CALL TO ORDER:
President Courtade called the meeting to order at 12:00 p.m.

ROLL CALL/EXCUSED ABSENT BOARD MEMBERS:
Members present: Courtade, Kasunic, Venema, Howard, Bydalek (12:03), Clark, Crawford, Hathaway (via phone), McManus, Ryska, Smith, Thompson, and Wit

Others Present: Tara Paksi, GCSI

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

APPROVAL OF MINUTES:
  a. January 17, 2018

  MOTION by Thompson, support by Smith, to approve the January 17, 2018 regular Board minutes as submitted. Motion carried unanimously.

TREASURER’S REPORT:
  a. Receive Financials – January 2018

McManus noted that members are still registering for Institute and Masters and there haven’t been many expenditures for conference yet, so the fund is a bit high at the moment.

  MOTION by Thompson, support by Clark, to receive the January 2018 financials as submitted. Motion carried unanimously.

UNFINISHED BUSINESS:

MAMC Online Store
President Courtade opened discussion regarding the MAMC Online Store noting that the store does not list any items for sale. She recalled having a number of items left from previous events and inquired if the Board wants to reestablish the online store. Directors voiced concerns noting that someone would have to manage the store, inventory and sales. Additionally, it is difficult to store, transport, and ship larger items such as duffle bags. Director Clark will take an inventory of the items in stock before the Board makes a decision on how to move forward. In the meantime, the online store will be hidden from the website.

NEW BUSINESS:
Director Kasunic developed a MAMC Member Survey that will be distributed to the membership via SurveyMonkey. This survey will show if members are participating in all the opportunities that MAMC has to offer and if they continue participating through the years. It will also help the Board determine which opportunities members value.
Director Hathaway reported that since the Mail Chimp CMMC survey went out to membership, she has received quite a response. She will make them available to the board and provide a chart of the summary of the comments. President Courtade requested that the information be sent out well before the meeting so members a some time to review it.

**DIRECTOR REPORTS:**

a. President

President Courtade reported that the MTA Conference is the week of April 23-26, 2018. MAMC will have a non-profit booth and President Courtade asked for assistance in managing the booth. Discussion ensued regarding a drawing giveaway.

   **MOTION by Clark, support by Kasunic, to approve the purchase of a $50 gift card as a drawing giveaway at the 2018 MTA Conference.** Motion carried unanimously.

Director Howard inquired about what MAMC does with the business cards that are entered into the drawing. President Courtade stated they should be used to contact the individuals to encourage membership in MAMC. Director Hathaway will collect the cards and reach out to those individuals.

President Courtade reminded that the next meeting is in Mt. Pleasant at Basic Institute March 12, 2018. Directors are expected to assist with set-up and registration on Sunday, March 11th.

b. CEO-Legislative

Director Kasunic reported on a number of issues discussed at CEO-Legislative meeting. He noted that the Committee discussed the legislation for electronic return of military ballots, the “line project” that analyzed the precinct lines at the Presidential Election. The EAC is focusing on file maintenance security protocols for sharing registration information across state lines.

Director Venema noted Sally Williams reported on the status of a number of current ballot initiatives, namely:
- Repeal the state’s prevailing wage – reviewing signatures, if sufficient, legislators may enact it rather than send to the ballot.
- Marijuana – reviewing signatures, if sufficient, it will go on the ballot.
- Redistricting proposal – reviewing signatures.
- Promote the Vote – championed by the League of Women Voters, collecting signatures.
  - calls for no reason AV and same day registration

Director Venema also reported that the State has begun the QVF Refresh process, noting that there are some concerns at the County level and about the training being provided. QVF Refresh must be used for any May elections. The State also cautioned clerks on phishing emails that are being sent disguised as emails from the Bureau.

Director Venema reported on updates from Bill Zaagman.
- Promote the Vote initiative needs 315,000 signatures by July 9.
- Proposal to restrict millage questions to August and November only – Chris Swope testified to the behalf of MAMC, the Committee likely does not have the votes to move forward.
- Electronic Vote (MOVE) – Committee will take it up in the near future.
- Filing fees, county level – non-refundability of fees, has not moved far.
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- HB 4414 – to eliminate all elected or appointed clerk’s information from any election material, including email addresses that contain a portion of a clerk’s name, even for MOVE ballots.

MOTION by Venema, support by Kasunic, that the Michigan Association of Municipal Clerks stands in opposition to HB 4414. Motion carried unanimously.

Director Kasunic also reported that there is a proposal that would eliminate the requirement of listing schools in proposal language because for-profit charter schools now get a portion of the funding. Either all schools need to be listed or all need to be removed. Director Clark voiced concern that this proposal does not promote transparency and is does not inform voters where their money goes.

Director Hathaway inquired if it would be worthwhile to meet with League of Women Voters considering they are pushing legislation and testifying in Lansing. It would be an opportunity to give them details on the effects of their proposals. Director Venema noted that the League of Women Voters is speaking at CEO-Legislative in April. Also, their ballot proposal language has already been approved, which includes no-reason AV, registration by mail 15 days before election, same day in-person registration, and reinstates straight party.

c. Newsletter/Website  
Director Howard reported that the newsletter went out and the deadline for the next newsletter is April 15. There are a steady number of job postings submitted for the website. Director Hathaway wondered if the Board should consider charging a small fee to post a classified on the website to help support the cost. Discussion determined that this is a service provided to members and a fee should not be charged.

d. Membership/CMMC  
Director Hathaway referenced the membership report and indicated that she received positive feedback from a couple of past presidents that are now Life Members. There are still a couple Life Members for whom we do not have contact information. Regarding the CMMC Mail Chimp questionnaire that went out, Director Hathaway has received quite a few responses and will compile the results by March 5th for the Board to review before the March meeting.

