Michigan Association of Municipal Clerks

WEDNESDAY, JUNE 19, 2019, 10:00 A.M.

MAMC CONFERENCE OPENING SESSION WELCOME
MAMC President - Dan Kasunic
Kalamazoo City Clerk - Scott Borling
5K Awards - Betty Kennedy

MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS
GENERAL MEMBERSHIP MEETING

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL (May be suspended by a majority vote of the members present)
APPROVAL OF JUNE 20, 2018 GENERAL MEMBERSHIP MINUTES
REPORT OF THE EXECUTIVE COMMITTEE – PRESIDENT’S REPORT, Dan Kasunic, Current President
REPORT OF THE FINANCE COMMITTEE & TREASURER – AUDIT/ANNUAL FINANCIAL STATEMENT, Lanie McManus, Treasurer
COMMITTEE REPORTS
  CONFERENCE – Holly Thompson & Adam Wit
  EDUCATION – Mary Clark & Melanie Ryska
  LEGISLATIVE – Jennifer Venema & Jeremy Howard
  MEMBERSHIP/CMMC PROGRAM – Pamela Smith
  WAYS & MEANS – Stephanie McMillen
  PUBLICATIONS/WEBSITE – Rob Crawford
  SITE SELECTION & PAST PRESIDENTS – Sue Courtade

REPORT OF THE NOMINATING COMMITTEE & ELECTION OF OFFICERS
CANDIDATE SPEECHES - IF NEEDED
NEW BUSINESS
RECESS – MAMC General Membership Meeting Reconvenes Friday at 9:00 a.m. at the Kalamazoo Radisson Plaza Hotel & Suites (Agenda Continues on Page 15)

12:00 p.m. - 1:30 p.m.
Lunch

1:30 p.m. – 3:30 p.m.
AFTERNOON EDUCATIONAL CLASS - Mimi Brown
“Slaying the Demanding Dragons: How to Wow and Win Over the Hard to Please Public, Boss and Coworkers”
1. **Call to Order** by President Susanne Courtade at 10:07 am. President Courtade opened the meeting and announced that the Bureau of Elections will be onsite Wednesday and Thursday for one-on-one sessions to discuss QVF Refresh. She then turned the floor over to Cathy Dye, Acme Township Clerk to welcome everyone to Grand Traverse County.

2. **Roll Call**  
   Motion by Sarah Bydalek, support by Mary Clark, to suspend the roll call.  
   Motion carried without opposition.

   Present Courtade introduced the MAMC Board of Directors to the membership.

3. **Approval of the June 21-23, 2017 and April 10, 2018 General Membership Minutes**  
   Motion by Sarah Bydalek, support Lisa Hathaway, to approve the General Membership Minutes of June 21-23, 2017 and April 10, 2018 as presented.  
   Motion carried without opposition.

4. **Report of the Executive Committee** – President’s Report, Susanne Courtade, President  
   President Courtade reported that the Board has worked diligently to strengthen how the Board reaches out to Membership and has completed the two-year project of a Board of Directors Roles and Responsibilities manual to make it easier for future Board members to enter into their roles.

   Director McManus presented the MAMC 2017 Audit report and Financial Statement. She noted that the audit is accessible through the Conference app.

   Motion by Sarah Bydalek, support by Holly Thompson, to receive the 2017 Audit.  
   Motion carried without opposition.

6. **Committee Reports**

   a. **Conference**, Holly Thompson & Adam Wit  
      Director Thompson reminded the membership to download the Conference app. She thanked all the vendors and sponsors. She also thanked Tara Paksi, GCSI, for her assistance and all volunteers that made this Conference possible.

      Director Wit noted the 2019 Conference will be June 19-21, 2019 in Kalamazoo, MI. He also acknowledged the Conference Committee Members and thanked them for their efforts.

   b. **Education**, Mary Clark & Rob Crawford  
      Director Clark reminded the membership that Clerking 101 and Masters Class takes place the Tuesday before Conference and it is a great opportunity for additional education. She noted the positive turnout and feedback from Masters Class. Director Clark acknowledged and thanked the Education Committee, Director Crawford, and Tara Paksi for their assistance in developing the education program for this Conference.

