Notes from the President

Terri Kowal, CMC
MAMC President

Greetings! Hopefully everyone had a successful election, survived the holidays and is ready to enjoy a peaceful winter. Thankfully, the presidential race was not close enough for a recount. With the holiday season over, take a deep breath and enjoy these few “slow” days. (Like the days are ever, and I mean ever – slow for any Clerk.)

We seem to be a bit behind on the calendar of items for Clerks, due to the election schedule of all Clerks. While I was fortunate not to have any competition for either election, all the Township Clerks did have a race. Add to that the presidential election, and I am sure you will forgive us our lagging behind(s).

My first few months as President have been very busy, but more with elections than MAMC tasks. I attended the MML conference on Mackinac Island the end of September. Although there were some minor twinges of guilt, from being gone when the ballots arrived, etc., they were greatly outweighed by the wonderful conference. Our Clerk’s luncheon was well attended, and while there was not a formal meeting, our round table discussions were stimulating, and I think we all learned some new things. The weather was magnificent, and there were still flowers in bloom, and like us, enjoying the warm September days.

This winter the Board will be working hard to prepare for the conference in June, in Frankenmuth. We will also be conducting an educational program February 11, 2005 in conjunction with our annual meeting. The program, as tentatively scheduled, is a class on election consolidation and will be coordinated by the State Bureau of Elections. We will send out a confirmation around the first week of January.

Watch for updates on these items, and please feel free to contact me with any questions or concerns you may have.

The website is being revamped, and hopefully we will institute the Clerk’s email system soon. Maurice McGleish, who hosted our website since the onset, did a great job, and we all owe him a large debt. When you see Maurice at a conference or if you live near Mancelona Township, tell him THANK YOU, Maurice!

And lastly, I should let you know that the MAMC Board was sorry
to have received the resignation of Steve French, 3rd V.P. Steve has moved on to new ventures, and I speak for the entire Board when I wish him every success and hope he stays in contact with us.

In order to be eligible for this vacated position, a member must have served on the Board for at least two (2) years. That being the case, the only member whose arm we could twist was Kathy Dornan of Farmington Hills. We are happy to have her back, and I again speak for the entire Board when I say, “Welcome, Kathy”.

**HAPPY NEW YEAR**

**Membership**

By Dana Muscott, CMC, Bay City Clerk Membership Chair

The 2005 membership renewal forms were sent out in late December. Please encourage new Clerks and Deputy Clerks to apply. MAMC membership promotes professional growth, provides educational and training opportunities through institutes, seminars and meeting, and, in turn, creates lasting relationships with other Clerks.

**Site Selection Committee**

The Site Selection Committee is chaired by the immediate past president and is responsible for securing a site for the annual conference, doing so three years in advance of the scheduled event. Confirmed sites are:

- 2005 © Frankenmuth
- 2006 © Boyne Lodge

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**Conference Committee Gears Up for Frankenmuth!**

Evan Hope - Delhi Charter Township Clerk Conference Chair

Todd Blake, CMC - City of Fremont Clerk Conference Co-Chair

Mark your calendars now for the 2005 MAMC Annual Educational Conference June 21-24, 2005 in Frankenmuth! Pre-Conference activities will include the Advanced Class as well as other educational opportunities and the annual golf outing on Tuesday. We hope again, to have Chris Thomas, Secretary of State Terri Lynn Land, and many other exciting speakers for the conference.

The Conference Committee will be chaired by me and this year’s co-chair, Todd Blake, City Clerk in Fremont. We encourage new membership and could use a few new members to add to our group of faithful volunteers. Planning and organizing the conference is big task, but it’s also a lot of fun and very rewarding. So if you are interested, please contact either of us as soon as possible! You can reach me at 517-268-3007 or evan.hope@delhitownship.com, and Todd can be reached at 231-924-2101 or tblake@cityoffremont.net

We will hold our first official meeting early in the New Year to plan the overall conference layout. We will then likely meet on a monthly basis. Many of the sub-committees will be able to conduct much of their business by phone and email. So, if you are interested in helping but don’t think you will be able to make all the meetings, give us a call; there are still a number of ways in which you can serve.

We are also interested in any feedback from previous conferences or suggestions you may have for the 2005 conference. A quick e-mail or phone call is always encouraged. So please contact us if you have suggestions for conference educational opportunities, speakers, activities or any tips or ideas. Thank you!

