



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## **MINUTES** **2015 Annual Meeting of the Membership** **Ocean City, Maryland**

The 52<sup>nd</sup> Annual Meeting of the Membership of the Maryland Association of Election Officials (MAEO) was held at the Grand Hotel & Spa in Ocean City, Maryland. The Meeting was called to order at 9:09 am on the 11<sup>th</sup> day of June, 2015 in the Grand Ballroom on the 4<sup>th</sup> Floor.

On behalf of the Board, President Hatfield welcomed all attendees. Board introductions were made. President Hatfield recognized the efforts and hard work of our Conference Planner, Shawn Larson, Baltimore City, as well as everyone involved in making the conference a success. She thanked her office staff in Calvert County for putting together the gift bags, and Katie Brown and Baltimore County for designing and printing the name badges and producing the attendee packets. President Hatfield acknowledged the contributions and assistance of our Host County Administrators, Board and Staff from Dorchester County. She also thanked Anthony Gutierrez, Director of Wicomico County and his staff for their part in co-hosting the conference.

The vendor and sponsor introductions will be made on June 12, 2015 prior to the start of the State Board of Elections (SBE) Biennial Meeting. A complete list of vendors and sponsors is located on the last page of the conference agenda.

Secretary Ruie Marie Lavoie, Baltimore County, conducted Roll Call. All Board members were present as follows:

President Gail Hatfield, Calvert County  
Vice President Guy Mickley, Howard County  
Secretary Ruie Marie Lavoie, Baltimore County  
Treasurer Allison Murphy, Caroline County  
Board Member Katherine Berry, Carroll County  
Board Member Katie A. Brown, Baltimore County  
Board Member Tracy Dickerson, Charles County  
Board Member David Garreis, Anne Arundel County  
Board Member Abigail Goldman, Baltimore City

The twenty-four (24) Maryland local jurisdictions and the State Board of Elections were represented and responded as present, establishing a quorum.

Janet Livingston, Dorchester County Board Member, led the prayer and asked for a moment of silence in remembrance and in honor of members who have passed away.

The Pledge of Allegiance was led by Gwendolyn Dales, Director, Dorchester County and the Mayor's Message was given by the Honorable Rick Meehan, Mayor of Ocean City, Maryland.

The Membership was provided a copy of the Minutes from the 2014 Annual Meeting of the Membership. President Hatfield asked for additions or changes.

MOTION: Mary DePelteau (Calvert County) motioned to accept the Minutes from the 2014 Annual Meeting as written.

SECOND: Kimberly Phillips (Howard County)

ACTION: Favorable and unanimous, the Motion carried.

Treasurer Allison Murphy presented the Treasurer's Report and a copy was provided to the Membership. An Audit was completed by the Audit Committee and a copy of the findings was provided to the Board. Copies of the Treasurer's Report and Audit Report are attached to and made part of these Minutes.

MOTION: Dale Godfrey (Worcester County) motioned to approve the Treasurer's Report and Audit as submitted.

SECOND: Ed Rodier (Worcester County)

ACTION: Favorable and unanimous, the Motion carried.

Committee Reports were submitted by the Committee Chair and copies provided to the membership. A copy of submitted reports is attached to and made part of these minutes.

President Hatfield announced the total proceeds from the photo booth was \$36.36 which will be deposited in the MAEO account and earmarked for educational funds. She also reviewed the remaining agenda items and explained the process for the dinner at Phillip's Seafood House.

A presentation of the history of MAEO, "Helping to Make all Elections Outstanding" was given by Anthony Gutierrez, Wicomico County Director and MAEO Parliamentarian.

The morning seminars and breakout sessions provided to the membership were:

- MDVOTERS Audit Information
- Board Member's Breakout: *Understanding Comprehensive Election Audits*
- Information Technology Roundtable Discussion
- Break Out Presentation: *Judge Training Informational Update*
- Break Out Seminar: *Everything You Need to Know About ERIC*
- Break Out Presentation: *Personnel - Interviewing, Discipline & Evaluations*
- Break Out Discussion: *Managing the Spotlight*

Shining Star awards were presented to each recipient by the member who made the nomination. A shining Star should be a MAEO Member in good standing of MAEO and someone who goes above and beyond their normal scope of duties.