      Director Crawford outlined the sessions that can be used for IIMC points toward certification. Additionally, he noted that all sessions will count for points toward the MAMC’s Certified Michigan Municipal Clerk (CMMC) program.

   c. **CEO/Legislative**, Dan Kasunic & Jennifer Venema  
      Director Kasunic noted that he is the Chair of the Council of Elected Officials (CEO), which is a committee of County and Local Clerks to discuss issues that are important to Clerk’s. Director Venema is the Chair of the Legislative Committee.
Meeting Minutes June 20-22, 2018 continued

Director Venema reported that the Legislature has been very busy this year and is out of session until September. Bill Zaagman, MAMC Lobbyist, will be at Conference on Friday to give a full report. Director Venema acknowledged and thanked the CEO & Legislative Committees and encouraged Clerk's to continue to be involved.

d. Membership/CMMC Program, Lisa Hathaway
Director Hathaway reported that 216 members hold the CMMC designation. She noted that the Board of Directors has reduced the recertification fee to $75 and added experience points to the certification program.

Director Hathaway reported that there are 927 members to date and encourages members to continue to reach out to any non-members in the clerking industry. She reported that MAMC Presidents will now automatically receive a Lifetime Membership, rather than have to apply. She proudly awarded President Susanne Courtade with her Lifetime Membership.

Director Hathaway thanked Tara Paksi and the entire GCSI group for their assistance in administering membership and the CMMC program.

e. Ways & Means, Pam Smith
Director Smith outlined some of responsibilities of the Ways & Means Director position. She that she tasked with developing a monthly timeline for the Board of Directors Roles and Responsibilities manual. This will help new Board Members ease into their roles.

Director Smith briefly outlined the Clerk of the Year (COTY) Committee responsibilities. Another part of the Ways & Means Director position is to maintain the Standing Rules and offer amendments as necessary. All Standing Rules and MAMC By-Laws are on the website.

f. Publications/Website Chair, Jeremy Howard
Director Howard reported that as 3rd Vice-President, he in charge of publications, website, and social media outlets. He noted that the newsletter is sent out quarterly and there is great information on the MAMC website. Director Howard reported that the Association’s social media presence continues to grow; there are approximately 360 Facebook members. He encouraged members to join.

Walk-Run Event
President Courtade took the opportunity to thank Betty Kennedy for organizing and administering the Walk-Run Event and invited Betty to give her presentation distribute the awards. Betty thanked all participants and volunteers and announced Ginger Terpstra, Charlotte City Clerk as the Walk Winner and Andrew Milton, Shumaker Technology Group as the Run Winner.

7. Report of the Nominating Committee & Election of Officers
• Past President Bydalek reported the committee received the following nominations:
  • President – Dan Kasunic, City of Kentwood, Kent County
  • 1st Vice-President – Jennifer Venema, Caledonia Charter Township, Kent County
  • 2nd Vice-President – Jeremy Howard, City of Mt. Pleasant, Isabella County
  • 3rd Vice President – Rob Crawford, Fort Gratiot Township, St. Clair County
  • Director, City/Village (2-yr) – Melanie Ryska, Sterling Heights, Macomb County
  • Director, City/Village (2-yr) – Pam Smith, Farmington Hills, Oakland County
  • Director, City/Village (1-yr) – Stephanie McMillen, Grand Rapids, Kent County
  • Director, Township (2-yr) – Mary Clark, Delta Charter Township, Eaton County
  • Director, Township (2-yr) – JoAnne Kean, Vevay Township, Ingham County

Past President Bydalek noted that the Nominating Committee consists of the five Past Presidents. She called for nominations from the floor for President, 1st Vice-President and 2nd Vice-President. No other nominations were offered.

Motion by Sarah Bydalek, support by Mary Clark, to close the nominations and a unanimous ballot be cast for the following:
  • President – Dan Kasunic, City of Kentwood, Kent County
  • 1st Vice-President – Jennifer Venema, Caledonia Charter Township, Kent County
  • 2nd Vice-President – Jeremy Howard, City of Mt. Pleasant, Isabella County

Motion carried without opposition.

Past President Bydalek called for nominations from the floor for 3rd Vice-President. No other nominations were offered.
Meeting Minutes June 20-22, 2018 continued

Motion by Sarah Bydalek, support by Mary Clark, to close the nominations and a unanimous ballot be cast for the following:

- 3rd Vice President – Rob Crawford, Fort Gratiot Township, St. Clair County

Motion carried without opposition.

