CALL TO ORDER: The meeting was called to order at 12:04 p.m.

ROLLCALL/EXCUSED ABSENT BOARD MEMBERS:
Members Present: Kasunic, Venema, Courtade, Clark, Thompson, Wit, McManus, Smith, Kean, McMillen and Crawford.

Members Absent: Ryska and Howard.

Others Present: GCSI Representative Tara Paksi

MOTION COURTADE, SECOND BY CLARK, TO EXCUSE MEMBERS RYSKA & HOWARD. MOTION CARRIED UNANIMOUSLY.

APPROVAL OF AGENDA: MOTION COURTADE, SECOND BY McMILLEN, TO APPROVE THE AGENDA WITH THE FOLLOWING ADDITION:
Unfinished Business – Agreement with Lew and Mary Bender
MOTION CARRIED UNANIMOUSLY.

APPROVAL OF MINUTES: MOTION McMILLEN, SECOND BY CLARK, TO APPROVE THE APRIL 17, 2019 MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

TREASURER’S REPORT: McManus presented the draft 2018 Year End Financial Statements for the Board’s review.

MOTION CLARK, SECOND SMITH, TO ACCEPT THE 2018 YEAR END FINANCIAL STATEMENTS AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

McManus reviewed the April 2019 Financial Reports with the Board.

MOTION COURTADE, SECOND CLARK, TO APPROVE THE APRIL FINANCIAL REPORTS AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

MOTION COURTADE, SECOND CLARK, TO ADD VENEMA TO THE CREDIT CARD ACCOUNT EFFECTIVE IMMEDIATELY.

UNFINISHED BUSINESS:
Competency Requirements for Training. Venema updated the Board that a “training summit” was agreed upon at the 5-15-19 CEO meeting. The summit will be determining key training elements that should be standardized statewide. An e-mail will go out seeking those that have interest in serving as part of the summit consisting of six county clerks and twelve local clerks.

CMMC Program Changes and Goals. Smith reviewed the brochure and handouts concerning updating CMMC re-certification requirements and CMMC point counting. Ideas were shared and some changes were made to the brochure.

MOTION SMITH, SECOND COURTADE, TO MOVE FORWARD WITH THE STRUCTURE AND PROGRAM AS DISCUSSED WITH THE BRANDING OF LEVELS TO BE DETERMINED.

Agreement with Lew and Mary Bender.

MOTION WIT, SECOND THOMPSON, TO APPROVE THE AGREEMENT BETWEEN LEW AND MARY BENDER AND MAMC FOR PROGRAM COORDINATION, PROJECT MANAGEMENT, AND FACILITATION AND INSTRUCTION SERVICES WITH TWO INSTITUTES IN 2020, 2021, AND 2022. MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS:

Silent Auctions Funds. The Board discussed a suggestion for Silent Action funds to be used for the IIMC 2021 Conference.

MOTION COURTADE, SECOND SMITH, TO USE THE 2019 SILENT AUCTION FUNDS FOR THE IIMC 2021 CONFERENCE. MOTION CARRIED WITH DESCENT.

Discussion continued.

MOTION COURTADE, SECOND SMITH, TO RESCIND PREVIOUS MOTION SO THAT THE ITEM COULD BE FURTHER DISCUSSED. MOTION CARRIED UNANIMOUSLY.

Discussion continued.

MOTION WIT, SECOND THOMPSON, TO TABLE THE AGENDA ITEM ON SILENT AUCTION FUNDS. MOTION CARRIED UNANIMOUSLY.

$50 Donation - Outgoing IIMC President.

MOTION CLARK, SECOND SMITH, TO APPROVE A $50 CONTRIBUTION TOWARDS A GIFT FOR OUT-GOING IIMC PRESIDENT. MOTION CARRIED UNANIMOUSLY.

Retention Policy - Standing Rule (SR). Clark has received a request from the Lansing City Clerk, Chris Swope, to dispose of some of the dozens of boxes/numerous years of MAMC records that he has been storing. Currently, MAMC does not have a SR concerning Record Retention. This matter was discussed. State Record Retention rules were reviewed.
MOTION WIT, SECOND CLARK, TO PROCEED AS WE HAVE THE STANDING RULE FOR RECORD RETENTION UNTIL THE SR HAS BEEN DEVELOPED. UNLESS OTHERWISE SPECIFIED, TO AUTHORIZE THE DISPOSING OF RECORDS, AND KEEP RECORDS FOR THE YEAR 2012 AND FORWARD.

A draft Retention Policy SR will be prepared and brought back for the Board’s review.

DIRECTOR REPORTS:

PRESIDENT. Kasunic informed the Board of the 2021 IIMC Conference details that have been confirmed so far. Discussion was held on what decisions need to be made along with their timelines. More information is needed. Kasunic asked the Board to send him via e-mail all questions the Board has regarding the 2021 Conference. He will bring information back to the next meeting.

CEO/LEGISLATIVE. Venema gave an update from information shared by BOE/Sally Williams, and Bill Zaalman at today’s CEO meeting. The Committee adopted the MAMC 2019-20 Legislative Priority List.

NEWSLETTER/WEBSITE. Crawford reported that the spring newsletter has been mailed.

MEMBERSHIP/CMMC. Smith reviewed the membership and CMMC reports as of May 15, 2019. To date, there are 877 active members.

CONFERENCE. Thompson and Wit gave an update on the Summer Conference preparations. The number of attendees for this year, 248, has already exceeded last year’s 244. The last day to register will be May 27th. The Radisson Hotel is full, and the Comfort Inn will be used as the overflow hotel. The Radisson will provide the Comfort Inn guests with free shuttle service to the Radisson. The Tuesday night Baseball game event has sold 113 tickets. Vendor numbers are good and this year themed sponsorship levels are being used for the first time.

WAYS & MEANS. McMillen reported that this year was the highest number of votes ever cast for COTY. The winners have been notified and trophies have been ordered. McMillen has e-mailed the Board an updated version of the Standing Rules. She announced that the Township COTY winner retires on May 31st.

MOTION CLARK, SECOND COURTADE, TO AUTHORIZE A PROCLAMATION FOR THE RETIREMENT OF SCIO TOWNSHIP CLERK NANCY HEDBERG. MOTION CARRIED UNANIMOUSLY.

EDUCATION. Clark reported preparations for instructors and classes are complete. The speaker line-up was announced. The two-day Boot Camp numbers have almost doubled from last year.

PAST PRESIDENT. Courtade spoke about the full slate of candidates. They are listed in the spring newsletter and are on the website. Nominations could be taken from the floor at the meeting. Some members have taken advantage of voting by proxy. Last day to vote by proxy is June 13th.

ADJOURN: The meeting adjourned at 2:20 p.m.

NEXT MEETING: Monday, June 17, 2019 @ the Kalamazoo Radisson

JoAnne Kean, MAMC Director-Secretary