



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES **July 22, 2016**

A Meeting of the Maryland Association of Election Officials (MAEO) Board of Directors was held on July 22, 2016 in the Anne Arundel County Board of Elections office located at 6740 Baymeadow Drive in Glen Burnie, Maryland. Notice of the meeting was properly provided.

Board Members Present:

David Garreis, President (Anne Arundel County)
Alysoun McLaughlin, Vice President (Montgomery County)
Ruie Marie Lavoie, Secretary (Baltimore County)
Danna Archie-Williams, Treasurer (Baltimore County)
Alisha Alexander, Board Member (Prince George's County)
Gail Hatfield, Board Member (Calvert County)
Armstead B. Jones, Sr., Board Member (Baltimore City)
Mary-Frances Vavra-Alcoser, Board Member (Baltimore County)
Gilberto Zalaya, Board Member (Montgomery County)

Members and Guests Present:

Hassan Aslam, Anne Arundel County
Lenice Austin, Baltimore County
Daneen Banks, Prince George's County
Katherine Berry, Carroll County (By Phone)
Katie A. Brown, Baltimore County
Gwendolyn Dales, Dorchester County
Mary DePelteau, Calvert County
Abigail Goldman, Baltimore City
Anthony Gutierrez, Wicomico County
Stuart Harvey, Frederick County
Christine Jones, Queen Anne's County
Kevin Keene, Harford County
D. Shawn Larson, Baltimore City
Dale Livingston, Harford County
Maggie Mundle, Harford County
Paula Paschall, State Board of Elections
Val Patterson, Howard County
Joshua Ramos, Anne Arundel County
Richard Siejack, Harford County
John Speir, State Board of Elections

Members and Guests Present, continued:

Kim Spence, Queen Anne's County
Jeff Stevens, Baltimore County
Stephanie Taylor, Harford County
Brittani Thomas, Queen Anne's County
Joe Torres, Anne Arundel County
Rena' Waggoner, Baltimore County
Lora Walters, Cecil County (By Phone)
Teresa Womble, Howard County

CALL TO ORDER

The meeting was called to order by President David Garreis at 10:05 am.
Quorum was established with all Board Members present in person.

PREISDENT'S REMARKS

Mr. Garreis welcomed the Membership present and introduced the Board. He thanked everyone for attending the meeting, supporting MAEO and welcomed their input. Mr. Garreis also outlined a few of the Board's goals for the coming year including refreshing the website, establishing MAEO as a not-for-profit or educational Association in Maryland and bringing back "best practices" to MAEO meetings. Finally, he encouraged all Members to be active in MAEO.

AGENDA

Mr. Garreis outlined the meeting agenda and asked for additions and changes. Ruie Lavoie requested that the amended Bylaws be added to the Agenda under New Business. There were no other additions or changes.

MOTION: Alisha Alexander motioned to approve the Agenda with the addition of the amended Bylaws under New Business.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, the Motion carried.

APPROVAL OF MINUTES

Ruie Lavoie requested the board table the approval of the Minutes from the June 22, 2016 Meeting because she was absent due to a family medical emergency. The Board unanimously agreed to table this approval.

Copies of the draft Minutes of the June 19, 2016 Board meeting held at the Hyatt Regency Chesapeake Bay Golf resort, Spa and Marina in Cambridge were provided to the Board prior to the meeting and were also included in the Board folders. David Garreis asked for changes or additions to the Minutes. There were no changes or additions.

MOTION: Armstead Jones motioned to approve the Minutes of the June 19, 2016 Meeting as written
SECOND: Danna Archie-Williams
ACTION: Favorable and unanimous, the Motion carried.

TREASURER'S REPORT

Secretary Ruie Lavoie provided copies of the two (2) most recent Treasurer's Reports and the Administrative Bank Resolution dated July 14, 2016 in the Board folders and explained there has been no activity since the last Report. Treasurer Danna Archie-Williams gave a verbal report and informed the Board that on July 23, 2016, the accounts were changed to reflect the new Treasurer and President which designated authority to use the bank cards and to sign checks. Past Treasurer Allison Murphey has turned over all financial records of the Association. During the next few weeks Ms. Archie-Williams will familiarize herself with the records and will keep the Board updated on her progress.

MOTION: Alisha Alexander motioned to approve the Treasurer's Report as presented.
SECOND: Gail Hatfield
ACTION: Favorable and unanimous, the Motion carried.

