MAMC Board of Directors
Meeting Minutes
April 17, 2019 @ 12 Noon
Delta Township
Lansing MI

Call to Order: The meeting was called to order at 12:01 p.m.

ROLLCALL/EXCUSED ABSENT BOARD MEMBERS:

Members Present: Kasunic, Venema, Howard, Clark, Thompson, Wit, Ryska, McManus, Smith, Kean, McMillen and Crawford.

Members Absent: Courtade

Others Present: GCSI Representative Taylor Hiner

MOTION THOMPSON, SECOND BY McMANUS, TO EXCUSE MEMBER COURTADE. MOTION CARRIED UNANIMOUSLY.

APPROVAL OF AGENDA: MOTION CLARK, SECOND BY McMILLEN, TO APPROVE THE AGENDA WITH THE FOLLOWING ADDITION:
New Business – Contribution Towards IIMC President-Elect Gift
MOTION CARRIED UNANIMOUSLY.

APPROVAL OF MINUTES: MOTION THOMPSON, SECOND BY RYSKA, TO APPROVE THE MARCH 11, 2019 MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

TREASURER’S REPORT: McManus reviewed the March financial reports.

MOTION VENEMA, SECOND BY RYSKA, TO APPROVE THE MARCH FINANCIAL REPORTS AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS:

Competency Requirements for Training. Howard and Venema updated the Board on Representative Yaroch request for a proposal from the County and Municipal Clerks for training competency requirements. An April timeline has been set and maybe unrealistic to have a proposal ready. Requirement suggestions were discussed.

Ethics Discussion SR-47. McMillen presented a revised draft to SR-47 Code of Ethics and Conduct and the Rules of Procedures. The draft was reviewed.
MOTION RYSKA, SECOND BY McMILLEN, TO ADOPT SR-47 CODE OF ETHICS AND CONDUCT AND THE RULES OF PROCEDURES. MOTION CARRIED UNANIMOUSLY.

The newly adopted SR-47 will be placed on the website and a copy will be e-mailed to the Board.

Legislative Priorities. Howard handed out the 2018-19 Legislative Priority List which will most likely be our 2019-20 list. The list was reviewed in its entirety.

Conference Scholarships. Four scholarship applications we presented to the Board for consideration.

MOTION WIT, SECOND BY VENEMA, TO APPROVE THE SUMMER CONFERENCE SCHOLARSHIP REQUESTS FOR CLERK LEON WRIGHT AND FOR DEPUTY CLERK JOANNE MONTGOMERY FROM VAN BUREN CHARTER TOWNSHIP. MOTION CARRIED UNANIMOUSLY.

MOTION WIT, SECOND BY McMILLEN, TO APPROVE THE SUMMER CONFERENCE SCHOLARSHIP REQUESTS FOR DEPUTY CLERK SUSAN McCULLOUGH AND ADMINISTRATIVE ASSISTANT KELLY RICHTER FROM CHARTER TOWNSHIP OF OXFORD, CONTINGENT UPON THE RECEIPT OF NOTICE FOR THE DENIAL BY THEIR BOARD FOR THE EDUCATIONAL REQUESTS. MOTION CARRIED UNANIMOUSLY.

Contribution Towards IIMC President-Elect Gift. Kasunic shared an e-mailed requesting a $50 contribution towards a gift for IIMC President-Elect Mary Johnston. President-Elect Johnson is from Region V and it has been a tradition of Region V to recognize this accomplishment with a gift.

MOTION McMANUS, SECOND BY THOMPSON, TO APPROVE A $50 CONTRIBUTION TOWARDS A REGION V GIFT FOR IIMC PRESIDENT-ELECT MARY JOHNSTON. MOTION CARRIED UNANIMOUSLY.

DIRECTOR REPORTS:

PRESIDENT. Kasunic had no report.

CEO/LEGISLATIVE. No report due to cancellation of today’s CEO meeting.

NEWSLETTER/WEBSITE. Crawford informed the Board that the spring newsletter is ready and will be mailed out in May. The website regarding employment opportunities continues to post the need for election personnel. The newly adopted SR-47 and approved minutes will be posted.

MEMBERSHIP/CMMC. Smith reviewed the membership and CMMC reports as of April 15, 2019. Due to the high numbers of CMMC requests, she recommends that an order for 12 cases of plaques be placed.

MOTION WIT, SECOND BY THOMPSON, TO PURCHASE 12 CASES OF PLAQUES FOR THE AMOUNT OF $2,015.20. MOTION CARRIED UNANIMOUSLY.

Smith asked that CMMC Educational Program and Certification be placed on the May agenda. Discussion on updating CMMC re-certification requirements and CMMC point counting was held.
CONFERENECE. Thompson and Wit had much to update. A few Board members took a site visit at the Kalamazoo Radisson. This visit was very valuable towards summer conference preparations. The Conference brochure is nearing completion and a draft will be sent to the Board. An e-mail will go out to announce the Tuesday night event. It will be a baseball game for the Kalamazoo Growlers. The cost is $22 and shuttle service will be available. Conference reservations are up 30 from this time last year. A handout was distributed regarding Summer Conference statistics for the years of 2015-2019 on registrations and vendors.

WAYS & MEANS. McMillen reminded the Board that May 10th is the last day to vote for COTY. E-mail reminders continue to be sent to those who have not yet voted. Less than 300 members have not yet voted. The newly adopted SR-47 will be e-mailed to the Board and for placement on the Website.

EDUCATION. Clark informed the Board that the Clerk Boot Camp curriculum has been set. The speaker for Master’s will be Delilah Reynolds and that there are only a few remaining education sessions to fill for conference. An agreement contract with Lew and Mary Bender was handed out and briefly discussed. The agreement will require Board approval. Clark recommended the purchase of a second set of flags. A quote of $1,286 has been given. A discussion was held regarding the contents in the quote. Once reviewed, it was found that the quote submitted needed a few additional items.

MOTION SMITH, SECOND BY McMANUS, TO AUTHORIZE THE PURCHASE OF THE FOLLOWING PROMOTIONAL ITEMS FOR THE AMOUNT OF $1,455:
2 Retractable Banners
1 30” Economy Table Runner
1 6’ x 4’, 2 sided, Color, Flag
2 8” Brown Oak Flag Pole
2 Gold Finish Flag Floor Stand
2 Conical Spear Flagpole Ornament
2 Gold Cord with Tassel
MOTION CARRIED UNANIMOUSLY.

Clark distributed a draft copy of a one-page flyer, New Rights for Michigan Voters. Its contents were put together by the SOS/Election Modernization Advisory Committee. Once approved for distribution, it will be given to all. It is recommended that the flyer be placed on websites throughout the State so that the information is available to all voters.

PAST PRESIDENT: No report.

NEXT MEETING: Wednesday, May 15, 2019 @ Delta Township.

ADJOURN. The meeting adjourned at 2:32 p.m.

JoAnne Kean, MAMC Director-Secretary