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

Administer oath of office to Pamela Smith, City of Farmington Hills, Director-Secretary position: Chair Courtade administered the oath of office to Pam Smith for the Director-Secretary position.

ROLL CALL/EXCUSED ABSENT BOARD MEMBERS:
All members were present with the exception of Anna Perales who asked to be excused from the meeting. Member Hathaway would be late.

MOTION by Thompson, support by Howard to excuse Anna Perales from today’s meeting. Motion carried unanimously.

Others Present: Hillary Walilko, GCSI

Board members introduced themselves to the new Board member Pam Smith.

PUBLIC COMMENT: None

APPROVAL OF AGENDA:
Chair Courtade requested adding the audit engagement letter that was distributed to each member as item b. under the Treasurers Report.

MOTION by Venema, support by Thompson to approve the agendas as amended. Motion carried unanimously.

APPROVAL OF MINUTES:
a. June 19, 2017 and July 24 2017

MOTION by Bydalek, support by Clark, to approve both sets of minutes as submitted. Motion carried unanimously.

TREASURER’S REPORT:
a. Receive Financials
b. Audit engagement letter from Berthiaume & Company

McManus reported that a copy of the final audit report was approved at the previous board meeting. She mentioned that the auditors have submitted an engagement letter for 2017 and 2018 and the fees were consistent with past years.

The Board considered if they should go out to bid for these services. They decided the pricing was fair and agreed to continue with the current company.

(Hathaway arrived 12:15pm)
MOTION by Thompson, support by Clark, to accept the engagement letter from Berthiaume & Company to conduct the MAMC audit for 2017 and 2018. Motion carried unanimously.

McManus recommended going out to bid in 2 years.

With regard to the financials, President Courtade inquired if the money earmarked for the 2021 IIMC Conference was included and set aside and if that money was for full conference attendees only.

McManus stated that this information was not in the financials as she had questions on how to include that as a line item.

It was clarified that $50 was to be set aside for each full conference attendee in order to subsidize registration costs for the members for the 2021 IIMC Conference and that MAMC was also putting $10,000 into a fund towards that conference.

Discussion was held on how to itemize those funds in the financials and it was suggested that Treasurer McManus ask the auditors the best way to do that.

Clark recommended taking $2,500 each year from conference proceeds up to the $10,000 to be put towards the 2021 IIMC Conference.

Howard indicated he could get the total of full-time registrants from Eventbrite. McManus reported that the credit card for Eventbrite needs to be updated.

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

UNFINISHED BUSINESS:
None

NEW BUSINESS:

DIRECTOR REPORTS:
President – Nomination of Michigan candidate for the IIMC Region V Director process

President Courtade reported that 3 members applied for the Region V Director position and the MAMC by-laws require an election to be held if there is more than 1 applicant. She mentioned that she also submitted a proposed revision to Kasunic regarding an amendment to Standing Rule-10 (SR-10) to allow for electronic voting.

Kasunic is working with Past President Joe Bridgman on a way to implement electronic voting if the amendment to SR-10 is approved.

It was noted that the next Region meeting is in California in November, but would not be sponsored by MAMC so there would be no reimbursement to the Region V Director.

Discussion was held on the time line for an election and getting some type of electronic voting in place and if there would be enough time for a new Region V Director to attend the November meeting if they wanted.
Bydalek reported a very low response to the COTY election and mentioned that Thompson had found a company that does electronic voting that she was considering for that process. She suggested that the same process could be used for both the COTY and Region V Director elections.

President Courtade stated that MAMC must report to IIMC on the new Region V Director by January 5, 2018.

Various on-line voting options and the time line was discussed. It was suggested that the proposed amendment to SR-10 should simply allow for secure electronic voting rather than naming a specific product to be used.

MOTION by Howard, support by Clark, to approve spending up to $1,500 for an electronic voting option to be used for COTY and Region V Director elections.