1) Honorary membership-Nancy Banks  
The next item discussed was the 2018 Membership Application from Nancy Banks, former clerk of Southfield, requesting Honorary Member status.

MOTION by Bydalek, support by Hathaway, to bestow Honorary Membership to Nancy Banks. Motion carried unanimously.

e. Conference  
Director Thompson reported that the Committee is finalizing food costs that include breaks. Director Wit is working on securing a photographer and DJ. The photographer will be available during the vendor show for members to schedule professional headshot appointments. The Committee is working on organizing a Welcome Reception on Tuesday in a tent that is set up at Grand Traverse and is still looking for sponsors. Director Thompson reported that there will not be a golf outing this year because it is a high cost and not a well attended by members.

There will still be a Walk/Run organized by Betty Kennedy. Director McManus stated that they will expect gift cards as prizes for the Walk/Run. Discussion ensued regarding the amount of money that can be used to purchase prizes. Members pay a registration fee to participate in the event to
cover the cost of t-shirts, water, and bananas. The Standing Rules state that any non-conference event must be covered by fees collected or the Board must approve fees paid. The cost saved from the donations of the t-shirts has paid for the gift card prizes. President Courtade stated that a formulated process needs to be developed for discussion at the March meeting. Director Wit stated that this process should be handled by the Conference Committee and the Treasurer. Director Clark agreed, further stating that the Conference Committee shouldn’t approve expenditures that exceed the fees collected for a given event. The Board agreed.

f. Ways& Means
1) SR-29 Nominating Committee
Director Smith submitted some recommended changes to SR-29 and to the ballot procedures document to clarify the qualification to run for 3rd Vice President, noting that 3rd VP candidates must have served as a Director for two years prior to being sworn in as 3rd VP. Discussion determined that the phrase “or completed their 2nd term of office” be deleted from the second paragraph of the proposed amendment from the balloting procedures.

   MOTION by Thompson, support by Bydalek, to approve SR-29 as amended. Motion carried unanimously.

Director Smith reported that the deadline for questionnaires for COTY candidates is February 23, 2018. She will submit everything to the Committee for review. There are six (6) city, eight (8) township, and two (2) village candidates. The Committee’s deadline is March 5th to make their determination.

g. Education
1) Free Education Day
Director Clark informed that Chris Thomas is now working for the Bipartisan Policy Center in DC. The Center will be at Free Ed Day to discuss the 2016 Presidential Election results and share some initiatives. The BOE will also be presenting in the morning. There are 175 registrants for Free Ed Day and Director Clark will send out a reminder. The MAMC annual meeting will be in the afternoon.

Director Crawford reported that Jeffery Collins, former Appellate Court and Circuit Court judge in Wayne County, will present in the afternoon on workplace ethics. Director Crawford worked with IIMC and they agreed to offer ½ hour of advanced education or ½ hour of CMC credit for members. IIMC is requiring a class evaluation to earn credit. Evaluations must be emailed within two weeks after Free Ed Day and certificates will sent out at a later date.

2) Conference
Director Clark reported that the Committee is still working on a Masters Class speaker. The Committee is finalizing classes for the remainder of the Conference.

3) Scholarship
Director Clark distributed a two (2) scholarship applications: Amy Whipple and Racheal Ervin-Boggs.

Ms. Whipple registered for 2017 Masters Academy and was not able to attend because of medical reasons. She has requested a credit to attend the 2018 Master Academy. The request was reviewed by the Board on February 13th and found to be missing an application for scholarship. She has since submitted the application.
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Discussion ensued regarding MAMC’s refund policy. There was consensus that the policy needs to be addressed and revised especially to accommodate emergency situations.

MOTION by Clark, support by McManus, to approve the MMCI Scholarship Application for Amy Whipple, Brownstown Township, for 2018 Master Academy. Motion carried unanimously.

Regarding the application of Racheal Ervine-Boggs, Director Clark noted that Ms. Ervine-Boggs already received a scholarship for Conference and a scholarship for Institute in 2016. SR-31 & 32 states that members may only receive one of each scholarship in a lifetime.

MOTION by Smith, support by Bydalek, to deny the MMCI Scholarship Application for Racheal Ervine-Boggs, City of Burton, for 2018 Master Academy, based on SR-31 and SR-32. Motion carried unanimously.

Director Clark distributed recommended amendments to the Scholarship applications and asked that Directors review them and submit changes. She will bring proposed amendments to the March meeting.

Discussion regarding the number of scholarships one member can be awarded determined that the Standing Rules need to be amended to include Masters Academy.

MOTION by Clark, support by Wit, that a Standing Rule be drafted to include a Masters Academy scholarship.

MOTION by Clark, support by Wit, TO AMEND the previous motion, to include scholarships for Masters Academy, Masters Class, and Clerking 101. 

Motion carried unanimously.

Discussion regarding MAMC’s refund policy resumed. President Courtade distributed a sample MTA coupon awarded to a member who paid for a workshop and was unable to attend, making members feel valued. President Courtade determined that she, along with Director Clark and Director Crawford will review MAMC’s refund policy and propose amendments.

h. Past President-2018 Board election

Past President Bydalek reported she and Tara have reached out to the Grand and to Mission Point on Mackinac Island for bids for the 2020 Conference. The Grand is having difficulty accommodating Friday’s. She inquired if anyone opposed moving Conference up one day for 2020. The Board agreed to obtain quotes for Sunday – Thursday for the first two weeks of June.

ADJOURN
President Courtade adjourned the meeting at 2:49 p.m.

Respectfully submitted,

Melanie D. Ryska  
MAMC Director-Secretary

approved 03/12/18