CALL TO ORDER: The meeting was called to order at 12:22 p.m.

ROLLCALL/EXCUSED ABSENT BOARD MEMBERS: Members Present: Howard, Swope, Clark, Smith, Kasunic, Thompson, Wit, Ryska, Kean, Beaudry, Enbody, and McManus.

Member Absent: McMillen.

Others Present: GCSI Representative Tara Paksi.

MOTION by Swope, SECOND by Thompson, to excuse member McMillen. Motion carried unanimously.

APPROVAL OF AGENDA: MOTION by Swope, SECOND by Clark, to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES: MOTION by Clark, SECOND by Thompson, to approve the October 16, 2019 minutes as presented. Motion carried unanimously.

TREASURER’S REPORT: The October 2019 financial reports were reviewed.

MOTION by Kean, SECOND by Thompson, to receive the October 2019 Financial Reports as presented. Motion carried unanimously.

UNFINISHED BUSINESS:
  a. SR-47 amendments – Ethics Policy. Discussion was held with no action taken.
  b. SR-33 amendments – Clerk of the Year. Board members reviewed amendments to the Clerk of the Year Standing Rule SR-33. The amendments were presented as follows (in red):

Categories: There are four Clerk of the Year categories that are awarded each year. The categories are City Clerk, Township Clerk, Village Clerk, and Deputy Clerk.

Call for nominations: The “Seeking Nomination” form will be placed on the MAMC website, distributed at any membership meetings held, and placed in the newsletter. If the timetable is amended, deadline dates for newsletters should be obtained from the editors.

Nomination form: The “Seeking Nomination” form is to be posted to the MAMC website, sent via the Forum, copies distributed at meetings, mailed, emailed and/or faxed upon request. Nominations can be made by anyone, member or not. Nominees must be members of the MAMC during the entire process from nomination to receipt of award.
Nominating Committee: The nominating committee for the City, Township, and Village Clerk categories are comprised of the last three Clerk of the Year recipients in each category and the most recent Clerk of the Year serves as Chair. Until there are three Deputy Clerk recipients available to serve as a nominating committee, the nominating committee chair from each clerk category will serve as the nominating committee for the Deputy Clerk category, unless there is a conflict of interest in which the next previous year recipient will fill that role.

Ballot: Voting instructions and the biography of each candidate will be placed on the MAMC website. Each MAMC member will be e-mailed, by secured means, a link to the Clerk of the Year Ballot, voting instructions with deadline date/time, and a link to the biographies of the candidates. Each MAMC member is permitted one vote.

Results: When the ballots have been tabulated, the COTY Director shall notify the MAMC Board of the final results per the approved timeline. The COTY Director will contact each of the three elected Clerks of the Year and follows up with a letter of congratulations that is copied to all candidates on the ballot, informing them of the outcome of the Clerk of the Year election.

Ballot Retention: Ballots will be kept in accordance with SR-32 Records Retention for a period of 60 days past the award presentation date and a record of the tally of votes of all candidates will be maintained for a minimum period of 12 months or kept with the COTY yearly report.

MOTION by Thompson, SECOND by Ryska, to approve the amendments to SR-33 as presented. Motion carried unanimously.

NEW BUSINESS:

a. CVENT/Crowd Compass – contract/renewal – MOTION by Wit, SECOND by Smith to approve the contract extension with CVENT for the Annual Conference Mobile Event App for an additional three-year term for 2020, 2022, and 2023. If there are any contract changes due to the elimination of 2021 due to the IIMC Conference, the contract must be brought back to the board for approval of the new terms. Motion carried unanimously.

b. 2020/21 Budget – Board members reviewed a draft of the 2020/2021 budget. McManus will incorporate the revisions discussed and bring an updated draft to the next meeting for review.

DIRECTOR REPORTS:

PRESIDENT: Howard mentioned that he had been contacted by the IIMC Region V director for information to include in IIMC Newsletter. The 2020 IIMC Conference Registration is now open and Howard and Swope will be registering and attending the IIMC Conference in St. Louis.

CEO/LEGISLATIVE: Swope and Clark reported on the recent meetings of the CEO and Legislative Committees. Board members discussed bills that the CEO/Legislative Committees are following as they move through the legislative process.

MOTION by Swope, SECOND by Clark, to support HB 5141, a bill that revises absent voter county boards to allow for county absent voter county boards and combined absent voter county boards subject to agreement by all municipalities involved in the agreement. Motion carried unanimously.
NEWSLETTER/WEBSITE: Smith reported that the annual members application was mailed out with the most recent newsletter. A proposal for updating the website was received from GravityWorks. Board members discussed obtaining proposals from other vendors and that the current Forum needs to be updated to allow members to respond to forum issues from their mobile device. Proposals will be discussed at a future meeting.

MEMBERSHIP/CMMC: Beaudry reported on membership numbers and is hoping to have MiPMC information for discussion and approval at the next meeting.

CONFERENCE: Paksi* Thompson reported that the Treasurer from the MMTA Board looked into conference venues in the Detroit area. The MMTA Board determined that the conference venues were too expensive and ruled out the location(s) due to the costs. Wit and Thompson reported that the annual conference registration will open and close earlier than in past years. Board members were asked to bring feedback to the next meeting regarding conference entertainment and events for Tuesday and Thursday evenings during the conference.

WAYS & MEANS/COTY/MEDIA: Absent (excused).

EDUCATION: Ryska and Kean reported that they have a solid list of topics for the Annual Conference education sessions. A sign-up sheet for March Institute was distributed to members for assisting with registration and set-up for during the two sessions of Institute.

PAST PRESIDENT: Kasunic presented future conference locations. MOTION BY Wit, SECOND by Smith to sign a two-year agreement with an opt-out clause with Grand Traverse Resort, Acme for future Annual MAMC Conferences in 2022-2024. Motion carried unanimously.

NEXT MEETING: The next meeting of the MAMC Board of Directors will be Wednesday, December 11, 2019.

ADJOURN: The meeting was adjourned by consent at 3:15 p.m.

Rachelle D. Enbody, MAMC Director-Secretary

*amended 12/11/19