David Garreis presented Shining Star awards to Reider White, Sabrina Graves, Joshua Ramos, Loretta Brown-Malloy, Glen Muir, Cynthia Woodward, Hassan Aslam, Richard Jerscheid, Linda Allen, Kate Scott, Janie Quartucci and Deborah Hill Floyd. Gail Hatfield presented the award to David Garreis and Katie Berry. The Carroll County Board of Elections presented the award to Alice Dutterer. Bruce Harris presented the Shining Star to Katie Brown and Stuart Harvey presented the award to Noreen Shultz.

President Hatfield presented Ruie Lavoie (Baltimore County) with the 2015 Antonetti Award. The Antonetti Award honors one individual who is a member in good standing, has a record of continuous outstanding contributions to the organization, supports the MAEO mission statement; and someone who goes above and beyond to support MAEO. President Hatfield gave a brief description of a few of Ms. Lavoie's accomplishments and thanked her for her service and dedication and congratulated her on the achievement. As the 2014 Antonetti Award recipient, Shawn Larson was inducted to Hall of Fame and congratulations were extended.

Every County submitted crafty, beautiful, creative centerpieces to be on display during the conference. Congratulations to County 04 – Baltimore County whose design won first place. Baltimore County will receive a catered lunch of their choice as the prize.

The afternoon seminars included 2 sessions. The first entitled "The Fairfax County Experience: Express Vote & DS200" followed by a question and answer period.

The Election results were announced and will be posted on the MAEO website.

Question 1 – no vote, removed from ballot

Question 2 – passed

Question 3 – passed

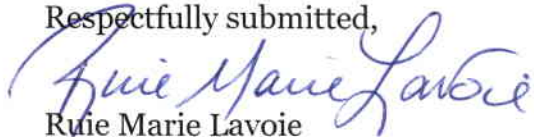
Question 4 – passed

Question 5 - failed

The bylaws will be amended as approved. Updated copies will be provided to all MAEO members and posted on the MAEO website. Question 1 will appear on the 2016 Annual Meeting ballot.

Gail Hatfield reminded the attendees of the procedure for the dinner at Phillips Seafood House and provided other important information. She again thanked everyone that assisted with the conference and all those that attended. Special appreciation was extended to this year's speakers. The 2015 MAEO conference was another successful event. There being no further business, the 2015 Annual Meeting of the Membership was adjourned at 4:26 pm.

Respectfully submitted,



Ruie Marie Lavoie  
Secretary

Approved on this 20<sup>th</sup> day of June, 2016.



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## 2015 MAEO COFERENCE THEME IDEAS WITH SUBMISSION INFORMATION

NAME	COUNTY	THEME IDEA
Paula Bailey	Calvert	<b>MAEO</b> – Our Goal – Making All Elections Outstanding
Katie Berry	Carroll	<b>MAEO:</b> Making Change A Breeze <b>2015:</b> Surfing Through Elections is A Breeze Sun, Sand, Summer Breeze <b>Elections:</b> Focus On The Future <b>2015:</b> The Challenge of Change
Garrick Hendricks	Calvert	New Approach, Creative Solution
Patricia Johnson	Worcester	<b>MAEO</b> – Working To Improve All Election Aspects
Clifton Jones	Harford	Plenty of Cheers for MAEO's 52 Years
Dale Livingston	Harford	The Paper Chase
Val Patterson	Howard	Paper or Plastic: Moving Backwards or Moving Forward
Lola Price	Kent	<b>M</b> is for Maryland <b>A</b> is for Achievements <b>E</b> is for Excellence <b>O</b> is for OMG



# Maryland Association of Election Officials

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## 2015 ANNUAL MEETING OF THE MEMBERSHIP

