



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## MINUTES

### MARYLAND ASSOCIATION OF ELECTION OFFICIALS

August 21, 2014

A meeting of the Board of Directors of the Maryland Association of Election Officials (MAEO) was hosted by the Anne Arundel County Board of Elections and held on August 21, 2014 at the Board of Elections Annex in Glen Burnie, Maryland.

#### **Board Members Present:**

Gail Hatfield, President, Calvert County  
Guy Mickley, Vice President, Howard County  
Ruie Marie Lavoie, Secretary, Baltimore County  
Allison Murphy, Treasurer, Caroline County  
Alisha Alexander, Board Member, Prince George's County  
Katherine Berry, Board Member, Carroll County  
Katie A. Brown, Board Member, Baltimore County  
David Garreis, Board Member, Anne Arundel County  
Abigail Goldman, Board Member, Baltimore City

#### **Board Members Absent:**

Tracy Dickerson, Board Member, Charles County

#### **Guests present:**

Jacqueline Bryley, State Board of Elections  
Russell Hicks, State Board of Elections  
Shelly Holland, State Board of Elections  
Armstead Jones, Baltimore City  
Clifton Jones, Harford County  
Ariel Kelman, Anne Arundel County  
Shawn Larson, Baltimore City  
Alysoun McLaughlin, Montgomery County  
Kim Meiklejohn, State Board of Elections  
Sarah Mohan, Harford County

**Guests present, continued:**

Val Patterson, Howard County  
Erin Perrone, State Board of Elections  
Keith Ross, State Board of Elections  
John Speir, State Board of Elections  
Jeffrey Stevens, Baltimore County  
Paula Troxell, Carroll County  
Rena' Waggoner, Baltimore County  
Bill West, Howard County  
Rieler White II, Anne Arundel County  
Cindy Woodward, Anne Arundel County

**Call to Order**

The meeting was called to order by President Gail Hatfield at 10:13 am. Quorum was established. Ms. Hatfield welcomed the membership and guests, and thanked Anne Arundel County for hosting the meeting.

**Agenda**

Ms. Hatfield asked for changes or additions to the Agenda. Requests for additions to the agenda were as follows:

Jeffrey Stevens – Proposed bylaw amendment regarding MAEO membership  
Val Patterson – MAEO website renewal  
Erin Perrone – Training  
Keith Ross – New voting system and schedule  
Guy Mickley – Membership Dues and Due Date

Ms. Hatfield included the above topics under New Business. There were no other changes or additions requested.

MOTION: Katie Brown motioned to accept the Agenda with the additions as listed above.

SECOND: Abigail Goldman

ACTION: Favorable and unanimous. The motion carried.

**Minutes**

Minutes from the February 21, 2014 meeting were reviewed. Ms. Hatfield asked for changes or additions. No changes or additions.

MOTION: David Garreis motioned to approve the Minutes of the February 21, 2014 meeting as written.

SECOND: Guy Mickley

ACTION: Favorable and unanimous. The motion carried.

Minutes from the March 25, 2014 meeting were reviewed. Ms. Hatfield asked for changes or additions. No changes or additions.

MOTION: Alisha Alexander motioned to approve the Minutes of the March 25, 2014 meeting as written.

SECOND: Abigail Goldman

ACTION: Favorable and unanimous. The motion carried.

Minutes from the March 28, 2014 meeting were reviewed. Ms. Hatfield asked for changes or additions. No changes or additions.

MOTION: Allison Murphy motioned to approve the Minutes of the March 28, 2014 meeting as written.

SECOND: Katherine Berry

ACTION: Favorable and unanimous. The motion carried.

Minutes from the April 25, 2014 meeting were reviewed. Ms. Hatfield asked for changes or additions. No changes or additions.

MOTION: Katie Brown motioned to approve the Minutes of the April 25, 2014 meeting as written.

SECOND: Guy Mickley

ACTION: Favorable and unanimous. The motion carried.

### **Treasurer's Report**

Treasurer Allison Murphy presented the Treasurer's Report (attached to and made part of these Minutes) for the Period April 21, 2014 to August 20, 2014, which reflected Receivables in the amount of \$20,248.00. The total Receivables included \$14,935.00 in 2014 Conference Fees, \$283.00 from Jacket Sale, Game Night and Donations, \$5,000.00 in Sponsorships and \$30.00 in Membership Dues. Expenditures were reflected in the amount of \$7,139.91. The Total Account Balance is \$43,046.09 which reflects a Balance on Hand of \$33,317.80 and \$9,728.29 which is earmarked for the Educational Grants Fund.

MOTION: Guy Mickley motioned to accept the Treasurer's Report as written.

SECOND: Alisha Alexander

ACTION: Favorable and unanimous. The motion carried.

