



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES MARYLAND ASSOCIATION OF ELECTION OFFICIALS February 21, 2014

A meeting of the Board of Directors of the Maryland Association of Election Officials (MAEO) was held on February 21, 2014 at the Prince George's County Board of Elections office in Largo, Maryland.

Board Members Present:

Gail Hatfield, President, Calvert County
Anthony Gutierrez, Vice President, Wicomico County
Ruie Marie Lavoie, Acting Secretary, Baltimore County
Allison Murphy, Treasurer, Caroline 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
Guy Mickley, Board Member, Howard County

Board Members Excused:

Mary DePelteau, Secretary, Calvert County

Guests Present:

Alisha Alexander, Prince George's County
Daneen Banks, Prince George's County
Charlotte Davis, Howard County
Tracy Dickerson, Charles County
Ben Fry, Somerset County
Desvin Gabbidon, State Board of Elections
Stuart Harvey, Frederick County
Russell Hicks, State Board of Elections
Armstead Jones, Baltimore City
Christine Jones, Queen Anne's County
Kevin Keene, Harford County
Linda Lamone, State Board of Elections
Shawn Larson, Harford County
Dale Livingston, Harford County
Kim Meiklejohn, State Board of Elections

Guests Present, continued:

Paula Paschall, State of Board of Elections
Kimberly Phillips, Howard County
Duane Powell, State Board of Elections
Kristen Scott, Calvert County
Brittani Thomas, Queen Anne's County
Joe Torre, Anne Arundel County
Paula Troxell, Carroll County
Rena' Waggoner, Baltimore County
Mary Wagner, State Board of Elections
Gilberto Zelaya, Montgomery County

Call to Order

The meeting was called to order by President Gail Hatfield at 10:10 am and Quorum was established. Ms. Hatfield welcomed the membership and guests.

Agenda

Ms. Hatfield asked for changes or additions to the Agenda. Linda Lamone requested to be added to the Agenda under New Business. The addition was made and revised Agenda was approved.

MOTION: David Garreis motioned to accept the Agenda with addition.

SECOND: Katherine Berry

ACTION: Favorable and unanimous

Minutes

Secretary Mary DePelteau continues to be out on medical leave. Minutes from the July 23, 2013 meeting are not available. Review and approval is tabled until Ms. DePelteau returns.

Minutes from the January 14, 2014 meeting were reviewed. Ms. Hatfield asked for changes or additions. No changes or additions.

MOTION: Katie Brown motioned to approve the Minutes as written.

SECOND: Guy Mickley

ACTION: Favorable and unanimous

Treasurer's Report

Treasurer Allison Murphy presented the Treasurer's Report (attached to and made part of these Minutes) for the Period May 30, 2013 to February 20, 2014, which reflected Receivables in the amount of \$22,800.00. The total Receivables included \$7,740.00 in 2014 Conference Fees, \$220.00 from jacket, t-shirt and memory book CD sales, \$6,500.00 in sponsorships and \$8,340.00 in Membership Dues. Expenditures were reflected in the amount of \$115,212.93. The Total Account Balance is \$27,237.90 which reflects a Balance on Hand of \$20,037.61 and \$7,200.29 which is earmarked for the Educational Grants Fund.

MOTION: Abigail Goldman motioned to accept the Treasurer's Report as written.

SECOND: Guy Mickley

ACTION: Favorable and unanimous

MAEO Committee Reports

1. *Constitution and Bylaws – Charlotte Davis, Chair.* Report attached to and made part of these Minutes. At the Board's request, the Committee researched Directors' and Officers' Insurance. She informed the Board that it is highly recommended to obtain this coverage. She further suggested MAEO register as an education association rather than become a non-profit. The Committee will continue to research the cost of Directors' and Officers' insurance coverage and provide details of price and extent of coverage. The Board tabled the discussion regarding non-profit and educational association. David Garreis thanked Charlotte for her hard work and time in researching this issue. Guy Mickley recommended the Board approve securing Directors' and Officers' Insurance prior to the conference.
2. *Legislative – Stuart Harvey, Chair.* Mr. Harvey announced the Committee will meet directly after the MAEO meeting. Report will be provided at that time. Mr. Harvey added his appreciation and thanked Katherine Berry for testifying in Annapolis on February 6, 2014.
3. *Continuing Education – Gail Hatfield, Chair.* No report.
4. *Personnel – Guy Mickley, Chair.* Mr. Mickley attended the State Board meeting on January 23, 2014 and provided details of the results of the salary package for Directors and Deputy Directors. Katie Brown extended appreciation and thanked Mr. Mickley for his time and efforts. Mr. Mickley will keep the Board informed of the progress through email.
5. *Voter Registration System – Walter Maddox, Chair.* No report.
6. *Early Voting – Gilberto Zelaya, Chair.* Dr. Zelaya reported there have been 81 "leads" for 7 counties from the MVA slide project. He requested each county track how many potential judges are calling after they visited the MVA and read the "need judges" slide.
7. *Election Judges – Katherine Berry, Chair.* No report.
8. *Election Technology Committee – Bill West, Chair.* Minutes from the January 7, 2014 committee meeting are attached to and made part of these Minutes. The February 12, 2014 committee meeting was cancelled. Mr. West will advise the Board of the next meeting date.

