



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## MINUTES

February 19, 2016

A meeting of the Board of Directors of the Maryland Association of Election Officials (MAEO) was hosted by the Baltimore County Board of Elections and held on February 19, 2016 in the multipurpose room of the Election office located at 11112 Gilroy Road in Hunt Valley, Maryland.

### Board Members Present:

Gail Hatfield, President, Calvert County  
Guy Mickley, Vice President, Howard County (By Phone)  
Ruie Marie Lavoie, Secretary, Baltimore County  
Allison Murphy, Treasurer, Caroline County (By Phone)  
Alisha Alexander, Board Member, Prince George's County (By Phone)  
Katherine Berry, Board Member, Carroll County  
Katie A. Brown, Board Member, Baltimore County  
Tracy Dickerson, Board Member, Charles County (By Phone)  
David Garreis, Board Member, Anne Arundel County (By Phone)

### Board Members Absent:

Abigail Goldman, Board Member, Baltimore City

### Members and Guests Present:

Mary-Frances Alcoser, Baltimore County  
Paula Bailey, Calvert County  
Nikki Charlson, State Board of Elections  
Dionne Church, Wicomico County  
Jeri Cook, Wicomico County  
Mary DePelteau, Calvert County  
Ben Frey, Somerset County  
Anthony Gutierrez, Wicomico County  
Stuart Harvey, Frederick County  
Debra Hickman, Wicomico County  
Armstead Jones, Baltimore City  
Cindy Lacate, Wicomico County  
Dale Livingston, Harford County  
Chris McDougal, Charles County  
Alysoun McLaughlin, Montgomery County  
Sarah Mohan, Harford County  
Diana Moran, Baltimore County

### **Members and Guests Present, continued**

Linda Lamone, State Board of Directors  
Shawn Larson, Baltimore City  
Jayne Lister, Queen Anne's County  
Paul Noranbrock, Queen Anne's County  
Duane Powell, State Board of Elections  
Cathy Quesenberry, Queen Anne's County  
Brittani Thomas, Queen Anne's County  
Paula Troxell, Carroll County  
Rena' Waggoner, Baltimore County

### **CALL TO ORDER**

The meeting was called to order by President Gail Hatfield at 10:10 am and Quorum was established. Ruie Lavoie conducted roll call of Board members, MAEO members and guests in attendance by telephone. Ms. Hatfield welcomed the membership and guests, and thanked Katie Brown and her staff for hosting the meeting. The Board expressed their well wishes to Abigail Goldman who is absent for medical reasons.

### **AGENDA**

Ms. Hatfield asked for changes or additions to the Agenda. There were no changes or additions.

MOTION: Alisha Alexander motioned to accept the Agenda as written.

SECOND: Katherine Berry

ACTION: Favorable and unanimous, the Motion carried.

### **MINUTES**

The Board reviewed the Minutes from the December 14, 2106 meeting. There were no additions or changes.

MOTION: Alisha Alexander motioned to approve the Minutes from the December 14, 2015 meeting as written.

SECOND: Allison Murphy

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 May 20, 2015 to February 18, 2016, which reflected Receivables in the amount of \$20,680.36. Total Receivables included \$15,154.00 in 2015 Conference Fees, \$5,490.00 in Membership Dues and \$36.36 from jacket, Game Night and Donations which is earmarked Education Fund. Expenditures were reflected in the amount of \$89,234.31. Total Account Balance as of February 18, 2016 is \$33,735.54 which reflects a Balance on Hand of \$25,370.89 and \$8,364.65 for Educational Grants.

MOTION: Katie Brown motioned to accept the Treasurer's Report for period ending February 18, 2016 as submitted.

SECOND: Tracy Dickerson

ACTION: Favorable and unanimous, the Motion carried.

Allison Murphy reminded the membership that the annual dues must be paid by February 28, 2016.

### **COMMITTEE REPORTS**

Due to the amount of work and time being expended by all election officials, most MAEO committees have not held regular meetings and therefore, there were no written reports submitted. David Garreis, Standards Committee Chair and Armstead Jones, Educational Grants Committee Chair provided a brief verbal report.

### **OLD BUSINESS**

#### **Proposed Bylaw Amendment, Elections Resulting in a Tie**

Three (3) MAEO members submitted a proposed amendment to resolve a tie during an election. The question will appear on the ballot at the next annual meeting.