**Education Committee Report**

Terry Bennett, Canton Charter Township Education Committee Chair

The goal of the Education Committee is to provide relevant educational programs to ensure your continued success as a municipal clerk. The MAMC Education Committee is comprised of City, Village and Township Clerks from all over Michigan who meet quarterly to plan and schedule educational programs. We work closely with the Bureau of Elections, Michigan State University and the MML & MTA to offer educational opportunities. The following Education sub-committees have been established to more specifically address the educational needs of municipal clerks:

**Annual Conference –**

Todd Blake, CMC, Clerk, City of Fremont Sub-committee Chair

This Committee plans and determines the educational speakers and topics to be
presented at the Annual Conference. This year’s Conference Committee is already trying to schedule speakers like Michigan Secretary of State Terri Lynn Land and Director of Elections Chris Thomas, to address the membership. Clerks who have suggestions for educational topics to be offered next June 21-24th in Frankenmuth, should contact Todd Blake.

Clerk of the Year - Holly Brant, CMC
Deputy Clerk, Milford Charter Township
Subcommittee Chair

Clerk of the Year Award recognizes City/Village and Township clerks for outstanding on the job performance. Awards will be presented during the Clerk’s Conference Luncheon. Watch for more details coming soon or contact Holly Brandt.

Clerking 101
The purpose of the Clerking 101 program is to provide an overview of the duties and responsibilities of a Clerk. The Committee is looking at presenting this course during the Conference as a pre-session, usually held the day before the Conference.

Certified Municipal Clerk Program
The CMC program, held at Michigan State University, is overseen by IIMC and coordinated by MSU with input from the Clerk’s Education Committee. Clerks have two opportunities each year, December and April, to attend the one-week class. CMC certification requires that you attend 3 years of sessions. Additionally, CMC applicants are required to secure additional education and social participation credits. John Amrhein, of MSU, will be the interim Director for the Institute this December working with the Education Committee to initiate changes or improvements needed in class structure and courses.

Clerk Mentoring
The Mentoring Committee works with veteran Clerks in sharing their knowledge and skills with new Clerks. If you are interested in being involved in this program, stay tuned to upcoming newsletters and the new website for more information.

Educating Voters of all Ages
The Committee will continue to focus and plan educational programs designed to assist Clerks in providing election information to residents and promoting voter participation.

MAMC Scholarships
The Committee receives MAMC Scholarship applications, reviews them to determine if they meet the criteria and forwards them to the MAMC Board of Directors for final consideration. If approved, the Board will award funds for certain educational opportunities. Terry Bennett is the contact for MAMC Scholarships.

State Election Accreditation
I’m sure that Bureau of Election Director Chris Thomas will be coordinating additional classes for Clerks to obtain their election accreditation. New Clerks keep an eye out for the dates of the five-hour accreditation classes.

Volunteers Wanted
We want YOU!
The Education Committee is looking for a few good Clerks to join our great team of existing members and assist MAMC by providing new ideas and suggestions for educational programs. If you are interested and want to get involved with this Committee, contact Chair Terry Bennett @ 734-394-5120 or Vice-Chair Todd Blake @ 231-924-2101.

Council of Election Officials (CEO) MAMC & Legislative Committee
Gail A. Kundinger, MMC
and Janet Santos, CMC

It has been a very busy year for these two committees, with both groups having considered and made recommendation on the many bills introduced this year.

During the past several months the following items were addressed by the CEO.

HB6028
Voter’s acknowledgement of assistance in voting absentee ballot. MAMC supported this proposed legislation. Michigan Association of Counties took no position on this legislation.

HB6061
Revises armed services requests for registration or AV ballot. Both groups supported this legislation.

HB6078
Requires that a potential candidate be a qualified registered voter in the State of Michigan for 30 days prior to filing for office. Both groups
opposed this proposed legislation.

Chris Thomas, Director of Elections, reported that a proposed vehicle bill includes language removing the requirement that voter registration address and driver license address are the same. He also reported that election law amendments proposed in the future would be attached to a rider requiring no reason absentee voting. Chris also reported that election certification training will begin immediately at the beginning of 2005.

