MAMC Board of Directors
Meeting Minutes, Wednesday December 14, 2016
Chris Swope Residence, Lansing

1. Meeting called to order at 12:37 p.m. by President Bydalek.

2. Members present: Bydalek, Kasunic, Venema, Clark, Howard, Thompson, Bridgman

Motion by Kasunic supported by Clark to excuse Perales, McManus, Courtade, Hathaway, Crawford, Wright. Motion carried without opposition.

*Hathaway did join the meeting via telephone @ 12:52 p.m.

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

3. Approval of the Agenda:
   a. Approval of the Minutes – November 16, 2016
   b. Treasurer’s Report- Receive Financials

Motion by Clark, supported by Kasunic to approve the agenda as presented. Motion carried without opposition.

Request to approve the meeting minutes of the MAMC Board of Directors held November 16, 2016 as presented.

Motion by Thompson, supported by Howard to approve the minutes of the Board of Directors held November 16, 2016 as presented. Motion carried without opposition.

Request to receive and file the Financial Report as submitted.

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

4. Unfinished Business:

Ways and Means Director will need to bring SR12 (attendance policy) back to the Board at the January meeting.

5. New Business: None

6. Director Reports

   a. President
IIMC Region V packet is ready. Venema will put the packet on the MAMC website. The address to submit payments and registration forms for Michigan registration will be changed to the MAMC mailing address at GCSI.

b. CEO/Legislative

Kasunic reported that the enhanced ID requirement legislation had passed the House.

c. Newsletter / Website

Venema reported that the deadline to submit articles for next issue is January 15, 2017.

d. Membership / CMMC

Hathaway was absent. The Board received written report stating there are 262 members (2017) and 228 applications have been received for CMMC.

Request was received to grant Lifetime Membership to Janet Santos

Motion by Kasunic, supported by Thompson to grant Lifetime Membership to Janet Santos of the City of Saginaw as she is a past MAMC President. Motion carried without opposition.

e. Conference

Site visit is scheduled for Friday, but they may have to reschedule. They are monitoring the weather.

Thompson presented the Crowd Compass proposal, an event app. App would allow members to access conference information on their mobile device (schedules, maps, hotel information, educational sessions, list of attendees). The cost is $3900 per year with a required 2 year contract. Cost would be a wash utilizing savings from no longer using scanners and by reducing copy costs. The app would not replace the printed program and handouts would still be available on the MAMC website. The Board agreed that we would like to see additional quotes. Thompson will look into those and Conference Chairs will report back to the Board in January.

Motion by Bydalek, supported by Thompson to approve moving forward with a conference app in place of scanners and photo copying, with Howard and Thompson reviewing other companies and selecting one by January. Motion carried without opposition.

Hathaway inquired about app demos and Thompson reported that she had already previewed a demo.

f. Ways & Means

Revisions to SR7, SR17, SR26 and SR45

The Board reviewed the amendments made to SR7, SR17, SR 26 and SR45. The Board made the following changes:
SR7 Executive Board: Paragraph one; add “except as outlined within SR-07”. Paragraph two; add “/deny” after “The Executive Board of MAMC shall approve”. Paragraph three; First line will read “The Executive Board may review items such as, but not limited to, publications of the Board/Membership prior to mailings, Board Member attendance and performance concerns and possible malfeasance of office.” Paragraphs two and three will be swapped for purposes of clarity.

SR17 Event Registration/Cancelation: Paragraph one; first line shall read “MAMC Conference, Clerks Institute, Master Academy and any other event registration”. Paragraph two; first line shall read “Cancellation request must be emailed, mailed or faxed in writing to the MAMC.” Line two change “fourteen (14)” to “fifteen (15)”. Line three change the word “receive” to “incur”, change “refund” to “cancellation fee”. Line four change “fourteen (14)” to “fifteen (15)” . Line six should read “appropriate planning chairs of the MAMC Board”

SR26 Committee Member Recognition of Service Certificates: First bullet point; change “June” to “Annual”. Last sentence should read “The chairperson from each committee will make the annual appointments”. Last paragraph; remove “at the President’s Banquet at the Annual Conference”. Sentence will end after the word “distribution”.

SR45 Certified Michigan Municipal Clerk Certification: Paragraph two; change “meeting” to “meet”. Paragraph three; remove “which” and replace with “necessary”. Remove “Membership” before Director. Number three under procedures; first sentence should read “Upon final award of the CMMC designation, the Director, or contracted assistant, on a monthly basis, shall mail a congratulatory letter(s) bearing the MAMC President’s signature and press releases as requested by the applicants.” Number four under procedures; the word “the” between “include” and “applicant’s”. Number seven under procedures; should read “Any additional course work will require approval by the Executive Board Committee.”

Motion by Thompson, supported by Bridgman to approve SR7, SR17, Sr26 and SR45 as amended. Motion carried without opposition.

Hillary reported that the COTY nomination forms had gone out and that the first email reminders for nominations will be emailed on December 19.

g. Education

MAMC Institute Scholarships – Board reviewed the scholarship applications submitted by Mary Lynn (City of New Buffalo), Kayla Randle (Village of Farwell), Marcy Kimball (City of Burton), and Rachael Ervin-Boggs (City of Burton)

Motion by Clark, supported by Bydalek to approve all four scholarship applications for Institute. Motion carried without opposition.

Free Education Day Update – Clark reported that she has reached out to Sally Williams to inquire if they would be willing to lead a session on lessons learned from the recount. She has not yet heard back from Sally.
**Master Class Information** – Clark reported that everything is in place

**h. Past President**

No additional report.

**8. Adjournment**

Motion by Clark, supported by Thompson to adjourn the meeting at 2:34 p.m. Motion carried without opposition.