#### **2016 MAEO Conference**

The conference will be held on June 19, 2016 to June 22, 2016 (Sunday to Wednesday) at the Hyatt Regency Chesapeake bay Golf Resort, Spa and Marina in Cambridge, Maryland Shawn Larson, Conference Planner provided a brief report on the planning progress. Room rates, from Sunday to Wednesday, are \$149.00 per night. There is a \$10.00 per night, per room resort fee. Mr. Larson will check to verify if included in the \$149.00 rate. The last day to reserve rooms is May 19, 2016.

The Board reviewed the Theme Contest Submissions. A list of submissions is attached to and made part of these minutes. With one abstention (Ruie Lavoie), the Board agreed #MAEOSTRONG will be the theme for the 2016 Conference. Mary-Frances Alcoser submitted the winning theme and will receive a complimentary conference package.

The Board asked Brittani Thomas, Director of Queen Anne's County if they would like to host this year's conference. Ms. Thomas accepted and the board thanked them for their assistance and contributions. The Board asked Queen Anne's County to also lead the 1<sup>st</sup> MAEO Olympics since the idea was generated from their theme submission. Ruie Lavoie will advise the Entertainment Committee.

The Board asked Alysoun McLaughlin to reach out to her committee to create a list of session topics and ideas. There are approximately 7 breakout rooms available. Ruie Lavoie will work with the Conference Planning Committee and the Board and State Board of Elections to develop a draft agenda. Anthony Gutierrez offered to solicit Brian Newby from the EAC to speak during the conference.

Shawn Larson will continue to work with hotel management on the details and logistics of the conference. He is also working with the audio visual company. The Board asked to be included on decisions including food choices.

**NEW BUSINESS**

**Legislation**

Katherine Berry provided a legislative update. Discussion held. Stuart Harvey will provide a written summary to all Directors.

**State Board of Elections**

Linda Lamone, SBE Administrator and Nikki Charlson, SBE Deputy Administrator provided a summary a possible paper ballot auditing options. Discussion held. SBE requested time on the conference agenda to present an option conducted by Clear Ballot. The Board agreed and asked Ruie Lavoie to work with SBE on scheduling.

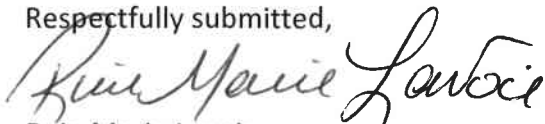
**NEXT MEETING**

The next MAEO Board meeting will be held on June 19, 2016 at 2:00 pm at the Hyatt Regency Chesapeake Bay Golf Resort & Spa in Cambridge, Maryland. The room location has not been determined. Ruie Lavoie will provide the information to be updated on the MAEO website and send notice to all members.

**ADJOURNMENT**

There being no further business, on a motion made by Katie Brown and a second by Ruie Lavoie, the meeting was adjourned at 11:30 am.

Respectfully submitted,



Ruie Marie Lavoie  
Secretary

*Approved this 19<sup>th</sup> day of June, 2016*

REPORT OF THE TREASURER  
Maryland Association of Election Officials  
For the Period  
May 20, 2015 to February 18, 2016

**Balance on Hand May 19, 2015 Audit** \$102,289.49

**Receivables:**

Education Fund	\$ 36.36
(Jacket Sale, Game Night, Donations)	
2015 Conference Fees	\$ 15,154.00
2016 Membership Dues	\$ 5,490.00
<b>Total Receivables:</b>	<b>\$ 20,680.36</b>
<b>Audit Balance + Total Receivables:</b>	<b><u>\$ 122,969.85</u></b>

**Expenditures:**

Association Expenses	\$ 695.82
Go To Meetings	\$ 441.00
Education Grants	\$ 2,420.00
2015 Conference Expenses	
Hotel/Meals	\$ 66,866.81
Conference Planner Mileage	\$ 359.38
Conference Planner Pay	\$ 600.00
Entertainment/Prizes	\$ 1,170.00
Audio	\$ 4,225.00
Name Tags/Folders	\$ 19.34
Awards	\$ 1,163.25
Retirement	\$ 803.71
Refunds	\$ 470.00
2016 Conference Expenses	
Hotel/Meals	\$10,000.00
<b>Total Expenditures:</b>	<b>\$ 89,234.31</b>

<b>Total in Account as of February 18, 2016</b>	\$ 33,735.54
<b>Minus Balance of Educational Grants</b>	<b>\$( 8,364.65)</b>

**Balance on Hand February 18, 2016, 2016** **\$ 25,370.89**