### **MAEO Committees**

In accordance with MAEO Bylaws, Ms. Hatfield announced the appointment of Committee Chairs and a list was distributed to all Board members. Committee Chairs will serve a two year term, from 2014 – 2016. Ms. Hatfield reviewed the purpose and responsibility of each MAEO Committee.

**Audit – Paula Troxell, Chair** - Responsible to audit the Association’s financial records no later than two weeks prior to the Annual Meeting and report findings to the general membership at the Annual Meeting.

**Awards – Tammy Willis, Chair** - Responsible for seeking nominations for special service awards for presentation at the Annual Meeting, and for presentation of retirement recognitions.

**Conference Planning – Alysoun McLaughlin, Chair** – Responsible for assisting with planning the conference agenda, topics, and possible seminars to be approved by the Board.

**Constitution & Bylaws – Charlotte Davis, Chair** - Responsible for receiving and/or initiating proposed amendments to the bylaws and to present proposed bylaw changes to the general membership at the Annual Meeting for consideration and vote.

**Early Voting – Lenice Austin, Chair** - Responsible for facilitating implementation of Early Voting between State Board and local jurisdictions.

**Educational Grant – Armstead Jones, Chair** - Responsible for reviewing grant applications to assist qualified members with funding for classes.

**Elections – Jeffrey Stevens, Chair** - Responsible for distributing candidacy filing forms and absentee ballot applications prior to an election; preparing and distributing a specimen ballot; and canvassing of election results, including certification.

**Election Judges – Katherine Berry, Chair** - Responsible to provide best practices for judge recruitment, MDVoters, judge training and any other item deemed important in an Election cycle.

**Election Technology – William West, Chair** - Responsible to provide a forum for communication, development and sharing of technology and related issues between State Board and local jurisdictions.

**Entertainment – Guy Mickley, Chair** - Responsible for planning, orchestrating and assisting with MAEO entertainment, including but not limited to conference entertainment.

**Legislative – Stuart Harvey and Katherine Berry, Co-Chairs** - Responsible for reviewing and/or proposing legislation that impacts statewide elections and processes.

**Personnel – Tracy Dickerson, Chair** - Responsible for reviewing job specifications and salaries for election personnel and act as a liaison with State Board to ensure pay parity with surrounding jurisdictions.

**Standards – Paula Troxell, Chair** - Responsible for implementing written documentation for data entry in MDVoters to ensure the local jurisdictions have the tools necessary to pass audits.

**State Regulations Review – David Garries, Chair** - Responsible for reviewing pending State regulations and provide feedback to State Board from MAEO.

**Voter Registration – Kristen Scott, Chair** - Responsible for identifying issues in the voter registration system to improve processes.

**Website – Val Patterson, Chair** – Responsible for the MAEO website.

Katie Brown suggested the Board adopt a standard in which all Committee Chairs copy Board members on all emails and committee meeting information and dates. This will allow the Board the opportunity to attend committee meetings as well as stay informed of committee business. After discussion, the Board agreed and Ms. Hatfield will instruct each Committee Chair of this new standard.

## Old Business

1. **Audit Recommendations** - A copy of the Audit Committee Recommendation Report was provided to the Board for review and discussion. A copy is attached to and made part of these Minutes. Discussion held as follows:

*Bylaw Amendment for Expenditures:* Discussion was held regarding current expenditure practices and the existing Bylaw restrictions. After discussion, the Board determined the need for an Administrative Policy and requested the Audit Committee to work together with Ms. Murphy to draft said policy to be reviewed and approved by the Board. The Board further agreed for the need to amend the Bylaws, Article VIII, Number 3. The Board will request the Bylaw Committee draft the proposed amendment with the premise that "all expenditures will be within the limits of the adopted Administrative Policy," and to remove the current wording after "President." The proposed amendment will be brought before the membership for consideration and vote at the next Annual Meeting.

MOTION: Abigail Goldman motioned to move forward as agreed and stated.

SECOND: Katie Brown

ACTION: Favorable and unanimous. The motion carried.

*Conference Fee Refunds:* After discussion, the Board agreed a "no refund deadline" policy should be established. The deadline date should coincide with the last date conference venue deadlines.

MOTION: David Garreis motioned for the adoption of a No Refund Policy as stated above with a blanket statement that the Board has the discretion to allow for refunds at their discretion.

SECOND: Alisha Alexander

ACTION: Favorable and unanimous. The motion carried.

2. **Directors' and Officers' Insurance** – No further action required.
3. **Parliamentary Vacancy** – Tabled.
4. **State Board of Elections Voting Rights** – Discussion was held on the possibility of a proposed bylaw amendment that would allow State Board of Election MAEO members to have voting rights without the ability to run for office. The Board agreed this issue would be permantley tabled unless three members of the membership bring before the Board such proposed amendment.
5. **Meeting with Linda Lamone** – After discussion, the Board agreed a meeting is not necessary at this time. If, in the future, a meeting is needed, the Board will contact her to schedule.

