1. Call to Order by President Sarah Bydalek

2. Roll Call

   Members present: Bydalek, Bridgman, Courtade, Venema, Crawford, McManus, Clark
   Hathaway, Howard, Perales, Wright and Thompson.

   Motion by Perales, supported by McManus to excuse Kasunic. Motion carried without
   opposition.

   Also Present: Tara Paksi of GCSI

3. Approval of Agenda

   Motion by Clark supported by Wright to approve the agenda as posted. Motion carried without
   opposition.

   a. Approval of Minutes – January 18, 2017

      Motion by Thompson supported by Courtade to approve the meeting minutes of January 18,
      2017 with the corrections of date of the Institute Awards Dinner (March 16, 2017) and the
      location of MAMC Summer Conference 2017 & 2019 at Kalamazoo and the 2018 MAMC
      Summer Conference at Traverse City. Motion Carried without opposition.

   b. Treasurer’s Report - Receive Financials

      Treasurer McManus reported membership checks continue to come in.

      Motion by Courtade, supported by Clark to receive the financial reports as presented. Motion
      carried without opposition.

4. Unfinished Business

   Hathaway asked if there were any consideration in increasing the cost of membership as
   IIMC. She reported that costs are increasing for conference, speakers and GCSI services. She
   reported that IIMC had recently increased their dues by $5.

   Motion by Courtade supported by Hathaway to keep the dues at the current amount for 2018.
   Motion carried without opposition.

5. Director Reports:

   a. President

      Region V Meeting Grand Rapids MI, March 2-4, 2017

      Standing Rule SR-15 states the President or their designee is expected to attend the annual
      meetings of IIMC and Region V. MAMC is responsible to cover the costs incurred for the
      President or designee to attend including transportation/mileage, lodging and meals.

      Bydalek reported 68 had registered to attend the IIMC Region V meeting in Grand Rapids.
MTA Vendor Booth

Sign-up sheet was passed around for the MAMC booth at the MTA starting with setup April 10, 2017 in Lansing.

Clark volunteered to put together gifts for the drawings and Bydalek said she would purchase candy as a hand out at the booth. Venema will work with GCSI to have membership packets available for the booth.

Motion by Clark supported by Venema to purchase a $50 gift card and two Tervis Sport Bottles to be awarded at the MTA conference. Motion carried without opposition.

b. CEO / Legislative

Courtade presented the CEO 2017-2018 Legislative Priority List for review. The list included:

- Any Clerk can register anyone
- First time voter ID verified by any Clerk
- Recount dollar threshold
- Changing the deadline to deliver election materials to the County Clerk to the Wednesday after the election providing that your results were submitted electronically
- Precinct delegates: eliminate “day of election” filing, County verifies results or at a minimum is allowed to make corrections
- No reason AV
- remove the ability to challenge a voter that has been issued an Absentee Voter ballot but chooses to vote in person because they either destroyed, lost or never received an AV ballot
- Allow MOVE ballots to be returned electronically
- Make Election Day School in-service days so schools are available to use as precinct locations
- Allow the use of the new voter registration form for Election Day voter information changes
- Appropriate funds for election equipment
- Eliminate the refunding of candidate filing fees
- Letter of Opposition to issuing provisional ballots to voters who are not in possession of photo ID

Motion by Clark, supported by Perales to approve the Legislative List of Priorities submitted by the CEO. Motion carried without opposition.

Other discussion included possible support from the BOE to accept electronic return of MOVE ballots and collaboration of election responsibilities between municipalities

c. Newsletter / Website

Venema reported the newsletter had been emailed and mailed out.

Bydalek asked that in the next newsletter please include instructions for members to update their profiles on the MAMC website.
d. Membership / CMMC

Hathaway reported membership numbers on track at 840.

Hathaway presented an application from Teresa Myers for Honorary Membership. Clarification was request if the applicant was in fact retired. The applicant appeared to be using the municipality’s email and the municipality’s website listed her as being the clerk.

Motion by Courtade supported by Perales to postpone the consideration of Honorary Clerk membership of Teresa Myers for further review. Motion carried without opposition.

Bydalek suggested setting up a meeting time to discuss membership, CMMC and CMMC recertification process.

e. Conference

Howard reported he and Thompson met earlier to go over conference details. They are moving forward with a schedule of when things need to be done for the future. Howard reported Crowd Compass is waiting for payment before they start to develop the conference app. Bydalek responded she could take care of the payment using the MAMC credit card. This lead to discussion as to what was the limit on the credit card and how it has been an issue in the past. The Treasurer and President’s credit cards have combined credit limit. Bydalek asked McManus to check with PNC what the limit is and if it can be raised to $10,000.