### ATTENDANCE- JUNE 11, 2015

COUNTY	PRESENT/ABSENT
ALLEGANY	
ANNE ARUNDEL	
BALTIMORE CITY	
BALTIMORE	
CALVERT	
CAROLINE	
CARROLL	
CECIL	
CHARLES	
DORCHESTER	
FREDRICK	
GARRETT	
HARFORD	
HOWARD	
KENT	
MONTGOMERY	
PRINCE GEORGE'S	
QUEEN ANNE'S	
SAINT MARY'S	
SOMERSET	
TALBOT	
WASHINGTON	
WICOMICO	
WORCHESTER	
STATE BOARD OF ELECTIONS (SBE)	

#### BOARD:

GAIL HAITFIELD, PRESIDENT *Calvert*  
 GUY MICKELY, VICE PRESIDENT *Howard*  
 RUIE LAVOIE, SECRETARY *Baltimore*  
 ALLISON MURPHY, TREASURER *Caroline*  
 ALISHA ALEXANDAR, BOARD MEMBER *(Pb County)*  
 KATHERINE BERRY, BOARD MEMBER *(Carroll County)*  
 KATIE BROWN, BOARD MEMBER *(Baltimore County)*  
 TRACEY DICKERSON, BOARD MEMBER *(Charles County)*  
 DAVID GARREIS, BOARD MEMBER *(Anne Arundel County)*  
 ABIGAIL GOLDMAN, BOARD MEMBER *(Baltimore City)*



**2015**  
**Annual Meeting of the Membership**

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**Committee Reports**

All MAEO Members are welcome to serve on a Committee  
with Directors' approval.

If you would like to join a committee, please email the MAEO Secretary,  
Ruie Lavoie at [ruie.lavoie@maryland.gov](mailto:ruie.lavoie@maryland.gov) to register.

**Making All Elections Outstanding**



# Maryland Association of Election Officials

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## AUDIT COMMITTEE REPORT JUNE 2015

The Audit Committee met on Tuesday, May 19, 2015, in a conference room at Anne Arundel County Board of Election.

The committee reviewed every disbursement, deposit and bank statement since the last audit conducted on March 13, 2014. As part of the audit, members of the committee confirmed that payments were received for membership dues and conference registrations.

The committee found the books to be in good order.

Respectfully Submitted,

Chair – Paula Troxell, Carroll County  
Member – Alice Dutterer, Carroll County  
Member – Kimberly Phillips, Howard County

## Are there topics you'd like to discuss at the next MAEO Meeting? Join the Conference Planning Committee!

### 2014-2015 Committee Activities

Last year, the MAEO Board of Directors received feedback from several members requesting more breakout sessions and speakers.

To come up with and vet ideas, the Board appointed a Conference Planning Committee. The committee met twice during the year to brainstorm and provide input to the Board of Directors. Those discussions included the timing and location of the conference, the overall format, and specific topics and speakers.

In preparing the final agenda for this meeting, the Board considered a draft 'ideas agenda' and 26-item menu of plenary session speakers and breakout topics developed by the committee. The following committee members, participating MAEO members and SBE staff deserve credit for their contributions:

Alysoun McLaughlin, Montgomery County (Chair); Shawn Larson, Baltimore City (Conference Planner); Gail Hatfield, Calvert County/MAEO President; Guy Mickley, Howard County/MAEO Vice President; Alisha Alexander, Prince George's County/MAEO Board Member; Daneen Banks, Prince George's County; Katie Berry, Carroll County/MAEO Board Member; Katie Brown, Baltimore County/MAEO Board Member; Tracy Dickerson, Charles County/MAEO Board Member; Ben Frey, Somerset County; Dave Garreis, Anne Arundel County/MAEO Board Member; Anthony Gutierrez, Wicomico County; Abigail Goldman, Baltimore City/MAEO Board Member; Shelly Holland, State Board of Elections; Armstead Jones, Baltimore City; Margaret Jurgensen, Montgomery County; Ruie Lavoie, Baltimore County/MAEO Secretary; Dale Livingston, Harford County; Allison Murphy, Caroline County/MAEO Treasurer; Erin Perrone, State Board of Elections; Keith Ross, State Board of Elections; Rick Urps, State Board of Elections; Mary Wagner, State Board of Elections; and Danna Williams, Baltimore County.