Past President Bydalek called for nominations from the floor for Director, City/Village, 2-year term. No other nominations were offered.

Motion by Sarah Bydalek, support by Mary Clark, to close the nominations and a unanimous ballot be cast for the following:

- Director, City/Village (2-yr) – Melanie Ryska, Sterling Heights, Macomb County
- Director, City/Village (2-yr) – Pam Smith, Farmington Hills, Oakland County

Motion carried without opposition.

Past President Bydalek called for nominations from the floor for Director, Township, 2-year term. No other nominations were offered.

Motion by Sarah Bydalek, support by Rob Crawford, to close the nominations and a unanimous ballot be cast for the following:

- Director, Township (2-yr) – Mary Clark, Delta Charter Township, Eaton County
- Director, Township (2-yr) – JoAnne Kean, Vevay Township, Ingham County

Motion carried without opposition.

Past President Bydalek called for nominations from the floor for Director, City/Village, 1-year term. No other nominations were offered.

Motion by Sarah Bydalek, support by Mary Clark, to close the nominations and a unanimous ballot be cast for the following:

- Director, City/Village (1-yr) – Stephanie McMillen, Grand Rapids, Kent County

Motion carried without opposition.

Past President Bydalek noted that since unanimous ballots have been cast for all positions, there is no need to hold a formal election, therefore, all election material will be destroyed.

8. Candidate Speeches – None

9. New Business – None

President Courtade recessed the MAMC General Membership Meeting at 10:54 a.m.

President Courtade reconvened the MAMC General Membership Meeting on Friday, June 22, 2018 at 8:30 am. President Courtade thanked Directors Thompson and Wit for the amazing job on Conference. She also thanked Directors Clark and Crawford on the outstanding education provided this year.

10. Unfinished Business

a. Receive Election Results – MAMC Candidate Elected

President Courtade noted that due to the uncontested races and unanimous ballots cast at the opening of the MAMC Membership Meeting, all candidates listed in the membership meeting booklet have been elected.

b. Authorization of the destruction of ballots

Motion by Mary Clark, support by Holly Thompson, to destroy all 2018 ballots and election related material. Motion carried without opposition.

c. Installation of Officers

Past President Bydalek called the 2018-2019 MAMC Board forward and administered the oath of office.

New Past President Courtade adjourned the MAMC General Membership Meeting at 8:40 a.m. Guest Speakers following the meeting were Ruth Johnson, Michigan Secretary of State, Bill Zaagman, MAMC Lobbyist and Sally Williams, Michigan Bureau of Elections Director.
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<th>Page</th>
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<tr>
<td>Statement of Cash Receipts and Disbursements</td>
<td>3</td>
</tr>
<tr>
<td>Notes to Financial Statements</td>
<td>6</td>
</tr>
</tbody>
</table>
INDEPENDENT AUDITORS’ REPORT

To the Board of Directors
Michigan Association of Municipal Clerks

We have audited the accompanying financial statement of the Michigan Association of Municipal Clerks (a nonprofit organization), which comprises the statement of cash receipts and disbursements for the year ended December 31, 2018, and the related notes to the financial statements.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash receipts and disbursements basis of accounting as described in Note 1; this includes determining that the cash receipts and disbursements basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing such an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash balance, receipts and disbursements of the Michigan Association of Municipal Clerks for the year ended December 31, 2018, in accordance with the cash receipts and disbursements basis of accounting as described in Note 1.
To the Board of Directors  
Michigan Association of Municipal Clerks

**Basis of Accounting**

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash receipts and disbursements basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Berchmans & Co.

