting guidelines and to conduct a review of all SR’s to determine if they need to be removed or updated and she will include this on the next month’s agenda.

**b. Potential Survey Questions**

Kasunic distributed a list of survey questions to go out to the membership to determine why there is such low attendance at conferences.

Suggestions for other questions included:
- How long have you been in the profession?
- Are you a member of IIMC?

**NEW BUSINESS:**

**a. Lifetime membership for Chris Thomas; Honorary membership for Sally Williams and Ginny Vander Roost**

President Courtade explained that per SR only a Past President can be made a lifetime member.

MOTION by Wit, support by Clark, to approve Sally Williams and Ginny Vander Roost of the Bureau of Elections as honorary members of MAMC. Motion carried unanimously.

**b. GCSI Lobbyist Contract**

President Courtade explained that the proposed contract includes an increase of $200/month for years 2019 and 2020 of which MAMC pays 40% and MACC pays 60% of the total cost.

Wit questioned if MAMC actually signs this agreement since the one submitted to the Board is between GCSI and MACC.

Hathaway stated that she feels an attorney should review the agreement and that both MAMC and MACC should be signing it based on MAMC’s 40% investment and requested consideration is given to a 50/50 investment by both organizations.

Considerable discussion was held on the agreement and why MAMC was not named in the agreement or required to sign and if there was any formal agreement between MACC and MAMC for the sharing of costs. It was determined that the Board would look into this matter further to determine why the contract was written as presented.

Paksi mentioned that the County Clerk’s Association will be considering this agreement at their November, 2017 meeting.

Wit commented that the goal should be to have some form of written agreement between the MACC and MAMC with regard to cost sharing. Smith agreed.

MOTION by Kasunic, support by Thompson, to approve the increase that is proposed in the agreement between MACC and GCSI. Motion carried (Hathaway and Perales opposed)
President Courtade suggested providing a copy of the minutes to MACC.

**DIRECTOR REPORTS:**

a. President
President Courtade had no formal update at this time.

b. CEO-Legislative
Venema stated that the legislative priority list was provided in the Board packets.

    MOTION by McManus, support by Smith, to approve the MAMC 2017-2018 legislative priority list. Motion carried unanimously.

c. Newsletter/Website
Howard reported he plans to follow the same format as last time having GCSI put the information together in newsletter format, he will review and then send on to the Board members for a final review before mailing.

President Courtade suggested that the next newsletter include the education opportunities and scholarship information as well as the application information for the open Board seats.

Howard confirmed that would have a January 15th deadline for articles with a February mailing date. He added that this month’s newsletter will include the membership application and will be mailed to all clerks and not just members.

d. Membership/CMMC
Hathaway noted that the membership numbers were included in the packet and she had nothing further to add at this time.

e. Conference
Thompson reported that the committee reviewing options for a keynote speaker. Wit mentioned that they may want to ask President Courtade about entertainment options and some other details since she is most familiar with the area.

Thompson stated that they are also working through room reservations for 2018 and 2019 in Kalamazoo.

Discussion was held on the number of rooms needed. President Courtade asked Paksi to reach out to Grand Traverse about amending the number of rooms if needed.

Discussion was held on the 2020 location. President Courtade said she would reach out to Bydalek or the IIMC Region V Director if needed to find out more information.

f. Ways & Means
   1. SR-42 Draft revision
Perales reviewed the proposed changes to include website and social media and addressed prohibiting the use of all in connection with election campaign. Several amendments were suggested.

    MOTION by Wit, support by Perales, to adopt SR42 as amended.
Motion carried unanimously.

Discussion was held on distributing amended SR42 to the membership.

MOTION by Wit, support by Kasunic, to unarchive the MAMC Facebook page and distribute amended SR42 to the membership through appropriate mediums. Motion carried unanimously.

2. 2018 COTY Timeline
Perales reported that the timeline submitted is for paper ballots as she is unable to purchase Survey Monkey through her municipality. She is willing to use Survey Monkey and Howard has offered to assist her if the Board wants to move forward with electronic voting. Also included in the timeline was having a table at the MTA conference. She questioned if she should also include the MML conference.

President Courtade felt that it was important to continue to have a Board member attend MAMC events to promote voting but suggested eliminating the cost associated with advertising COTY candidate nominations through the MTA and MML associations. She suggested that this is included as one of the amendments to the Standing Rules as well as addressing electronic voting.

It was suggested that a subscription to Survey Monkey is purchased by the Board for use by MAMC for all electronic voting/surveys.

MOTION by Venema, support by Smith, to procure an annual subscription to Survey Monkey for use by MAMC. Motion carried unanimously.

The Board discussed paper ballots vs. electronic or allowing for both.

MOTION by Courtade, support by Thompson to direct the COTY Chair and 3rd Vice President to implement Survey Monkey for electronic voting for the 2018 COTY and that all voting shall be handled electronically. Motion carried unanimously.

g. Education
Upcoming education dates are as follows:

- MAMC Institute: March 11-16, 2018
- MAMC Masters Class: March 20-23, 2018
- Free Education Day: April 10, 2018 at Soaring Eagle Resort

Clark suggested that Free Education Day is handled similar to a conference and that the location is booked a minimum of 12 months in advance due to the number of people attending and rooms required. They are working with other hotels in the area to make sure that all can be accommodated on April 10th.

The committee is reviewing an ethics class as the education component for Free Education Day as well as having the BOE introduce the updated QVF.

The Board determined that they would plan on holding an annual meeting that day and if it is not needed, they could cancel the meeting.
Crawford mentioned other potential topics discussed for future education sessions.

h. Past President
Paksi reported on PAC.

**ADJOURN**
President Courtade adjourned the meeting at 2:34pm.

Prepared by:
Pam Smith
MAMC Director-Secretary
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