CALL TO ORDER:
President Courtade called the meeting to order at 10:45am.

ROLL CALL/EXCUSED ABSENT BOARD MEMBERS:
All members were present with the exception of Sarah Bydalek, Lisa Hathaway, Anna Perales and Adam Wit.

    MOTION by Thompson, support by McManus, to excuse those members absent. Motion carried unanimously.

APPROVAL OF AGENDA:
The following items were suggested to be added to the agenda:
New Business: Director Vacancy
Education Report: Scholarship request
Membership/CMMC Report: Amendment to SR41 regarding Life Membership

    MOTION by Clark, support by Thompson, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES:
a. October 18, 2017

    MOTION by Thompson, support by Howard, to approve the October 18, 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 Clark, support by Kasunic, to receive the October financials as submitted. Motion carried unanimously.

b. 2017 Budget Adjustments

There were no adjustments to the 2017 budget.

c. 2018 Budget

    MOTION by Venema, support by Thompson, to approve the 2018 budget as submitted. Motion carried unanimously.

UNFINISHED BUSINESS:
There was no unfinished business
NEW BUSINESS:

a. Director Vacancy

President Courtade explained that Anna Perales was leaving the City of Holland; and therefore, resigning from the Board. She added that the Board can vote to fill the vacancy until the term expires in June.

President Courtade stated that she would like to assign Smith the Ways/Means Director Duties and fill the vacant Director position with another City/Village Clerk that would act as Secretary to the Board. Discussion was held on how the vacancy should be filled and the Board determined to review the most recent applicants received for the vacant director position when Smith was appointed. The applicants as previously evaluated were discussed.

MOTION by Thompson, support by McManus, to request President Courtade to approach Melanie Ryska, Sterling Heights City Clerk, about her interest in serving on the MAMC Board to fill the vacant Director position that will expire in June, 2018. Motion carried unanimously.

President Courtade explained that if Melanie does not accept, the Board will either reconvene the discussion at their regular meeting in January or she may call a special meeting via telephone if necessary.

DIRECTOR REPORTS:

a. President

President Courtade thanked everyone for submitting their revised roles and responsibilities. She stated that Member Smith had volunteered to compile the information into one calendar or timeline and this was proposed to be on the agenda for the January meeting.

She mentioned that Tara Paksi is recovering well from surgery and expects to be at the January meeting.

b. CEO-Legislative

Kasunic reported that at the last meeting of the Legislative Committee a motion was made in support of legislation that would allow for the electronic return of military ballots only, with a six-five vote with those present.

c. Newsletter/Website

Howard reported that January 15th is the next deadline for articles to be submitted for the newsletter. He mentioned that he has had many recent requests to include employment opportunities. He has not yet activated a twitter account as he wanted to make sure the Facebook page was running smoothly with the recent SR amendment before moving forward.

d. Membership/CMMC

1. Life Memberships Past Presidents – recommend amendment to SR41

President Courtade noted that the Board received a request for Life membership from a recent Past President and she suggested to Member Hathaway having automatic life membership for outgoing Presidents. Hathaway concurred and drafted the proposed amendment to SR41 for consideration.
MOTION by Clark, support by Thompson, to approve the amendment to SR41, Honorary and Life Membership, to allow for Past Presidents to automatically become life members after completing their term as President. Motion carried unanimously.

2. Honorary Membership Request
The Board received an application for Honorary Membership from Michelle Wright, retired City Clerk of Manistee.

Discussion was held on the following language contained in SR41: Honorary membership . . . is reserved for Clerk’s or other dignitaries or individuals that are no longer associated or employed in the clerk’s profession and have made a significant contribution to the organization.

Clark suggested amending the application to include information as to their contributions.

Howard commented that that honorary members have no voting rights and only maintain access to the website and newsletter if they wish to keep informed so he is not sure why it would matter if they made a significant contribution to the organization or not.

Smith added that if the Board determines to keep the language, that “significant contribution” needs to be defined.

MOTION by Clark, support by Thompson, to grant honorary membership to Michelle Wright, retired City Clerk of Manistee, and to re-evaluate the language of SR41 as discussed. Motion carried unanimously.

President Courtade stated that following a question from a member on renewing their CMMC, Hathaway pointed out that there are no consequences for someone who allows their CMMC to expire and then applies at a later date. She suggested possibly requiring additional points for late renewals.

Venema stated that if someone allows their certification to expire, they would lose their designation until they have sufficient points and reapply.

Howard added that he has some questions on the CMMC and how many members have their certification and how many have applied for recertification. It appears there has been a significant drop in recertifications since the start of the program and if that is the case, why require it.

The Board agreed that this issue should be on a future agenda. President Courtade suggested the February agenda.

e. Conference
Thompson had no update at this time.

f. Ways & Means
1. Amendment to SR-31 to include MAMC’s CMMC Certification
This item was tabled due to previous discussion on this topic and would be addressed at a future meeting.

Smith will work on draft amendments to Standing Rules as discussed.
g. Education

1. Scholarship request

Clark reported that the Board received a scholarship request from Sheila Reitz, Buchanan Township Clerk, to attend the March Clerk’s Institute. Her Township has granted her the time off and will pay for food, travel and lodging expenses. The scholarship would cover registration.

MOTION by Clark, support by Kasunic, to approve the scholarship application submitted by Sheila Reitz, Buchanan Township Clerk, to cover registration costs for the March, 2018 Institute. Motion carried unanimously.

h. Past President

No report

ADJOURN

President Courtade adjourned the meeting at 12:37pm.

Prepared by:
Pam Smith
MAMC Director-Secretary
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