Saginaw, Michigan  
May 9, 2019
# Statement of Cash Receipts and Disbursements

Year Ended December 31, 2018

## Cash Receipts:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership dues</td>
<td>$68,921</td>
</tr>
<tr>
<td>Donations</td>
<td>30</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>5,018</td>
</tr>
<tr>
<td>Institute registrations</td>
<td>108,950</td>
</tr>
<tr>
<td>Master Academy registrations</td>
<td>60,630</td>
</tr>
<tr>
<td>Clerking 101</td>
<td>3,128</td>
</tr>
<tr>
<td>CMMC registrations</td>
<td>6,575</td>
</tr>
<tr>
<td>Interest income</td>
<td>70</td>
</tr>
<tr>
<td>Conference registrations</td>
<td>86,215</td>
</tr>
<tr>
<td>Vendor registrations</td>
<td>12,750</td>
</tr>
<tr>
<td>Conference promotional</td>
<td>7,000</td>
</tr>
<tr>
<td>Conference Masters</td>
<td>14,700</td>
</tr>
<tr>
<td>U.P. Training registrations</td>
<td>3,500</td>
</tr>
<tr>
<td>Golf and walk/run registrations</td>
<td>900</td>
</tr>
<tr>
<td>IIMC sponsorship</td>
<td>11,850</td>
</tr>
</tbody>
</table>

Total cash receipts: $390,237

## Cash Disbursements:

### Administration:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Supplies/Miscellaneous</td>
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<tr>
<td>MTA/MML</td>
<td>767</td>
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<tr>
<td>Audit</td>
<td>2,750</td>
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<td>Board meeting expenses</td>
<td>1,077</td>
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<td>Insurance</td>
<td>1,346</td>
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<tr>
<td>Administrative assistant</td>
<td>31,875</td>
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<td>Credit card fees</td>
<td>5,594</td>
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Total: $44,502

### Conference:

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<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speakers fees</td>
<td>4,400</td>
</tr>
<tr>
<td>Supplies/Miscellaneous</td>
<td>5,386</td>
</tr>
<tr>
<td>Meals</td>
<td>87,297</td>
</tr>
<tr>
<td>Entertainment</td>
<td>850</td>
</tr>
<tr>
<td>Travel/Mileage/Lodging</td>
<td>4,147</td>
</tr>
<tr>
<td>Printing/Copying/Postage</td>
<td>1,568</td>
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<tr>
<td>Golf, walk/run, and special events</td>
<td>56</td>
</tr>
<tr>
<td>Promotional</td>
<td>11,806</td>
</tr>
<tr>
<td>IIMC sponsorship</td>
<td>11,850</td>
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</tbody>
</table>

Total: $127,360

### Strategic Planning:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging/Meals</td>
<td>4,927</td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of these financial statements.
Cash Disbursements, continued:

*Free Education Day:*
- Speaker fees: $1,000
- Supplies/Miscellaneous: $35
- Food/Beverages: $4,978
- Travel/Mileage/Lodging: $431
- Room fees: $2,015

**Total for Free Education Day:** $8,459

*HIMC Expenses:*
- Contributions: $128
- Conference expenses: $50
- Travel/Mileage/Lodging: $1,363

**Total for HIMC Expenses:** $1,541

*Legislative:*
- Contributions to lobbyist: $17,280

*Promotions/Communications:*
- Newsletter printing/Postage: $4,793
- Clerk of the Year (COTY) expenses: $350
- Marketing: $992

**Total for Promotions/Communications:** $6,135

*Institute Expenses:*
- Speaker fees: $5,920
- Project management: $21,500
- Meals: $47,084
- Travel/Mileage/Lodging: $2,121
- CMU sponsorship and endorsement: $2,500
- Printing/Copying/Postage: $6,410
- Student/Staff materials: $5,087

**Total for Institute Expenses:** $90,622

The accompanying notes are an integral part of these financial statements.
MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS, continued
Year Ended December 31, 2018