President Courtade indicated that the SR-10 amendment should be approved first to allow for electronic voting.

Howard offered a friendly amendment to include amending SR-10, Clark supported. The motion read as follows:

MOTION by Howard, support by Clark, to amend Standing Rule-10 (SR-10) to allow for secure electronic voting and approve up to $1,500 for an electronic voting option to be used for COTY and Region V Director elections.

Hathaway preferred two separate motions. She was fine with allowing electronic voting for Region V Director as people were voting out of state but wanted more time to review that option for COTY.

Howard offered a second friendly amendment to eliminate the electronic voting option for COTY and authorize funding, Clark supported. The motion read as follows:

MOTION by Howard, support by Clark, to amend Standing Rule-10 (SR-10) to allow for secure electronic voting and authorize up to $1,500 to research and procure a secure electronic voting option to be used for Region V Director elections.

Motion carried unanimously.

President Courtade mentioned the strategic planning retreat scheduled in September and stated that she hopes all members are able to attend. She asked that members please submit their lunch requests to her and to note any allergies.

CEO/Legislative
Kasunic reported that lobbyist Bill Zaagman sent out an e-mail regarding a proposed fix by the legislature for those clerks who missed the filing deadline. He noted that the board has not taken a position in the past on such items.

Venema received an email indicating that they are proposing to schedule a legislative lunch on October 11th and more information should be going out to all members.

Kasunic noted that they are continuing to receive applications and that the meeting times would remain the same.

**Newsletter/Website**
Howard reported that the electronic version of the newsletter was sent out and the hard copies mailed yesterday. The next deadline is October 15th.

Walilko mentioned that the next edition of the newsletter would include the membership application so it will be going out to all municipalities and not just members.

Howard stated that the Board is now including draft minutes on the website for full transparency to members and he replaces the draft once there is an approved copy. MAMC agendas and packets are also now available on the website.

Discussion was held on non-members joining the MAMC Facebook group. Howard stated he was looking into options available that would force a question to people wanting to join in order to eliminate non-members.

Howard inquired about the expansion of social media to twitter and Instagram. Considerable discussion was held on the various types of social media, pros and cons and a group versus a MAMC page. The general consensus was positive to move forward with twitter and Instagram at this time.

President Courtade suggested a 2nd administrator to assist Howard in keeping up with social media accounts.

**Membership**
Hathaway reported membership at 937 members and 269 CMMC’s.

**Conference and Education**
Members commented on a great conference on how well the new App was received. Thompson mentioned the stats for the new App reporting 17,100 engagements, 290 users and 93% of attendees downloading the App.

Thompson reported that she and Adam and Tara met on the new theme chosen by President Courtade - “There’s no place like home”. They had a productive first meeting and already have some great ideas. They are going to try and conduct a site visit prior to the retreat in September.

Howard inquired if everyone has received their certificates. They had.

Discussion was held on the points system and process for signing into classes and receiving education vs. experience points.
Clark reported that she distributed the class evaluations to each board member from the summer conference. She has received approximately 6 or 7 applications for committee members to date.

Howard inquired about a fall education session. Clark reported that the committee was considering a fall class that would expand upon the class offered at the summer session regarding election equipment and also include the BOE and lessons learned. She suggested late September or after the November Elections and offering the class twice – one in the northern region and another in the mid-region. She is waiting to hear from the Bureau of Elections.

**Ways & Means**
Standing Rules SR-10 request revision to allow for mail chimp ballot voting – this was discussed and acted on above.

**Proclamation** – Machele Kukuk, Clawson City Clerk retirement

MOTION by Bydalek, support by Hathaway, to approve the proclamation for Machele Kukuk’s retirement. Motion carried unanimously.

President Courtade asked board members to let her know of any other retirements.

**Past President** – No report

**ADJOURN:**
President Courtade adjourned the meeting at 1:42pm

Prepared by:
Pam Smith
MAMC Director-Secretary