



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES **March 25, 2015**

A meeting of the Board of Directors of the Maryland Association of Election Officials (MAEO) was held on March 25, 2015 at the Anne Arundel County Board of Elections located on the 2nd Floor of 7320 Ritchie Highway 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) – By Phone
Alisha Alexander, Board Member (Prince George's County)
Katherine Berry, Board Member (Carroll County)
Katie A. Brown, Board Member (Baltimore County)
Tracy Dickerson, Board Member (Charles County)
David Garreis, Board Member (Anne Arundel County)
Abigail Goldman, Board Member (Baltimore City)

Members and Guests Present:

Wendy Adkins, St. Mary's County
Daneen Banks, Prince George's County
Cheemoandia Blake, Kent County – By Phone
Jackie Bryley, State Board of Elections – By Phone
Dionne Church, Wicomico County
Gwendolyn Dales, Dorchester County – By Phone
Tae Frere, St. Mary's County
Desvin Gabbidon, State Board of Elections
Sabrina Graves, Anne Arundel County
Anthony Gutierrez, Wicomico County
Armstead Jones, Sr., Baltimore City
Chrissy Jones, Queen Anne's County
Susan Julian, St. Mary's County
Kevin Keene, Harford County – By Phone
D. Shawn Larson, Baltimore City
Mary (Chris) McDougal, Charles County – By Phone
Sarah Mohan, Harford County
Maggie Mundle, Harford County
Paula Paschall, State Board of Elections

Members and Guests Present, continued:

Duane Powell, State Board of Elections
Kim Spence, Queen Anne's County
Brittani Thomas, Queen Anne's County
Paula Troxell, Carroll County
Jeff White, Howard County
Rena' Waggoner, Baltimore County

Call to Order

The meeting was called to order by President Gail Hatfield at 10:14 am. Quorum was established with all Board members being present in person or by phone. Ms. Hatfield welcomed the membership and guests and thanked Anne Arundel County for hosting the meeting.

Public Notice of Board Meeting

Ruie Lavoie noted that public notice of this Board meeting was announced and that the meeting information and agenda was provided by posting on the MAEO website and by electronic distribution to all MAEO Members.

Agenda

Ms. Hatfield asked for changes or additions to the Agenda. Guy Mickley requested New Voting System Replacement, Provisional Voting Process and Equipment Allocation be placed under New Business. There were no other additions or changes requested.

MOTION: Katherine Berry motioned to accept the Agenda with the additions as listed above.

SECOND: Tracy Dickerson

ACTION: Favorable and unanimous, the Motion carried.

Minutes

The Board reviewed the Minutes from the February 18, 2015 Board meeting and Ms. Hatfield requested additions or changes. There were several typographical errors in the year 2015 which were corrected. There were no other changes or additions.

MOTION: Guy Mickley motioned to accept the Minutes of the February 18, 2015 Board meeting with corrections as stated above.

SECOND: Alisha Alexander

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 March 24, 2015, which reflected Receivables in the amount of \$29,458.00. Total Receivables included \$14,935.00 in 2014 Conference Fees, \$283.00 from Jacket Sales, Game Night and Donations, and \$5,000.00 in 2014 Sponsorships, \$30.00 in 2014 Membership Dues and \$9,210.00 in 2015 Membership Dues. Expenditures were reflected in the amount of \$10,862.16. Total Account Balance as of March 24, 2015 is \$48,533.84 which reflects a Balance on Hand of \$39,605.55 and \$8,928.29 earmarked for Educational Grants.

The 2015 Annual Membership fees were due no later than February 27, 2015 and to date, all Counties have submitted payment. State Board of Elections has not yet submitted payment for membership.

MOTION: David Garreis motioned to accept the Treasurer's report as presented.

SECOND: Guy Mickley

ACTION: Favorable and unanimous, the Motion carried.

The Board extended congratulations and best wishes to Ms. Murphy as she was recently appointed Director of Caroline County Board of Elections.

Committee Reports

Ms. Hatfield reminded all Committee Chairs to provide Ruie Lavoie with all committee information (meeting dates, minutes, etc.) as she is the Board/Committee Liaison. She further advised that all committee members must completed the required form and submit to Ms. Lavoie to ensure inclusion on the committee list.

- **Personnel** – Tracy Dickerson, Chair outlined the recent activity regarding possible staff raises. The raises will not be all inclusive, but at the Director's discretion. The Committee is working on developing positions within the election series that will allow for promotion. Further details to follow.
- **Education Grant** – Armstead Jones, Chair reported that the Committee attempted to meet but was unable to call the meeting to order due to lack of quorum. Two (2) MAEO members have requested grants. Another meeting has been scheduled for April 16, 2015 at 10:30 am by conference call. A copy of the report is attached to and made part of these Minutes.
- **Legislative** – Katherine Berry, Co-Chair provided Legislative updates and will send a summary report to all Directors and Deputy Directors through email. The Primary Election date is on track to be changed to April 26, 2016.