<table>
<thead>
<tr>
<th>Cash Disbursements, continued:</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U.P. Training:</strong></td>
<td></td>
</tr>
<tr>
<td>Supplies/Miscellaneous</td>
<td>1,190</td>
</tr>
<tr>
<td>Project management</td>
<td>2,400</td>
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<tr>
<td>Travel/Mileage/Lodging</td>
<td>265</td>
</tr>
<tr>
<td>Printing/Copying/Postage</td>
<td>758</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>4,613</td>
</tr>
<tr>
<td><strong>Master Academy:</strong></td>
<td></td>
</tr>
<tr>
<td>Speaker fees</td>
<td>500</td>
</tr>
<tr>
<td>Supplies/Miscellaneous</td>
<td>673</td>
</tr>
<tr>
<td>Meals</td>
<td>15,467</td>
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<tr>
<td>Project management</td>
<td>8,500</td>
</tr>
<tr>
<td>Travel/Mileage/Lodging</td>
<td>337</td>
</tr>
<tr>
<td>Room fees</td>
<td>640</td>
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<tr>
<td>Printing/Copying/Postage</td>
<td>1,299</td>
</tr>
<tr>
<td>Student materials</td>
<td>1,955</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>29,371</td>
</tr>
<tr>
<td><strong>Masters for Conference:</strong></td>
<td></td>
</tr>
<tr>
<td>Speaker fees</td>
<td>5,440</td>
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<tr>
<td>Travel/Mileage/Lodging</td>
<td>195</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>5,635</td>
</tr>
<tr>
<td><strong>CMMC:</strong></td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>9</td>
</tr>
<tr>
<td>Supplies/Miscellaneous</td>
<td>47</td>
</tr>
<tr>
<td>Certificates/Plaques</td>
<td>85</td>
</tr>
<tr>
<td>Printing/Copying/Postage</td>
<td>925</td>
</tr>
<tr>
<td>Administrative assistant</td>
<td>4,200</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>5,266</td>
</tr>
<tr>
<td><strong>Total cash disbursements</strong></td>
<td>345,711</td>
</tr>
<tr>
<td><strong>Increase in cash</strong></td>
<td>44,526</td>
</tr>
<tr>
<td><strong>Beginning cash, January 1, 2018</strong></td>
<td>185,526</td>
</tr>
<tr>
<td><strong>Ending cash, December 31, 2018</strong></td>
<td>$230,052</td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of these financial statements.
NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Michigan Association of Municipal Clerks (the “Association”) is organized as a nonprofit membership association for the purpose of promoting, enhancing and encouraging the professional development and standing of Municipal Clerks through cooperation, communication, education and training; to promote and encourage improvement methods and procedures of duties performed by Clerks; and to address legislative matters relating to the Municipal Clerk’s responsibilities. In fulfilling this mission, the Association sponsors an annual conference for Clerks, provides various opportunities for additional education for members and supports a lobbyist to the state legislature for election issues. The Association receives most of its revenue from member dues and program service fees.

Basis of Presentation

The accompanying financial statement has been prepared on the cash receipts and disbursements basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under that basis, the only asset recognized is cash, and no liabilities are recognized. All transactions are recognized as either cash receipts or disbursements, and noncash transactions are not recognized. The cash basis differs from accounting principles generally accepted in the United States of America primarily because the effects of outstanding dues and obligations unpaid at the date of the financial statement are not included in the financial statement.

Income Tax Status

The Organization is exempt from income tax under Section 501(c)(6) and is classified by the Internal Revenue Service as other than a private foundation. The Michigan Association of Municipal Clerks is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. Management believes it is no longer subject to income tax examination for the years prior to December 31, 2015.

Management’s Review of Subsequent Events

Subsequent events have been evaluated through May 9, 2019 which is the date the financial statements were available to be issued.

NOTE 2: CASH

At December 31, 2018, the bank balance of $230,528, was fully insured by FDIC.
2019-2020 MAMC BOARD OF DIRECTORS
SLATE OF CANDIDATES

President – Township – 1 Year Term
Jennifer Venema, Caledonia Charter Township, Kent County

1st Vice President – City/Village – 1 Year Term
Jeremy Howard, City of Mt. Pleasant, Isabella County

2nd Vice President – Township – 1 Year Term
Rob Crawford, Fort Gratiot Charter Township, St. Clair County

3rd Vice President – City/Village – 1 Year Term
Chris Swope, City of Lansing, Ingham County

Director – City/Village – 2 Year Term (Vote for Two)
Stephanie McMillen, City of Grand Rapids, Kent County
Holly Thompson, City of Williamston, Ingham County

Director – Township – 2 Year Term (Vote for Two)
Lanie McManus, Garfield Township, Grand Traverse County
Adam Wit, Harrison Charter Township, Macomb County
RECONVENE

UNFINISHED BUSINESS
   RECEIVE ELECTION RESULTS – MAMC Candidates Elected
   AUTHORIZE DESTRUCTION OF BALLOTS
   INSTALLATION OF OFFICERS – Susanne Courtade, Past President

ADJOURNMENT

GUEST SPEAKERS
   Sally Williams, Bureau of Elections
   Bill Zaagman, MAMC Lobbyist