Meeting called to order at 1:15 by President Bydalek

Members present: Bydalek, Courtade, Kasunic, Venema, Crawford, McManus, Clark, Howard, and Thompson

Request from Board members, Perales, Bridgman, Hathaway and Wright to be excused from attending the meeting due to scheduling conflicts.

Motion by Clark, supported by Thompson, to grant the requests from Perales, Bridgman, Hathaway and Wright to be excused from the meeting because of scheduling conflicts. Motion carried without opposition.

Brief discussion was held about importance of all Directors attending meetings. How many excused absences can be granted was also discussed. It was reviewed that a director can be granted an excused absence from three meetings per elected term year. President Bydalek offered to send a notice to the directors that have missed two meetings since the beginning of this elected term year.

Also Present: Hillary Walilko, GCSI

Approval of the agenda

Motion by Courtade, supported by Kasunic, to approve the agenda as presented with the addition of consideration of a scholarship request from the City of New Buffalo for Mary Lynn, Deputy Clerk. Motion carried without opposition.

Request to approve the meeting minutes the Strategic Planning and Board of Directors held August 25, 2016 (as presented or with corrections).

Motion by Clark, supported by Thompson, to approve the minutes of the Strategic Planning; and the minutes of the Board of Directors, with the correction of removing the name Peninsula Township Deputy Clerk Hamilton from recognition of retirement. She is continuing to serve as deputy clerk. Motion carried without opposition.

Request to receive and file the Financial Report as submitted.

Motion by Clark, supported by McManus, to receive the Treasurer’s report. Motion carried without opposition.

Bydalek and McManus reported of an attempted fraud. Board members were reminded all financial requests must be in written form.

Motion by McManus, supported by Thompson, to withdraw $100,000 from the Checking/Saving Account and deposit $75,000 in a Certificate of Deposit account and $25,000 in a Savings Account. Motion carried without opposition.
Unfinished Business:

Bydalek reported she has been contacted regarding the files of the organization before the Michigan Association of Municipal Clerks and whether the association wants them for historical reference. These records are from the Michigan Municipal Clerk’s Association (MMCA) which was prior to the MMCA and MAMC merger. Bydalek offered to follow up and report what is in the files. Then a decision can be considered to accept the files and how to store them.

This prompted discussion about creating a MAMC retention schedule and asking what MAMC currently has in storage.

Also discussed was the need of meeting minutes for the Free Education Day in order for the day to be considered a general meeting.

New Business:

Bydalek reported that herself and Chris Swope, Clerk of the City of Lansing provided testimony before legislative committee reviewing the number of elections held each year and possibility of changing dates elections are held.

Director Reports:

a. President – IIMC Letter of Support

Bydalek reported being in contact with the International Institute of Municipal Clerks about the possibilities of the IIMC hosting their 2021 Conference in the City of Grand Rapids. IIMC has requested a letter of financial support and asked for the MAMC to combine our yearly conference in 2021 with the IIMC Conference. IIMC requested a response from MAMC to present to their board on November 3, 2016. There are two other States vying to host the IIMC conference, Minneapolis and Little Rock.

Board discussion included asking what say the MAMC would have in the educational programs offered at the combined conference, the cost differential between the two events for members to attend and the differences between the values of educational points between the two organizations.

Motion by Thompson, supported by Bydalek, authorizing President Bydalek to submit a letter to IIMC committing financial support of $10,000 and combining the 2021 IIMC and MAMC conferences. Motion Carried without opposition

b. CEO / Legislative, has not met, next meeting is October 19, 2016

c. Newsletter / Website

October 15th is the deadline for articles. Venema is reviewing the website and updating the pages with current information.

Being able to print education certificates from the website was discussed.
d. Membership / CMMC, not present.

e. Conference

The 2017 conference theme will be the “Roaring Twenties” and held at the Kalamazoo Radisson. Committee and GCIS will visit the site sometime in November or December to review the facilities.

Using the scanners costs $2,400 each year at the conference. Issues have occurred where members have not scanned in or out causing problems with crediting the member for the education. Other educational conferences do not use scanners. MAMC has SR-47, Code of Professional Ethics and Conduct. The Board considers a member requesting credit for attending an educational class, but not being present in the class, to be a violation of the Ethics policy.

Motion by Thompson, supported by Kasunic to discontinue the use of scanners at conferences and use sign in sheets. Motion carried without opposition.

It was suggested a copy of SR-47, Code of Professional Ethics and Conduct be included in all the conference packets.

f. Ways and Means

Consideration of revisions of SR-7, 17, 26 and 45

SR-7 Executive Board

Motion by Thompson supported by Howard to add to SR-7 Executive Board “The Executive Board of the MAMC may approve additional courses/certifications submitted to qualify for CMMC recognition and recertification.” Motion carried without opposition.

SR-17 Event Registration/Cancellation

Referred back to committee to request adding the email option as a way to request refund. Scratch Treasurer, $100 cancelation fee instead of $50 refund and replace the (14) business day with the published event cancelation deadline.

SR-26 Committee Member Recognition of Service

Motion by Thompson, supported by Clark, to approve the replacement SR-26 as presented. Motion Carried without opposition.

SR-45 Certified Michigan Municipal Clerk Certification (CMMC)

Motion by Clark supported by Thompson to add to SR-45 to add 7. Any additional course work will require approval of the Executive Board Committee and presented to the Board for final approval. Motion carried without opposition.

Additional revisions will be needed with the discontinuing of scanners recording attendance.
Proclamations – Proclamation for Deb Hamilton was not given out, since she will not be retiring at this time.

g. Education – Free Education Day- Contract with Soaring Eagle

April 27, 2017 will be the date of Free Education Day to be held at the Soaring Eagle, Mt. Pleasant, MI.

Motion by Clark, seconded by Thompson, authorizing President Bydalek to sign the contract with Soaring Eagle as the site vender for Free Education Day. Motion carried without opposition.

Request from the City of New Buffalo for scholarship consideration for Mary Lynn, Deputy Clerk. The application was reviewed by the directors and found to be in error of using the application for Annual Conference Scholarship and the support documents requesting consideration for Institute. Application is to be referred back to the City of New Buffalo for clarification.

The COTY Timeline was received.

Master Classes and Conference

The Board will meet in Mt. Pleasant, Monday March 13, 2017 before the start of Clerk’s Institute.
Clerk Institute is March 12-17, 2017
Master Academy is March 21-23, 2017

h. Past President, no report

Board Discussion

Reported all bids for new election equipment came in higher than expected. State is $20 million short in being able to purchase the equipment. Local municipalities will be asked to contribute toward the purchase of the new equipment.

9. President Bydalek adjourned the meeting at 3:30