6. **MAEO Website Renewal** – Val Patterson advised the Board the website has been renewed and he will submit the invoice to the Treasurer. The Board thanked Mr. Patterson for a job well done on the revamped website.

### New Business

1. **2015 MAEO Conference** – The Conference Committee Chair Alysoun McLaughlin provided a report and copies of the draft committee meeting minutes held on August 1, 2014. A copy of the committee meeting minutes is attached to and made part of these Minutes. The Board thanked Ms. McLaughlin and the Committee and will work with the committee to ensure the agenda serves the best interest of all conference attendees.

The Board reviewed the breakdown of hotel and conference rates provided by Ms. Hatfield. A copy of the breakdown is attached to and made part of these Minutes. Discussion was held regarding the location and dates of the conference.

MOTION: Katie Brown motioned to hold the 2015 MAEO Conference from October 7, 2015 to October 10, 2015.

SECOND: Abigail Goldman

ACTION: Favorable and unanimous. The motion carried.

MOTION: Alisha Alexander motioned to hold the 2015 MAEO Conference at The Grande Hotel & Spa.

SECOND: Abigail Goldman

ACTION: Favorable and unanimous. The motion carried.

The Board discussed the MAEO theme submissions and unanimously agreed the theme for the 2015 MAEO Conference will be “**MAEO: Making all Elections Outstanding**”

2. **MAEO Membership** – Discussion held on the amount of the 2015 membership dues. Tabled until the next meeting.
3. **Bylaw Amendment** – Jeffrey Stevens submitted a proposed bylaw amendment for Board review and discussion. A copy was provided to each Board member and is attached to and made part of these Minutes. The Board asked Mr. Stevens to finalize his proposed amendment and proceed in accordance with the Bylaws to have the amendment come before the membership.
4. **New Voting System** – Keith Ross provided an update on the new system and advised he is creating a “parking lot” which will be a forum for comments and questions. The State Board of Elections is currently searching for warehouse space to house the touch screen voting units after the units are decommissioned. The Board thanked Mr. Ross.

REPORT OF THE TREASURER  
Maryland Association of Election Officials  
For the Period  
April 21, 2014 to August 20, 2014

**Balance on Hand March 12, 2014 Audit** \$29,938.00

**Receivables:**

|  |              |
|--|--------------|
| Education Fund<br>(Jacket Sale, Game Night, Donations) | \$ 283.00    |
| 2014 Membership Dues                                   | \$ 30.00     |
| 2014 Sponsorship                                       | \$ 5,000.00  |
| 2014 Conference Fees                                   | \$ 14,935.00 |

**Total Receivables:** \$ 20,248.00  
**Audit Balance + Total Receivables:** \$ 50,186.00

**Expenditures:**

|                                |             |
|--------------------------------|-------------|
| Association Expenses           | \$ 559.90   |
| Go To Meetings                 | \$ 245.00   |
| Education Grants               | \$ 400.00   |
| 2014 Conference Expenses       |             |
| Hotel/Meals                    | \$ 2,952.23 |
| Awards                         | \$ 626.56   |
| Entertainment/Prizes           | \$ 560.00   |
| Insurance                      | \$ 398.00   |
| Conference Planner Pay/Mileage | \$ 948.22   |
| Refund                         | \$ 450.00   |

**Total Expenditures:** \$ 7,139.91

**Total in Account as of August 20, 2014** \$ 43,046.09  
**Minus Balance of Educational Grants** \$( 9,728.29)

**Balance on Hand August 20, 2014** **\$ 33,317.80**

The committee would also like to address refunds for conference registrations.

Payment to the facility is now being made PRIOR to the conference. The conference registration forms indicate a "no refund after date" but says that a credit will be issued.

If payment is being made to the facility prior to the conference and an individual that cancels receives a credit isn't MAEO essentially paying twice for that individual? While the committee does not understand the complexity of planning for and the billing of a conference, the Board may want to reconsider when refunds or credits are issued after the facility has been paid.

Also, accounting for the credits is yet another task that the Treasurer has to keep track of. The Audit Committee is now tasked with reviewing credits issued to be sure they are being used by the LBE or individual(s) for the next conference.

The committee has the following questions:

1. Is it the Treasurer's responsibility to notify the LBE office(s) or individual(s) of the credit prior to the conference?
2. Are vendors being issued credits that cancel after the "no refund after date"? Note: Committee could not confirm this because the vendor form was not available on the website.

The committee believes it is the responsibility of the Treasurer's to notify the LBE or individual(s) to remind them that they have a credit for the registration fee. The committee recognizes the amount of cancellations are minimal, but it is an area that needs to be discussed regarding the Board's accountability to the finances.

The committee respectfully submits these recommendations for consideration.

Paula Troxell, Carroll County

Alice Dutterer, Carroll County