OLD BUSINESS

2015 MAEO Conference & SBE Biennial Meeting Reminders

David Garreis announced the results of the conference survey, 98 out of 322 attendees completed the survey. He provided a brief summary of the comments and said he would provide a complete survey report through County Support. The majority of conference attendees had positive feedback and agreed the conference was successful. The seminars and presentations provided attendees with information and knowledge which will help guide and improve the processes for and during the upcoming General Election.

D. Shawn Larson, Conference Planner, provided the Board with an overview of the problems and issues that occurred during the conference but indicated overall, everything went well. The Board thanked Mr. Larson for his hard work and the excellent job he did to help make the 2016 conference such a success.

The Board also thanked the host, Queen Anne's County, the State Board of Elections and all speakers for their contributions at the conference. Comments from the Floor were taken and discussed. The Board will hold an Executive Session at a later date to determine pay, if any, for the conference planner.

NEW BUSINESS

Amended Bylaws:

The two (2) bylaw amendment questions passed at the 2016 Annual Meeting and the Constitution and Bylaw Committee made the necessary changes. Copies were provided to all Board members in their folders. Alysoun McLaughlin requested the Board attach a signature page to the Bylaws prior to distributing the final version. The Board agreed and will include this action on the next meeting Agenda. Ruie Lavoie will be responsible to develop the signature page.

Committees and Committee Chairs

David Garreis announced that he will be sending out committee applications to all members and asked for volunteers to serve as Committee Chairs. He also announced the appointment of the following Committee Chairs: Stuart Harvey Chair of the Legislative Committee. Special thanks was extended to Mr. Harvey and Mrs. Katherine Berry for their consistent hard work and dedication on the Legislative committee. Mr. Kevin Keene will serve as the Chair of the Personnel Committee. The Board has asked the committee to work on upgrading the classification of election staff. All other committee chairs will be appointed and announced after the solicitation for volunteer and the selection process is complete.

MAEO Website

David Garreis explained that the annual website fee is due but he is looking into other options. The Board agreed the website needs to be refreshed and updated. The webmaster will be announced at a future meetings after details are finalized.

Parliamentarian

David Garreis is exploring options and will appoint the Parliamentarian at a later date. Alysoun McLaughlin recommended the Board appoint Board Counsel but the board tabled this discussion as it was not appropriately added to the Agenda. Also, the Board agreed consideration must be given regarding increased MAEO membership dues unless services are provided pro bono.

2017 MAEO Conference and State Board of Elections (SBE) Biennial

David Garreis will reach out to SBE regarding combining these two events into one conference in 2017. He announced that Harford County and Cecil County have offered to serve as the Host Counties and the Board thanked Director Kevin Keene and Director Debbie Towery as well as the Board and staff of both Counties. Details regarding the location, dates, conference planner and duties of the conference planning committee will be discussed and announced at a future date. A conference seminar suggestion of public and media relations was made and will be forwarded to the conference planning committee.

OPEN FORUM

David Garreis opened the Floor for comments and questions. Additional discussion regarding the 2016 Conference was held. Suggestions were made and noted. Issues regarding UACAVA and performance evaluations were discussed. The Board agreed to request to invite toSBE attend the next meeting to provide information regarding the performance evaluation process. Ruie Lavoie will reach out to SBE and if they are available, include on the next agenda.

The Board and membership unanimously agreed that MAEO should be a support system for all local Boards and the Board promised to fulfill this need to the best of their ability. The Board unanimously agreed that Open Forum, as time permits, will be on all meeting Agenda.

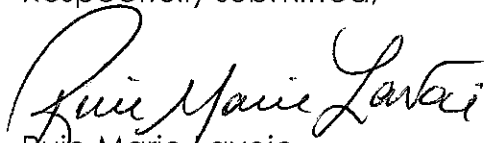
NEXT MEETING DATES

The next meeting of the Maryland Association of Election officials will be held on August 19, 2016 at 10:00 am in the office of the Frederick County Board of Elections. The Board thanked Director Stuart Harvey and his staff for hosting the next meeting. Ruie Lavoie will send notice to the Membership.

ADJOURNMENT

There being no further business, on a motion made by Mary-Frances Vavra-Alcoser and a second by Gail Hatfield, the Meeting was adjourned at 12:02 pm.

Respectfully submitted,


Ruie Marie Lavoie
Secretary

Approved this 6th day of September 2016