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**Want to be part of the conversation about conference topics and speakers?** Email [alysoun.mclaughlin@montgomerycountymd.gov](mailto:alysoun.mclaughlin@montgomerycountymd.gov).

**Have feedback on the hotel or your accommodations?** An online survey will be sent to all attendees after the conference.

**Got an idea you want to share now?** Complete the sentence below and submit your idea in writing to Alysoun, Shawn or any member of the MAEO Board:

"My idea for the next MAEO conference is \_\_\_\_\_."

Name:

County:

Email address:

*They always say time  
changes things, but you  
actually have to change  
them yourself.*

*Andy Warhol*



## MAEO CONSTITUTION AND BYLAWS COMMITTEE REPORT

MAEO ANNUAL CONFERENCE JUNE 9-12, 2015

The Constitution and Bylaws Committee has been working on a number of amendments that have been submitted by MAEO members during the course of the past year. The membership will be voting on these at the conference. The proposed amendments that are voted "for" by a majority of two-thirds of all votes cast at the 2015 MAEO Annual Conference will be incorporated into the MAEO Bylaws.

**Amendment 1 - Article III Membership** - This amendment will allow the Maryland State Board Administrator, counsel and staff of the Maryland State Board of Elections to become **voting** members of MAEO.

**Amendment 2 - Article III Membership** - This amendment states when membership will be considered valid.

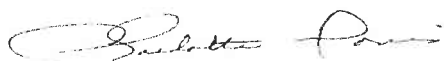
**Amendment 3 - Article IV Dues** - This amendment states when membership dues are to be received by the association or treasurer.

**Amendment 4 - Article VIII Duties of Officers** - This amendment sets forth how MAEO pays its bills.

**Amendment 5 - Article XIII Elections** - In the most recent election for officers, there was a tie for a seat on the MAEO Board. Since there was no procedure in place to deal with a tie vote in an election, the MAEO Board decided to allow both individuals to take seats on the Board. This amendment is to put in place a procedure for how the association will deal with a tie vote in the future.

All of the above amendments that are being voted on at the conference are in an effort to keep the MAEO Bylaws current with the changing needs of the association.

Respectfully submitted,



Charlotte Davis, Chair

MAEO Constitution and Bylaws Committee

Armstead Jones, Chair  
Baltimore City

**Members**

Gail Hatfield  
Calvert County

Rochelle Lucas  
Baltimore City

Guy Mickley  
Howard County

Joshua Ramos  
Anne Arundel

Dawn Sinclair  
Howard County

# MAEO CONFERENCE 2015

Ocean City, Maryland

## Educational Grant Committee Report

Thursday, June 11, 2015

The Educational Grant Committee continues to work with the membership in an effort to enhance the educational opportunity for MAEO members.

The committee received seven requests for grants over the last year. The grant recipients were:

Mary DePelteau, Calvert County	\$400 for IACRIOT
Gail Hatfield, Calvert County	\$400 for Election Center
Kristen Scott, Calvert County	\$400 for Election Center
Kim Jones, Dorchester County	\$400 for Election Center
Gwen Dales, Dorchester County	\$400 for Election Center
Steve Fratz, Garrett County	\$275 for Election Center
Dionne Church, Wicomico County	\$400 for Election Center

We have several members of MAEO who will be recertified. (This list is as of June 9, 2015)

### Congratulations!

Gail Hatfield, Calvert County	Recertified
Kristen Scott, Calvert County	Recertified
Noreen Schultz, Frederick County	Recertified
Karen Varner, Frederick County	Recertified

*"The will to win, the desire to succeed, the urge to reach your full potential... these are the keys that will unlock the door to personal excellence".*

*Confucius*

Submitted by,

Armstead Jones  
Educational Grant Committee, Chair