Secretary of State Terri Lynn Land addressed both groups at the CEO meeting regarding the November 2, 2004 election. She discussed with the members no reason absentee voting, early voting, communication between the Bureau of Elections and local clerks and the election consolidation process, soon upon us. The Secretary answered concerns from members regarding provisional ballots, registration fraud, voter education efforts, and the requirement for notarized signatures for overseas voters on the Federal Post Card Application forms. Michigan is the only state that still has this notary requirement.

The MAMC Legislative Committee prepared a list of items to be addressed in 2005. Legislative Issues and State Elections Division issues were the two main categories agreed upon. Specific items include:

**LEGISLATIVE**

- No reason absentee voting
- Early voting
- Remove requirement for notary for Federal Post Card Applications
- Allow for voter registration at any clerk’s office
- Allow for exceptions to the requirement that voters register at their residence address under certain circumstances (i.e., law enforcement officers, judges for security reasons)
- Simplify the procedures for test decks
- Address required retention periods for election materials (i.e., no more fifty year retentions such as bonds, etc)

**STATE ELECTIONS DIVISION**

- Improve communications to local clerks
- Simplify processes for election workers (including AV counting boards)
- Digitized signatures
- Difficulties experienced with the Post Office during the November election
- Review registration form with notice for mail in registrants “First time voters in Michigan must vote in person”
- Standardize forms for AV envelopes and include a line for voter to print name on AV application
- Pursue free postage for election material

The committee agreed that an effort should be made to work with the MEA to pursue the closure of schools on Election Day. It was also agreed that an effort should be made to communicate with the MTA and MML to encourage assistance from other government departments on Election Day.

**QVF CONCERNS**

- There is no longer the option of updating voter history for voters who “DID NOT VOTE”.
- Voters who moved before the registration deadline but still received absentee ballots prior to changing their address
- Permanent AV status does not follow with the voter when they move.

The next meeting for both groups will be held January 19, 2005, with the Legislative Committee meeting at 9:30 AM and Council of Election Officials meeting at 11:00 AM. Also, in the spring of 2005, the Committee and county clerks will host a reception to meet and discuss issues with the 40 newly elected State Legislators.

We ask that you please make the Legislative Committee aware of any concerns you would like to see added to the list of issues for 2005. Please forward such to Janet Santos, CMC, Second Vice President and Legislative Chair at Bangor Charter Township, 180 State Park Drive, Bay City, Michigan, 48706-1763 or Gail A. Kundinger, MMC, First Vice President and Chair of CEO at City of Muskegon, P.O. Box 536, 933 Terrace Street, Muskegon, MI 49441-0536.
As one of the few Michigan clerks not in the throes of the Presidential Election, I was fortunate to be able to attend the IIMC Region V Annual Meeting in Dayton, Ohio, November 4 - 6. I started out Thursday morning, hoping to make it in time for the "Off-Site Education Session" being held later that afternoon at the U.S. Air Force Museum and Presidential Hangar. I arrived in the nick of time, making it to the hotel at 12:30 p.m., just in time to check in and catch the bus to the museum which left at 1:30 p.m. Phew! I was so glad I made it, as it was exciting to walk inside some of the Presidential aircraft, especially the plane in which Vice President Johnson was sworn in after President Kennedy was shot. If you enjoy the world of aviation, you will definitely want to visit this museum; it is the largest and oldest of its kind in the world.

Friday morning, our conference speaker, Joan Fox instructed us on the dos and don'ts of "Customer Service" and our afternoon speaker, Dawn Waldrop, presented the fine art of dressing the part, enlightening the group on properly dressing for a professional appearance. Both sessions were informative and entertaining.

Saturday morning prior to the Region V Annual Meeting, guest speaker, Jan Daudt, IIMC Director of Member Services, detailed the many membership services available through the International Institute of Municipal Clerks.

Of the Region V states, only Michigan clerks are responsible for administering elections. It goes without saying that it is difficult, if not impossible, for most of us to get away at this very busy time of the year, and as such, few Michigan clerks were in attendance. Hopefully, more of us will be able to attend next year's Region V Meeting in Indiana.

QVF UPDATE……
Kathy Dornan, CMC, Clerk, Farmington Hills 3rd Vice President

Yes, we have come a long way with QVF since its inception in the 90’s but of course, we are always looking for improvement. Most Clerks had very few issues with the QVF for the November Presidential election, but there were a few. If you have issues you would like to share, the State is planning a QVF Advisory Committee Meeting the end of January. Let me know your issues, concerns or requests. I would be happy to take them to an advisory meeting for discussion and consideration.

