Michigan Association of Municipal Clerks Board of Directors Meeting Minutes
Thursday, August 25, 2016 held at the Bavarian Inn, Frankenmuth MI

Meeting Called to order at 4:35 pm by President Bydalek.

Members present: Sarah Bydalek, Susanne Courtade, Dan Kasunic, Rob Crawford, Mary Clark, Lisa Hathaway, Jeremy Howard, Anna Perales, Holly Thompson, and Joe Bridgman.

Request from Board members Lanie McManus, Leon Wright and Jennifer Venema to be excused from attending the meeting due to scheduling conflicts.

Motion by Kusunic, supported by Thompson to grant the request to excuse Lanie McManus, Leon Wright and Jennifer Venema. Motion carried without opposition.

Also present: Tara Paksi and Hillary Walilko from GCSI and Chris Swope, Past MAMC President

Request to approve the agenda (as printed or with additions).

Motion by Clark, supported by Perales to approve the agenda as printed and posted. Motion carried without opposition.

Request to approve the meeting minutes of June 13, 2016 of the MAMC Board of Directors held at the Radisson Hotel, Lansing MI.

Motion by Hathaway, seconded by Clark to approve the minutes of June 13, 2016 as printed and posted. Motion carried without opposition.

Request to accept and file the Treasurer’s Financial Report as submitted.

Points of Discussion:
- Account names have been changed from past Treasurer Clark to Treasurer McManus.
- Authorization to sign checks has been changed to Bydalek and McManus.
- Clark will recommend to McManus to transfer $100,000 to savings.

Motion by Courtade, supported by Perales to receive the Financial Report as submitted. Motion carried without opposition.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

DIRECTOR REPORTS:

President: Bydalek welcomed new members to the Board, reported the theme for next Summer’s Conference to be the Roaring 20’s, the next meeting of the Directors will be September 21st at Delta Township office with Legislative/CEO beginning at 9:15.
DIRECTOR REPORTS, CONTINUED:

CEO/Legislative: Deadline has been extended for committee appointment consideration and State funding for new election equipment is $20 million short at this time. Straight party ticket voting court ruling allowing straight party voting has been appealed with the ruling to allow straight party ticket voting in November upheld.

Newsletter/Website: October 15th is the deadline to submit items for consideration in the next newsletter. Discussion was held regarding website updating and ease of use.

Membership/CMMC: membership reported 891 active members, down from 2015 total of 949, discussion was held about how to contact new clerks after the November election (all township clerks are elected), 6 new CMMC applications received between June/August and 15 applications for CMMC recertification.

CMMC recertification applications brought before the Board for clarification of credits:

Sheryl Feazel, no certificate included for MTA and MAMC Free Education Day and requested to be credited for attendance using receipts as proof of attendance.

1. Motion by Courtade, supported by Hathaway to accept the receipts submitted by Feazel as proof of attendance of MTA and MAMC for class credit. Motion carried with opposition of Perales voting no.

Deana Mondock, requested consideration of accepting FEMA class credits to count toward the education points need for recertification.

Board reviewed action has already taken to accept FEMA class credits. With the FEMA credits Mondock is still one point short of the needed 20 points for recertification. Board referred application back to the CMMC Director to follow up with Mondock about still being short one point.

Bridgman offered to review the Standing Rules to clarify what CMMC certification point questions need to come before the Board.

Conference – Discussion of survey and changes for 2017: it was discussed adding an afternoon classes to Wednesday, Courtade asked about the survey results and if all had seen them not everyone had received the survey, GSCI reported the survey had been sent to the Conference Chair, during the meeting the survey was forwarded to the directors for their review, discussion was continued as to adding something to Friday or holding a continuation of the membership meeting on Friday, Chair is meeting the week of August 29th to set the conference time line.

GSCI brought to the Board’s attention the request from Beth Grohman to reconsider her points for attending the conference. The scanner system showed she had missed 28 minutes during the opening session and 56 minutes of the 1st amendment class. Grohman explained she had left the opening session to check into the hotel but did not miss 56 minutes of the 1st amendment class. Much discussion was held about the use of scanners at the conference and if a scanner error could be the cause for not showing Grohman present during the class. Further discussion included the continuation of the use of scanners at conference.
2. Motion by Crawford, supported by Courtade to credit Grohman for the 56 minutes of the 1st amendment class as a possible scanner error and not the 28 minutes of missed time during the opening session during which Grohman explained she had left to check into the hotel. Motion carried without opposition.

Further discussion was held to credit Directors for class credit when they have been called out of class to attend Board business and providing Speaker Certificates to clerks who teach class at MAMC events.

Ways & Means – COTY Timeline: reported that several Standing Rules have error/inconsistencies in them and will be brought to the Board for correction in the future, discussion was held about the COTY timeline, Schedule of Free Education Day was discussed with it noted that MTA is moving their educational conference to April in 2017.

Additional discussion was held to include Standing Rule reviews for clarification of SR 7 to include committee be able to approve additional course work, SR 12, (which is blank) and SR 47 amend to include class attendance as part of ethics policy (question is SR 47 numbered incorrectly, should it be SR 12?), SR 17 does not match the published refund policy, SR 45 requires additional course work has to be approved by executive board.

Suggested Standing Rule corrections and clarification to become before the Board of Directors at future meeting.

Past President: thanked the directors for attending the Strategic Planning session held earlier in the day.

RECOGNITION OF RETIRING MEMBERS:

3. Motion by Holly, supported by Kasunic to authorize President Bydalek to send certificates of recognition to retiring MAMC members: Monica Hoffman, Clerk of Peninsula Township and Maryanne Cornelius, Clerk of the City of Novi.

President Bydalek adjourned the meeting at 6:15 pm without opposition.
Meeting Called to order at 10 am by President Bydalek.

Members present: Sarah Bydalek, Susanne Courtade, Dan Kasunic, Jennifer Venema, Rob Crawford, Mary Clark, Lisa Hathaway, Jeremy Howard, Anna Perales, Holly Thompson, and Joe Bridgman.

Members absent: Lanie McManus, Leon Wright.

Also present: Tara Paksi and Hillary Walilko from GCSI and Chris Swope, Past MAMC President

President Bydalek opened the session explaining the goal was to develop booklets identifying the responsibilities of the Chairs, Committees and GCSI.

Discussion began with the roles and responsibilities of GSCI

Tara Paksi of GCSI explained GCSI can provide different levels of involvement in the planning and hosting the annual Summer Conference to accommodate the needs of MAMC. Points of Discussion included: Hotel arrangements, speaker bio information and media requirements, class handouts. Request was made to have all documents including speaker bios to be submitted on an electronic media. It was recommended to include all class handouts in the registration conference bag and having class handouts available after the conference on the MAMC website was also discussed.

Bydalek had the Board divided between Conference, Education and Website meet together and Ways & Means/COTY, Membership/CMMC meet as a group to discuss roles, responsibilities and timelines.

The Board reconvened as a whole to discuss the group’s discussion. Points of the discussion included: GCSI to handle the details of hotel and speaker needs, when and how to contact new clerks elected in November, need for Standing Rules errors and inconstancies to be corrected, CMMC recertification process and how to streamline the review, the need that all submissions for the website must submitted to the website chair first.

Bydalek thanked Chris Swope, MAMC Past President for moderating the session.

Bydalek adjourned the strategic planning session at 4:10 without opposition.