2014 Conference Theme Entries

- Moving Today's Vision into Tomorrow's Reality
- Success...the sum of all efforts
- Elections – One thing that remain the same – hard work, dedication and success
- A Grand Time for Elections
- Rising to the Challenge of Elections
- The Road to Success
- Don't bury your head in the sand...Get out and Vote!
- All crabs agree. Voting is a breeze
- Power of the Past – Force of the Future
- Back to the Future – The return to paper, the journey begins again!
- Party atmosphere of Hollywood Red Carpet Moment!
- Vote! The voice of the people
- On The Winds of Change
- Makin' Shore Election Waves in 2014
- From the Mountains to the Ocean – “We Cover It All”
- Sea of Change
- Giving the people what they want –election style – how to both educate the public as well as increase public interest and understanding of election systems
- An Election on the Horizon, Change is in the Air
- Expanding Our Horizons: Embracing Change
- Beyond the Horizon: The Future of Elections

- Broadening our Horizons: Setting Sail for 2014 and Beyond
- 2014 and Beyond: Broadening our Horizons, Embracing Change
- Looking to the Horizon: 2014 and Beyond
- March Madness in Elections
- The Future of Voting Starts Here
- The Future of Maryland Voting Starts Here
- Paper!!! paperpaperpaper!
- Ocean's 14
- OC, MD – **Optimizing Communication Maximizing Democracy**
- MAEO: Empowering Maryland Voters
- Success through Synergy
- Working Together Wins
- Yes We Can
- Accountability Creates Excellence

REPORT OF THE TREASURER
Maryland Association of Election Officials
For the Period
May 30, 2013 to February 20, 2014

Balance on Hand May 30, 2013 Audit **\$119,650.83**

Receivables:

Education Fund (Jacket & T-Shirt Sales, Memory Book CD)	\$ 220.00
2013 MAEO Conference Fees	\$ 7,740.00
2013 Sponsorship	\$ 6,500.00
2014 Membership Dues	\$ 8,340.00
Total Receivables:	\$ 22,800.00
Audit Balance + Total Receivables:	<u>\$ 142,450.83</u>

Expenditures:

Association Expenses	\$ 2,380.63
Education Grant Awards	\$ 1,596.00
Go To Meetings	\$ 441.00
2013 Conference Expenses	
Hotel/Meals	\$ 78,555.40
Entertainment Cruises	\$ 19,775.19
1 st Priority Transportation	\$ 1,875.00
Giveaways/Memory Books	\$ 1,008.70
Entertainment/Prizes	\$ 785.00
Awards/Retirement	\$ 1,178.29
Conference Registration Refunds	\$ 335.00
2014 Conference Expenses	
Hotel/Meals	\$ 600.00
Giveaways	\$ 6,535.84
Entertainment	\$ 100.00
Banner	\$ 46.88
Total Expenditures:	\$115,212.93

Total in Account as of February 20, 2014	\$ 27,237.90
Minus Balance of Educational Grants	\$(7,200.29)

Balance on Hand February 20, 2014 **\$20,037.61**


MAEO Bylaws Committee Report

February 21, 2014

I spoke to the insurance broker in DC recommended by Dough Lewis of the Election Center. His agency only handles non-profits.

I have found an insurance broker through the Howard County Department of Risk Management and he is working on some options for us. Howard County Government self-insures but goes outside for insurance coverage when needed and this is the broker they use. I will try to get him to give a presentation to the Board. At the very least we must have insurance for the officers and membership and for the annual convention. Everyone I have spoken to is adamant with regard to that.

