MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Teleconference
February 27, 2013

1. Call to Order
President Dan Kasunic called the meeting to order at 1:05 PM.

2. Roll Call:
Present
President- D. Kasunic, 1st Vice President -Carolyn Boersma, 2nd Vice President- Chris Swope, 3rd Vice President-Sue Hillebrand (arrived at 1:10 PM), Treasurer -Betty Kennedy, Secretary -Sue Courtade, Education Chair -Cherilynn Tallman, Education Co-Chair -Jennifer Christian, Conference Co-Chair- Judy Bigney, Past President -Joel Hondorp, Administrative Assistant- Tara Paksi

3. Absent and excused; Conference Chair-S. Bydalek, Membership -Lisa Hathaway
Motion by: C. Swope, second by: C. Tallman, to approve

4. Approval of the Agenda: The following items were requested as additions/changes to the agenda; Under New Business: 8 a. Honorary Membership Todd Blake; 8 b. Clerk Institute scholarship request; Motion by: S. Courtade, second by: C. Swope, to approve as amended. Motion carries.

5. Minutes Review/Approval:
   Motion by: C. Tallman, second by: J. Christian, to approve. Motion carries

6. Treasurer’s Report:
   b. Audit Approval: The 2012 Audit report was provided to board members. Board chose to table the approval of the 2012 Audit to the March 2013 meeting. Discussion by board regarding CD rates and options, B. Kennedy to contact J. Christian on the different Credit Unions she spoke of to see if the rates and terms would be beneficial for us.

7. Unfinished Business
   a. Director position: Dawn Walker of the Township of Lapeer has submitted a formal application of interest in the Director, Ways and Means position. Motion by: B. Kennedy and second by: J. Hondorp to appoint Dawn Walker to the term ending at the June 2013 conference. The motion carried without opposition. S. Hillebrand requested to continue work on the COTY process with Dawn.
   b. Amendment to SR-27 Legislative Committee- Item tabled

8. New Business:
   a. Honorary Membership: Motion by: B. Kennedy support by: S. Courtade to grant honorary membership to Todd Blake. The motion was unanimously approved. Kennedy will notify Blake of this decision.
   b. Clerk Institute Scholarship request: C. Tallman received a request from Kathleen Laseur, Village Clerk of Vermontville for scholarship to attend the Clerk Institute, she has not requested before and a letter stating the funds are not available for her to pay for the education program was submitted. Motion by: S. Hillebrand second by: S. Courtade to approve the scholarship request. Motion carries.
9.  **Strategic Plan update:** no new discussion

10. **Goal 1—Continuing Education and Certification/ Website enhancements and on-line education**
    (S. Hillebrand, C. Boersma, L. Hathaway and C. Tallman as Chair)
    Survey Monkey responses are being tabulated now. Possible results to the board by April meeting 2013.

11. **Goal 2—promote Membership and expand involvement (L. Hathaway will review)**

12. **Director Reports:**
    a. **President**- Next Board meeting will be held at the Clerk Institute on Monday, March 18, 2013 at the Clerk Institute.
    b. **CEO/Legislative**
       a. **Legislative reception:** C. Swope reported a great turnout. Approximately 40 Legislators attended. Tara will look up what committees these representatives sit on.
       b. **House Organizational meeting—Introduction**- C. Swope represented the MAMC organization at this meeting.
       c. **Review of priorities**- not yet finalized
    c. **Newsletter/Website**- S. Hillebrand offered thanks to Hillary from GCSI for all her help. Gravity Works is ready to move forward on the changes to the forum posts. Email contacts for board members will be updated as well. Motion by: C. Swope, second by: S. Hillebrand to move forward with the discussed changes. Motion carried. The website “store” needs to be updated. Many items are no longer available. C. Swope offered to look into options for sale on the site and will report back to the board.
    d. **Ways & Means**- S. Hillebrand stated COTY deadline is March 5, 2013.
    e. **Membership**- Tara provided the numbers as of February 25, 2013. Current membership is at 821 + 5 associate members. Last year the membership number was 833.
    f. **Education**
       a. **Free Education Day (Feb. 12)** C. Tallman reported a great success by J. Christian for all the work she put into this event. It was well attended.
       b. **Master Academy:** numbers for attendance-63 to date
       c. **Clerk Institute:** 77 have signed up to date.
    g. **Conference**- J. Bigney reported that the Vendor Registration should go out this week, Membership brochure is being worked on now.
    h. **Past President**-J. Hondorp stated that as of now there is a full slate for candidates: Sarah Bydalem has applied for 3rd VP, Sue Courtade and Dawn Walker have applied for Director, Township and Betty Kennedy and Cherilynn Tallman have applied for Director City. Due to Sarah applying for the 3rd VP position there will be a vacancy slot for a Director, City after the election.

11. **Adjourn:** Meeting adjourned at approximately 2:00 P.M.

Respectfully submitted,

Susanne M. Courtade CMC, Secretary

*The next meeting of the MAMC Board of Directors will be held Monday, March 18, 2013 at the Comfort Inn Conference Center Mt. Pleasant, MI during the Clerk Institute program.*