No further Committee reports were provided.

Old Business

Legislation – Provided during Committee reports and to be distributed by email.

Draft Association Expenditure Policy – The draft was reviewed by the Board. Detailed discussion was held. Katie Brown recommended the Board be advised of all purchases but the majority of the Board agreed this would not be stipulated in the Policy. The spending limit, without Board approval, was reduced from \$2,500.00 to \$1,000.00. This Policy will be adopted by the Board by Resolution after the passing of the Bylaw amendment.

MOTION: Guy Mickley motioned to accept the Association Expenditure Policy with the change of a reduction in the spending limit as stated above.

SECOND: Alisha Alexander

ACTION: 8 in Favor, 2 Against. Motion Carried.

Proposed Bylaw Amendments

- **Election Tie** – The Board reviewed the draft proposed amendment submitted by the Bylaw Committee. After discussion, the draft was sent back to the Committee for the addition of more detail as to the election process when a tie occurs. Mr. Mickley will work directly with Charlotte Davis, Committee Chair to rewrite the amendment to include the Board's revisions. The revised draft will be reviewed at the next meeting.
- **Association Expenses** – The Board requests the Bylaw Committee write the wording to remove the current stipulations requiring two (2) signatures on check and to add the wording "the Board will adopt Administrative Policy outlining the procedures for association expenses in accordance with current practices." Mr. Mickley will work with Ms. Davis to develop this proposed needed amendment.

It was noted that all proposed bylaw amendments need to be submitted to Jeff Stevens, Election Committee Chair, as soon as possible and in accordance with the bylaws.

The Board instructed Ruie Lavoie to write a statement as to why/how each proposed amendment is being presented to the membership for vote. This information will be included with the ballots and in the membership packets at the conference.

2015 Annual Conference/SBE Biennial

Ruie Lavoie distributed the conference information through County Support to all MAEO members and Election Officials. Shawn Larson, Conference Planner requested the Agenda be finalized as soon as possible so he is able to make any needed arrangements with the Hotel. Ms. Lavoie will arrange a conference call with the Board, State Board and the Conference Planning Committee Chair. Requirements for sound, projectors, etc., need to be provided to Mr. Larson as soon as possible.

The Phillips Dinner is included in the registration costs for Thursday as the cost of dinner is always included in the full registration price. Guests are permitted to attend Phillips at cost of \$45.00. Attendees will be asked to arrive to Phillips at a scheduled time to allow for proper food preparation. A full menu and the seating schedule will be provided to all attendees in the conference registration information.

David Garreis is currently working with vendors for sponsorships for the MAEO Luau, other entertainment and bags. Discussion was held regarding vendors and sponsorships. Mr. Garreis will provide the Board with an update at the next meeting.

New Business

New Voting System Replacement, Allocation and Provisional Voting Procedures

Mr. Mickley expressed several concerns regarding the new voting system and plans for changing the provisional voting process. After discussion the general consensus was that the MAEO Board would contact the State Board of Elections (SBE) on behalf of all 24 jurisdictions. The Board will meet with all Directors and Deputy Directors on April 1, 2015 at 10:00 am in Anne Arundel County to discuss what will be brought before SBE.

REPORT OF THE TREASURER
Maryland Association of Election Officials
For the Period
April 21, 2014 to March 24, 2015

Approved
3/25/2015

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

Receivables:

Education Fund (Jacket Sale, Game Night, Donations)	\$ 283.00
2014 Membership Dues	\$ 30.00
2014 Sponsorship	\$ 5,000.00
2014 Conference Fees	\$ 14,935.00
2015 Membership Dues	\$ 9,210.00

Total Receivables: \$ 29,458.00
Audit Balance + Total Receivables: \$ 59,396.00

Expenditures:

Association Expenses	\$ 2,299.80
Go To Meetings	\$ 588.00
Education Grants	\$ 1,200.00
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
Retirement Gifts	\$ 250.00
2015 Conference Expenses	
Conference Planner Mileage	\$ 194.35
Entertainment/Prizes	\$ 395.00

Total Expenditures: \$ 10,862.16

Total in Account as of March 24, 2015 \$ 48,533.84
Minus Balance of Educational Grants \$(8,928.29)

Balance on Hand March 24, 2015 **\$ 39,605.55**