I came across an interesting option for MAEO. Rather than become a non-profit, we could register with the State as an educational association which is actually what we are. I am working on finding what we need to do, how this could be accomplished, what are the particulars (costs, etc.) and where in the State we would register. When I have all the info, the Board can decide if this is the route MAEO wants to take.

A handwritten signature in black ink, appearing to be 'CD' or similar initials, enclosed in a circular scribble.

Charlotte Davis

Chair Bylaws Committee



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

Election Technology Committee

Meeting Minutes

Meeting Date: January 7, 2014

Attendees:

Allison Murphy
Amanda White
Ben Frey
Bill West
Bobi Jo Wilson
Desvin Gabbidon
Doug Swift
Duane Powell

Jessica Fleming
John Speir
Kim Meiklejohn
Lora Walters
Paula Paschall
Reider White II
Russell Hicks
Shawn Larson

Stephon Jones
Val Patterson
Vanessa Graham
Walter Maddox

Chairman Bill West (Howard County) brought the Election Technology Committee meeting to order and reviewed minutes of the meeting on December 11, 2013 with attendees. All present indicated they received the minutes and had no changes or corrections.

LBE Hardware/Software Configurations

The committee reviewed methods for developing a centralized list of LBE hardware/software configurations. Bill West has developed a spreadsheet and placed it on Google Drive with "edit" permissions for all LBE staff members. Several members have provided input on the type of data which should be collected. Based on this input, "county or state owned" and "software restrictions" columns have been added to the spreadsheet. This consolidated data should be valuable to both local and state BOE staff.

Key Contact List

Bill West discussed establishing a centralized "key contact" list containing names, areas of responsibility (i.e., IT, Provisional, Absentee, etc.), and contact information for each LBE. Several LBE's have contacted the chair requesting this information, and want it to be easily accessible and updatable by each LBE at a location such as Google Drive. It was learned that Katie Berry (Carroll County) has been developing a MAEO Key Contact List and she agreed to place a copy on Google Drive with "edit" permissions for

Directors and Deputy Directors (subsequent to the meeting, it was also distributed to the LBE staff via email). Many thanks to Katie for collecting, organizing and distributing this document to all of us.

LBE Software Registry

The committee discussed the possibility of establishing a centralized registry of locally developed software and smartphone apps that could be of value to other LBE's. Bill West developed and placed a spreadsheet on Google Drive with some examples of the data that might be collected (name, type, description, platform, etc.). ETC members can now enter information they wish to list.

Training Tools

Jessica Fleming (Harford County) discussed several Microsoft web sites containing helpful guides, functions, and quick reference tools which could be useful to the LBE's. Below are a few of the sites she mentioned:

- <http://office.microsoft.com/en-us/outlook-help/learn-where-menu-and-toolbar-commands-are-in-office-2010-and-related-products-HA101794130.aspx> : These interactive guides show where your favorite menu and toolbar commands are located in Office 2010.
- <http://office.microsoft.com/en-us/excel-help/excel-functions-by-category-HP005204211.aspx> : This site lists all of the Excel functions, by category.
- <http://www.resourcenetwork.com/> : Quick Reference Tools for many Microsoft and Mac programs are available at this site. They are products for purchase, but examples can be downloaded for free.

BOD Printer

The committee discussed the following issues related to the BOD printer:

- Some performance degradation can occur when printing on 14" paper.
- There does not appear to be any performance difference when using a laptop vs. a workstation connected to the printer.
- Vanessa Graham (Harford County) reminded attendees that the .Net version running on a PC connected to the printer determines which version of the BOD software to install.
- LBE's should contact SBE for any needed supplies (e.g. cartridges) or parts.

Google Smartsheets

A presentation was made by Duane Powell (SBE) and Paula Paschall (SBE) on Google Smartsheet demonstrating its ease of use for project management and organizing timelines. Currently, SBE is determining the LBE's level of interest how they can assist in obtaining this product. Desvin Gabbidon (SBE) showed examples of Smartsheet templates he has developed for several LBE's that identify typical pre- and post-election tasks. He also demonstrated how these templates can be easily customized to include LBE specific tasks and timelines.

The meeting was adjourned at 3:00 p.m. The next MAEO Election Technology Committee meeting is scheduled for **February 12, 2014, from 10:00 a.m. to 3:00 p.m., and will be hosted by Charles County.** Please contact Tracy Dickerson for details.

Submitted by: Bill West, MAEO Election Technology Committee Chair
Date: January 24, 2014