As an update, the QVF guru’s are looking at the following issues and possible upgrades for 2005:

- Digital Drivers License file which means moving the signatures to QVF. Won’t it be a blessing to be able to check signatures for absentee ballots, petitions and other things right on the computer!
- The State is evaluating our QVF equipment; possible upgrades, and future needs.
- Secretary Land is still moving forward with additional access options for smaller jurisdictions; more will be developed in the coming year. This is great news for you less-than-5,000-people communities without QVF!
- Several changes and upgrades to the software to accommodate election consolidation such as:
  - consideration that there will be many jurisdictions with split precincts and the need for QVF software to accommodate different ballot styles, etc.
  - reviewing changes that will be workable with consolidating precincts
  - making changes to the election calendar
- The State is also studying the possibility of moving the street index portion of the QVF to a GIS mapping system.

So, lots happening. Stay tuned for more QVF updates, and, again, feel free to email me with any suggestions or concerns you may have in this area.
kdorman@ci.farmington-hills.mi.us
MARK YOUR CALENDARS NOW!
PLAN AHEAD FOR A GREAT TIME IN THE

City of Frankenmuth

AT THE
2005 MAMC ANNUAL EDUCATIONAL CONFERENCE
FRANKENMUTH, MICHIGAN
JUNE 21 – 24, 2005

As always, a Pre-Conference Master Municipal Academy will be offered.
Plan ahead to earn valuable points toward this prestigious designation.
Look for additional information, coming soon.

LEARN 🌟 NETWORK 🌟 SHARE
WHERE IT’S CHRISTMAS EVERYDAY!
YOU’RE INVITED!

Clerk’s Informational Round-Table Forum

In conjunction with the MTA – Michigan Township’s Association – annual meeting being held in Detroit the week of January 24th, the MAMC Board will be hosting a “Clerks Informational Round-Table Forum” on Tuesday, January 25th, from 12:30 – 2:15 p.m. in the Brule Room, Level 5, of the Detroit Renaissance Center. (Please note: This is not a formal membership meeting or a luncheon of the MAMC). Our guest speaker will be Christopher Thomas, State Elections Director. He will provide a short presentation on Election Consolidation, answer any questions and participate in the informational roundtable discussions. Whether you are attending the MTA as a registered participant or not, please feel free to come and participate in these roundtable discussions. Dessert and coffee will be provided by the MAMC.

We look forward to seeing you there.

INVITATIONS ARE IN THE MAIL

A Little Something We
Enjoyed Over the Holidays

As shared by Immediate Past President Tonni Bartholomew

CHOCOLATE CHIP CHEESE BALL

1 8-Ounce Package Cream Cheese – softened
1 Stick of Butter – softened
½ Cup Confectionary Sugar
2 Tablespoons Brown Sugar
¼ Teaspoon Vanilla (I use ½ Teaspoon)
½ Package Mini Chocolate Chips
Chopped Pecans

Mix first six (6) ingredients together. Chill one (1) hour, remove form into a ball and roll into chopped pecans. (I serve in a bowl with pecans sprinkled on top). Chill until firm. Serve chilled with graham crackers. (I use the Honey Graham Cracker Sticks)
This recipe can be frozen.
Well Done!

By Linda Shannon, CMC
City of Auburn Hills
Publications Committee Chair

Motivated by a desire to promote the professional and personal growth of municipal clerks, the International Institute of Municipal Clerks (IIMC) provides a wide range of educational and professional development opportunities.

The Institute has supported local clerks since 1947. Furthering their involvement in 1969, IIMC designed and implemented the first Certified Municipal Clerk (CMC) Program, which recognizes municipal clerks who have met the Institute’s requirements and have achieved basic levels of professional competency.

