MINUTES
Michigan Association of Municipal Clerks
Board of Directors Meeting
Delta Township, MI
February 18, 2015

Call to Order: President Chris Swope called the meeting to order at 1:03 P.M.

Roll Call: Present: President – Chris Swope; 1st Vice President - Joe Bridgman; 2nd Vice President - Sarah Bydak (absent); 3rd Vice President - Susanne Courtade; Director – Treasurer - Betty Kennedy; Director – Secretary - Dawn Walker; Director - Membership/CMMC Program - Lisa Hathaway; Director – Education - Mary Clark; Director - Education Co-Chair - Lanie McManus; Director - Conference Chair - Jennifer Venema; Director - Conference Co-Chair - Jeremy Howard; Director - Ways and Means – Holly Thompson; Director - Immediate Past President Carolyn Boersma.
Also Present: H. Wallikko of GCSI.

Motion by B. Kennedy, second by D. Walker to excuse absent member: S. Bydak. Motion carries.

Agenda: Motion by S. Courtade, second by B. Kennedy to accept the agenda as presented. Motion carries.

Minutes: Motion by S. Courtade, second by M. Clark to approve the January 21, 2015 minutes as presented. Motion carries.

L. Hathaway entered at 1:06 P.M.


Motion by H. Thompson, seconded by J. Bridgman to enter into record the January 2015 Financial Reports as presented. Motion carries.


Motion by C. Boersma, seconded by J. Howard to accept the 2014 Audit Report as completed by Berthiaume & Company, CPA. Motion carries.

Unfinished Business: All attending the MTA Conference working the MAMC booth stated that they were well received at the conference. It was great handing out the brochure packets on behalf of MAMC, thank you again to L. Hathaway for developing the packets – they were very well received. Follow up discussion in regards to the MML Conference attendance. March 24 and 25 is the MML Capital Conference. September is the Annual MML Conference. We will look for a group to pair up with on obtaining a vendor booth.
L. Hathaway asked what MAMC charges for a vendor booth.

**DIRECTOR REPORTS**

**President:** C. Swope will attend the IIIM Region V Annual Conference in Hartford, CT. Further discussion on hosting a Region V Conference, the last one hosted in Michigan was in Frankenmuth. The PAC balance is $2,085.05.

**CEO/Legislative:** J. Bridgman reported that the May 20 date for a Legislative Reception is cancelled. The date has been set for Wednesday, June 3 from 4:00 to 7:00 P.M. at GCSI. The potential is to possibly schedule the MAMC meeting to June 3 as well, as long as scholarships for conference attendance can be approved with the deadline for these being on May 29th. MACC (Michigan Association of County Clerks) will split the expense of a legislative reception.

Several legislative bills were discussed including HB4068, HB4214, SB44 and SB45. The next CEO/Legislative meetings will be on March 11th.

L. Hathaway initiated discussion in regards to when MAMC should send out legislative news to the membership.

**Newsletter/Website:** S. Courtade reported that the newsletter has been emailed out to the membership and the print issue should be in the mail. April 15 is the next target date for newsletter articles; the focus will be on conference.

S. Courtade would like to update the legislative/bill matrix on the website and also include a legislative priority list in the newsletter. Also discussed in regards to the website were drop down codes for online membership updates. Can they be done by the user? How are late fees for membership calculated on the website? And new versus renewing memberships and how they are processed through the website.

It was decided not to expend the money to track how people are registering for memberships, conference etc.

*Motion by L. Hathaway, seconded by S. Courtade to add a drop down box on the membership profile of the website to add a drop down box for certification designations (CMMC, MMC or CMC) at a cost of $110 from Gravity Works. Motion carries.*

Discussion on having a CMMC plaque at conference to show off.

**Ways & Means:** H. Thompson stated that she has received the questionnaires back from nominees for Clerk of the Year. She has sent the nominating committees responsibilities to those past recipients and adjusted the timeline. Ballots will be ready for Institute and Masters Classes in March.
Membership/CMMC:
L. Hathaway stated that 2014 closed with 884 members. For 2015 to date, there are 863 registered members. She also stated that if a member has both the CMMC and the CMC or MMC it should be titled as CMMC/CMC or CMMC/MMC.

Discussion in regards to fees for conference and / or membership dues. Currently dues are based on the size of a jurisdiction. Maybe that is not the best scenario if deputies are receiving full voting rights, etc. The dues structure will be discussed in more depth at the March meeting.

L. Hathaway, B. Kennedy and C. Swope will work on the dues fee structure and report back to the board for discussion.

Education:
M. Clark stated that she and L. McManus have received scholarship applications from the following to attend Basic Institute:
   Lois Kroll – Village of Sebewaing
   Andrew Gwizdala – City of Saginaw
   Cathy Dye – Acme Township

Motion by C. Boersma, seconded by M. Clark to award a scholarship to Lois Kroll and Andrew Gwizdala for attendance at Institute. Motion carries.

Motion by C. Boersma, seconded by M. Clark to award a scholarship to Cathy Dye for attendance at Institute. Motion carries.

Request from L. Hathaway to forward the scholarship applications to the board prior to the meeting so that there is time to review them before approval.

The scholarship deadline for the summer conference is May 15th.
Free Education Day is April 1st. Flyers will be going out. The Bureau of Elections will present on Clerk Recertification in the morning and Foster Swift will present on the FOIA changes in the afternoon.

Conference:
J. Venema and J. Howard reported on the 2015 conference. This year there are sponsorships for various items. So far; Burnham & Flower will sponsor a dinner, Wayne County Clerks are sponsoring a break and MTA is partially sponsoring the reception. There are 34 vendor booths available. If they are not all taken at the close of vendor registrations, additional space will be offered (at a fee) to the vendors signed up on a first come/first serve basis. The $129 rooms are already all booked. MCCI / Muni Code is supplying the conference bags. Reduced ferry rates can be obtained from Starline at $18 per adult and $9 per youth age 5-12 and under 5 years is free. An 18 hole glow-in-the-dark putting scramble will be offered for $20.
Event Brite will work using paypal for payments and is less expensive than the Event Brite fees. You may also register with Event Brite but pay with a check.

Ruth Johnson, Bill Zaagman and Chris Thomas will speak on Friday. Conference will be done by 10 – 11:00 A.M. because of the schedule to get off the Island before break time for the horses at 12:30 P.M.

Conference registrations will go out the first week in March.

Past President: C. Boersma will work on the slate of officers to run for board positions up in June. The 2018 Grand Traverse contract for conference is to come.

Adjourn: The meeting was adjourned at 3:20 P.M.

Respectfully submitted,

[Signature]

Dawn M. Walker, CMC
MAMC Secretary