Howard reported that since there is no close by golf course available; they are looking into an alternative activity. They are working with a sponsor to have an activity at the Kalamazoo Air Museum.

New sponsorship levels are being developed with the conference sponsorship at $4,000 and the App sponsorship at $3,000. Other levels are also being considered and will be sent out to vendors. Menu has been finalized. Menu costs have increased over last year. Looking to have both a keynote and educational speaker for Wednesday.

Conference gift this year will be a travel bag with the MAMC logo. Conference handout will be placed in the bag. Event Bright is the registration vendor and will be ready soon on line.

Bydalek asked for everyone’s opinion of the conference cost. Discussion included that conference cost vary from location to location. Some years the cost are covered by the registration cost. Other years there has been a loss. Speaker costs, speaker transportation and the cost of food increase annually.

Motion by Bridgman supported by Clark to raise the conference fee $50 for 2017. The conference cost would increase to $350. Motion carried with opposition of Perales voting no.
After voting to approve the increase in conference cost to members it was discussed about raising the cost for non-member.

Motion by Hathaway supported by Clark to increase the non-member conference registration fee to $400 which would include their membership fee. Motion carried without opposition.

Hathaway suggested conference costs should be reviewed annually.

Bydalek asked about covering the cost of the Chair and Co-Chair of Conference and Education Committees. This will be on the March agenda.

Bydalek asked again for directors to submit their responsibilities as she had asked during Strategic Planning meeting. The list is to be a quick reference of what each directors responsibilities are without having to search through either the By-Laws or Standing Rules. Goal is to have this completed in April.

f. Ways & Means Revisions to SR 12 – Attendance Policy

Perales submitted for consideration the revisions to SR-12 as:

Michigan Association of Municipal Clerks
Standing Rules
SR-12

Attendance Policy

Effective September 21, 2016, scanning for purposes of recording attendance was made obsolete. Attendance will be determined through the registration process. The member’s actions should be governed by the MAMC Code of Professional Ethics and Conduct, SR-47.

Motion by, Courtade, supported by Hathaway to approve the revision of SR-12 as:

Effective September 21, 2016, scanning for purposes of recording attendance was made obsolete. Attendance will be determined through the registration process. The member’s actions shall be governed by the MAMC Code of Professional Ethics and Conduct, SR-47.

Motion carried without opposition.

SR-12 will be included in the conference registration packets.

COTY Update

Received 10 City entries, 3 asked not to be on the ballot, the COTY Committee had to narrow the seven remaining entries down to the required 5 maximum. Village and Township only have 2 entries each. COTY Committee members are writing bios.

Perales reported she plans to use a membership list to keep track of who has voted for COTY. Ballots must be postmarked by May 11th to be counted.

g. Education

Clark reported receiving two scholarship applications. One for Basic Institute and one for Summer Conference.
Motion by Clark supported by Thompson to approve the scholarship application from Vicki Donnan to attend the Annual Conference. Motion carried without opposition.

Motion by Bydalek supported by Thompson to approve the scholarship application from Kristine Bolzman to attend Basic Institute. Motion carried without opposition.

Discussion was held about the IIMC membership requirement in SR-31.

Motion by Hathaway supported by Bydalek to revise SR-31 eliminating the IIMC requirement. Motion carried with opposition of Bridgman voting no.

Perales was directed to revise SR-31 and the present it at the next meeting.

Free Education Day Update – April 27, 2017

No confirmation on the afternoon program hope to have it finalized by February 24th.

**h. Past President**

No nomination applications have been received, the deadline is April 1st.

Extended discussion was held about the terms of office and whether the secretary and treasurer officers should be elected by the membership or appointed by the President.

Motion by Hathaway supported by Thompson to amend the By-laws making the Secretary and Treasurer as elected directors, increasing the number of directors from six to eight and authorizing the President to appoint a director to the position of Secretary and Treasurer. Proposed By-law change to be brought before the membership at the April 27th meeting in Mt. Pleasant. Motion carried with opposition, Bridgman voted no.

This will require revising of By-law change of Article IV Board of Directors, Sections 1-4.

7. **Adjournment**

Bydalek stated the Mt. Pleasant March 13th meeting will start at noon and will cover the Strategic Planning directive where each director is to submit a list of responsibilities for the book she wants completed by June.

The April meeting will be back at Delta and will start at noon with MAMC providing lunch and will discuss the CMMC, and recertification process.

Clark reported she received email from Vicki Donnan stating she doesn’t want the scholarship to annual conference. She meant to apply for Basic Institute. The board approved her to attend conference. She isn’t a member of IIMC therefore not qualified to make application for Basic Institute.

Bydalek adjourned the meeting at 3:44 pm