Meeting these high standards and attaining this distinguished designation are:

- Susan L. Aten, CMC
  - Township Clerk, Lansing Charter Township
  - Township Clerk, Lyon Charter Township
- Carole J. Bammer, CMC
  - Township Clerk, Pennfield Township
  - Township Clerk, Macomb Township
- Holly Brandt, CMC
  - Deputy Clerk, Milford Charter Township
  - City Clerk, City of Coopersville
- Laura Broski, CMC
  - Deputy Clerk, City of Birmingham
  - Village Clerk, Village of Milford
- Cris Childers, CMC
  - Deputy Clerk, City of Springfield
  - Township Clerk, Green Oak Township
- Sandra Crocker, CMC
  - Deputy Clerk, City of Walled Lake
  - Deputy Clerk, City of Southfield
- Donna L. Cronce, CMC
  - City Clerk, City of Lakeview
  - Township Clerk, Caledonia Township
- Candy S. Hines, CMC
  - Deputy Clerk, City of Milan

Recognizing the need for continuing professional education, the IIMC established the Master Municipal Academy (MMCA) as a means of providing advanced training, monitoring professional participation and offering an even greater level of certification. Pursuing such, the following clerks have achieved membership or advanced within the Master Municipal Clerk Academy:

- Tammy L. Allen, CMC, Member MMCA
  - City Clerk, City of Brighton
  - Deputy Clerk, Plainfield Charter Township
- Monica S. Ashton, CMC, Member MMCA
  - Township Clerk, Grayling Township
  - Deputy Clerk, City of Brighton
- Dawnette K. Bowers, CMC, Member MMCA
  - Township Clerk, Huron Township
  - Deborah Ensing Milhuff, CMC, First Level MMCA
  - City Clerk, Ada Township
- Ann C. Collins, CMC, Second Level MMCA
  - Village Clerk, Village of Milford
  - Cynthia L. Payton, CMC, Member MMCA
  - City Clerk, City of Davison
- Garth J. Christie, CMC, Member MMCA
  - Township Clerk, Redford Township
  - Cynthia A. Sink, CMC, Member MMCA
  - Township Clerk, Marshall Township

Finally and most notably, Mary Ellen Graver, City Clerk, City of Royal Oak and member of IIMC since 1988 has attained the prestigious designation of Master Municipal Clerk, joining an elite group of Municipal Clerks throughout the country and beyond.

CONGRATULATIONS TO ALL
JOB POSTING
CITY CLERK
City of Battle Creek

Senior level director in charge of specialized clerical and administrative work, maintaining official city records, issuing licenses, voter registrations, and conducting elections. Serve as City’s Freedom of Information Coordinator. Index City Commission actions from minutes, official documents and other necessary papers. Arrange background investigations for City licenses. Responsible for compliance with Open Meetings Act. Participate in City Commission meetings resolution preparation, and take/transcribe minutes. Serve as clerk to the Civil Service Commission. Make work assignments, train, supervise, and inspect/evaluate employee performance. Supervise centralized Customer Service Center supported with online response system. Maintain current knowledge of all local, State, and Federal laws and statutes affecting area of responsibility. Associates Degree required in related public administration or management curriculum (Bachelors preferred). Five to seven years administrative and supervisory experience. Strong, demonstrable PC skills required. Salary range $55,211 to $71,069 plus excellent fringe benefits. City of Battle Creek residency highly encouraged.

Send cover letter and resume to: Human Resources; 10 N Division, Rm 215; Battle Creek, MI 49014 or email: cmbohn@ci.battle-creek.mi.us. EOE

Position remains open until filled. For more info, visit City Hall at www.battlecreek.org.

SOCIAL SECURITY PROTECTION ACT OF 2004

As part of this 2004 amendment to the Social Security Act, State and local government employers are required to provide the following explanation form to all employees not covered by Social Security who are hired on or after January 1, 2005.

Information about Social Security Form SSA-1945,
Statement Concerning Employment in a Job Not Covered by Social Security

New legislation [Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

Employers must:
• Give the statement to the employee prior to the start of employment;
• Get the employee’s signature on the form; and
• Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online at the Social Security website www.socialsecurity.gov/form1945. Paper copies can be requested by email at oplm.oswm.rqct.orders@ssa.gov or by fax at 410-965-2037.

The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.
Statement Concerning Your Employment in a Job
Not Covered by Social Security

[Employee Name] ____________________________ [Employee ID #] ____________________________

[Employer Name] ____________________________ [Employer ID#] ____________________________

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision
Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is $313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to the Social Security publication, “Windfall Elimination Provision.”

Government Pension Offset Provision
Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of $600 based on earnings that are not covered under Social Security, two-thirds of that amount, $400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a $500 widow(er) benefit, you will receive $100 per month from Social Security, $500 - $400 = $100. Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to the Social Security publication, “Government Pension Offset.”

