

Michigan Association of Municipal Clerks  
General Meeting June 25-27, 2014  
Amway Grand Plaza, Grand Rapids, MI

Meeting called to order at 2:00 P.M.

**Pledge of Allegiance** was recited by those in attendance. Introduction of board members in attendance was made.

Dispense with the roll call Motion by: Joel Hondorp/Mary Clark. Motion carries.

**Approval of the General meeting minutes of June 19-21, 2013** Motion by: Monica Hoffman/Ellen Marshall. Motion carried.

**Report of the Executive Committee-President's Report**, Carolyn Boersma, MAMC President thanked each board member for all their efforts throughout the year.

**Report of the Finance Committee & Treasurer-Audit/Annual Financial Statement**

Betty Kennedy presented the May 2014 financial report and 2013 Audit. Motion by: Terri Kowal/Cindy Berry to approve as presented. Motion carried.

**Committee Reports**

Conference-Judy Bigney & Jennifer Christian-Chairs Bigney and Christian welcomed all to the 2014 MAMC Conference "Rollin'on the river".

Education-Tina Barton & Dawn Walker- Chair Barton spoke to the membership regarding their educational opportunities.

**New Business:**

**Report of the Nominating Committee & Election of Officers**, Dan Kasunic, Immediate Past President

The slates of candidates were introduced: 1 year term:

President-Chris Swope

1<sup>st</sup> Vice President-Joe Bridgman

2<sup>nd</sup> Vice President-Sarah Bydalek

Motion made for nominations to be closed by Dan Kasunic and a second by Terri Kowal. Motion carried without opposition.

1 year term: 3<sup>rd</sup> Vice President-Susanne (Sue) Courtade

Motion made for nominations to be closed by Dan Kasunic and a second by Michelle Cash. Motion carried without opposition.

2 year term-City: Jeremy Howard

Lisa Hathaway

Motion made for nominations to be closed by Dan Kasunic and a second by Kris Hazeres. Motion carries without opposition.

2 year term-Township: Mary Clark

Jennifer Christian

Nomination heard from the floor by Ellen Craig Bragg adding Leon Wright to the slate of candidates under Township term.

Dan Kasunic announced voting to take place during breaks and results to be announced at the closing session on Friday.

**By-Law Amendments:** Ways & Means chair-Cherilynn Brown reviewed the proposed by-laws:

**Article III Membership**

**Section 1. Active members.** Any person who is an active elected, appointed, or acting Clerk or Deputy Clerk or their counterparts with a different title, acting in the capacity as such on a part-time or full-time basis shall be admitted to the active membership in this association by making application and by paying the dues required. All active members have the right to vote, debate, attend meetings and classes etc. All active members may cast a vote for Clerk of the Year.

Motion made by Carolyn Boersma and second by Chris Swope

Yes vote carries by majority.

**Article IV Board of Directors**

**Section 6. Duties of Directors**

**Director-Membership/CMMC:** This Director shall serve as Membership Coordinator and shall be responsible for the maintenance of all membership records as currently being maintained by the Association. This Director shall be responsible to prepare and mail all membership applications, and pins, and to coordinate receipt of membership funds with the Treasurer. This Director shall be responsible for maintaining and mailing the Michigan Association of Municipal Clerks membership brochure. This Director shall serve as Certified Michigan Municipal Clerk (CMMC) certification coordinator in cooperation with the Executive Committee.

Motion made by Carolyn Boersma and second by Chris Swope.

Yes Vote carries by Majority

Motion to adjourn until Friday session: Chris Swope/Michelle Cash at 2:20 PM.

**Meeting reconvened Friday June 27, 2014 at 8:05 AM**

**Committee Reports (continued)**

Legislative-Joe Bridgman (Chris Swope) provided a brief overview of current legislation. The Legislative and CEO committees meet the 3<sup>rd</sup> Wednesday of the month.

Membership/CMMC Program-Lisa Hathaway reported that the organization is 885 members strong. Encouraged members to keep an up to date “me” file with qualifications and certificates for ease of filing for certification.

Ways & Means-Cherilynn Brown reminded the membership that anyone may nominate future Clerk of the Year candidates.

Publications/website-Sarah Bydalek thanked Hillary and Tara our admins from GCSI for all the work they do to make these possible.

Site selection & Past Presidents-Dan Kasunic: 2017 Conference site has taken longer due to the growth of our organization and will be determined soon.

Kasunic provided the results of the elections of Directors Township: Mary Clark and Jennifer Christian were elected by the membership. Kasunic announced that there will be a request for Director Township applications as Sue Courtade’s position is vacated with her election to 3<sup>rd</sup> Vice President. Details will be released through the website/mail chimp.

Authorize Destruction of Ballots: Motion made by Chris Swope and a second by Sue Courtade for destruction of the ballots. Motion carried.

Installation of the officers- Dan Kasunic led officers in the oath of office.

New President Chris Swope invited all members to join us at the 2015 Conference on Mackinac Island.

Meeting adjourned at 10:00AM

Respectfully submitted by  
Susanne M. Courtade CMMC/CMC  
Director Secretary