For More Information
Social Security publications and additional information, including information about exceptions to each provision, are available at www.socia Security.gov. You may also call toll free 1-800-772-1213, or, for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

[Signature of Employee] ____________________________ [Date] ____________________________

Michigan Association of Municipal Clerks
2004 - 2005 Board of Directors

President
Terri Kowal, CMC
Shelby Charter Twp (Macomb)
52700 Van Dyke
Shelby Twp., MI 48316
(586) 731-5102 Office
(586) 726-7227 Fax
Term expires: 2005

First Vice President
Gail Kundinger, MMC
City of Muskegon (Muskegon)
933 Terrace Street
Muskegon, MI 49440
(231) 724-6721 Office
(231) 724-4178 Fax
Term expires: 2005

Second Vice President
Janet Santos, CMC
Bangor Charter Twp (Bay)
180 State Park Drive
Bay City, MI 48706-1763
(989) 684-8041 Office
(989) 684-5644 Fax
Term expires: 2005

Third Vice President
Kathryn A. Dornan, CMC
City of Farmington Hills
31555 W. 11 Mile Road
Farmington Hills, MI 48336-1165
(248) 871-2422 Office
248-871-2411 Fax
Term expires: 2005

Director – Treasurer
Betty L. Kennedy, CMC
Village of North Branch (Lapeer)
P.O. Box 704, 4018 Huron Street
North Branch, MI 48461-7004
(810) 688-2620 Office
(810) 688-4521 Fax
clerk@northbranchvillage.org
Term expires: 2006

Director – Membership
Dana L. Muscott, CMC
City of Bay City (Bay)
301 Washington Avenue
Bay City, MI 48708
(989) 894-8171 Office
(989) 894-0704 Fax
dmuscott@baycitymi.org
Term expires: 2005

Director
Conference Committee Chair
Evan Hope
Delhi Charter Township (Ingham)
2074 Aurelius Road
 Holt, MI 48842
(517) 268-3007 Office
(517) 699-3881 Fax
evan.hope@delhitownship.com
Term expires: 2005

Director
Conference Comm. Vice Chair
Todd Blake, CMC
City of Fremont (Newaygo)
101 E. Main Street
Fremont, MI 49412-1287
(231) 924-2101 Office
(231) 924-2888 Fax
tblake@cityoffremont.net
Term expires 2006

Director – Secretary
Marge M. Rama, CMC
Clinton Charter Township (Macomb)
40700 Romeo Plank Road
Clinton Township, MI 48038
(586) 723-8052 Office
(586) 723-8181 Fax
Term expires: 2006

Education
Terry G. Bennett
Canton Charter Township (Wayne)
1150 S. Canton Center Road
Canton, MI 48188-1699
(734) 394-5122 Office
(734) 394-5128 Fax
tbennett@canton-mi.org
Term expires: 2006

Director – Ways & Means/Media Relations
Ann Ulrich, CMC
Hartland Township (Livingston)
3191 Hartland Road
Hartland, MI 48353
(810) 632-7498 Office
(810) 632-6950 Fax
clerkulrich@hartlandtwp.com
Term expires: 2005

Director – Newsletter
Linda Shannon, CMC
City of Auburn Hills (Oakland)
1827 N. Squirrel Rd.
Auburn Hills, MI 48326-2753
(248) 370-9402 Office
(248) 370-9348 Fax
lshannon@auburnhills.org
Term expires: 2006

Immediate Past President
Tonni L. Bartholomew, MMC
City of Troy (Oakland)
500 W. Big Beaver Road
Troy, MI 48084
(248) 524-3316 Office
(248) 524-1770 Fax
t.bartholomew@ci.troy.mi.us
Term expires: 2005

Additional information on board members will be available on our newly designed website, COMING SOON! www.michiganclerks.org
# WINTER NEWSLETTER

**Editor:**
Linda Shannon, CMC  
City Clerk, City of Auburn Hills  
1827 N. Squirrel Road  
Auburn Hills, MI 48326  
Phone: 248-370-9402  
Fax: 248-370-9348  
Email: lshannon@auburnhills.org

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**BEST WISHES FOR A HAPPY, HEALTHY NEW YEAR!**

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**Frankenmuth - 2005**

*See you there!*