



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES

December 14, 2016

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 December 14, 2016 in the Election office located at 6740 Baymeadow Drive in Glen Burnie, Maryland.

Board Members Present:

David Garreis, President	Anne Arundel County
Alysoun McLaughlin, Vice President	Montgomery County
Ruie Marie Lavoie, Secretary	Baltimore County
Alisha Alexander, Board Member	Prince George's County
Gail Hatfield, President, Board Member	Calvert County
Armstead Jones, Board Member	Baltimore City
Mary-Frances Vavra-Alcoser, Board Member	Baltimore County
Gilberto Zelaya, Board Member	Montgomery County

Board Members Absent:

Danna Archie-Williams, Treasurer	Baltimore County
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Members and Guests Present:

A copy of the meeting sign in is attached to and made part of these minutes.

CALL TO ORDER

The meeting was called to order by President David Garreis at 10:15 am. Roll call was conducted and quorum established. Mr. Garreis welcomed the membership and guests, and thanked Linda Lamone and Nikki Charlson from State Board of Elections (SBE) for attending. Ruie Lavoie thanked Director Joe Torre and his staff in Anne Arundel County Election for hosting the meeting and the Holiday Social. MAEO appreciates Anne Arundel County for always welcoming MAEO and accommodating so many meetings and functions.

Linda Lamone, State Administrator of SBE was asked to provide opening remarks. Ms. Lamone praised all twenty-four (24) jurisdictions indicating everyone did a fabulous job before, during and after the election. She noted that although there were voter wait time and lines, everything was handled professionally. She noted that although there was little voter education on the new voting system because the funding was cut, we were able to conduct a successful election, a direct reflection of election officials across the State. Ms. Lamone thanked everyone and wished everyone a much deserved, relaxing and enjoyable holiday season.

AGENDA

After a review of the Agenda, the Board had the opportunity to request changes and additions. Ruie Lavoie requested the addition of Board discussion and adoption of the Amended Administrative resolution dated September 6, 2016. There were no other changes or additions.

MOTION: Alisha Alexander motioned to accept the Agenda with the addition as stated above placed under Old Business.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, the Motion carried.

MINUTES

The Board reviewed the Minutes from the August 19, 2016 meeting and additions or changes were requested. There were no additions or changes.

MOTION: Alisha Alexander motioned to approve the Minutes from the August 19, 2016 meeting as written.

SECOND: Gail Hatfield

ACTION: Favorable and unanimous, the Motion carried

The Board reviewed the Minutes from the August 19, 2016 Executive Session and additions or changes were requested. There were no additions or changes.

MOTION: Alisha Alexander motioned to approve the Minutes from the August 19, 2016 Executive Session as written.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, the Motion carried

The Board reviewed the Minutes from the August 23, 2016 meeting and additions or changes were requested. There were no additions or changes.

MOTION: Alisha Alexander motioned to approve the Minutes from the August 19, 2016 meeting as written.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, the Motion carried

TREASURER'S REPORT

In Treasurer Danna Archie-Williams absence, Ruie Lavoie presented the Treasurer's Report. MAEO membership fees will be due at the end of February. Notice and a membership form will be sent to all election officials. The Annual MAEO Membership fees is included under New Business of the Agenda. There has been no financial activity since the last meeting. The cost for today's holiday social is less than \$500.00 and will be reflected on the next report.

MOTION: Gail Hatfield motioned to accept the Treasurer's Report as presented.

SECOND: Mary-Frances Vavra-Alcoser

ACTION: Favorable and unanimous, the Motion carried.

COMMITTEE REPORTS

The following Committee Reports were provided to the Board in written form and are attached to and made part of these Minutes.

- Constitution and Bylaws Committee, Charlotte Davis, Chair
- Election Technology, Garrick Hendricks
- Standards Committee, Dale Livingston, Chair

All Committee Chairs in attendance were given an opportunity to provide a verbal report. It was noted that now that the election is over, all committees will begin to be more active.

Nikki Charlson, Deputy Administrator of SBE provided an update on proposed legislation including universal registration, same day registration and the possible requirement for a manual audit. She announced that UOCAVA will now be the responsibility of each local Board and Mary Wagner will provide more information.

All MAEO members were encouraged to become involved in a committee. If interested, contact David Garreis or Ruie Lavoie.

Newsletter

Ben Fry provided an update on the progress of and goals for new MAEO newsletter. He thanks Shawn Larson, Baltimore City and Anthony Gutierrez, Wicomico County for their assistance with this effort. He praised and credited Mr. Larson for the newsletter design and layout. He also extended appreciation to Ruie Lavoie for time and help with gathering and providing information from all areas of MAEO. The first issue should be published by the end of January, 2107.

OLD BUSINESS

2017 Annual Meeting and Conference

The conference will be held at the Clarion Resort Hotel from June 6, 2017 to June 9, 2017. Brittani Thomas, Conference Planner provided a power point which is attached to and made part of these minutes. The room block is open and attendees are able to complete reservations with the hotel. Harford County is the cohost of the conference and will be providing some of the giveaways. An open forum was held and questions were asked and answered.

The Board discussed the conference registration fee and after reviewing the anticipated expenses provided by Brittani Thomas, the Board unanimously agreed the 2017 will be \$225.00 per attendee. As outlined in the Roles and responsibilities of the Conference Planner, she was asked to move forward and provide the Board with a detailed draft agenda and budget that includes speaker fees and topics. The Board also requested that all conference committee minutes and notes be submitted as soon as possible.

Conference Theme Winner

David Garreis announced that **MAEO: Drive to Succeed** is the theme for this year's conference. Tammy Willis from Caroline County submitted the winning theme and her conference registration fee will be waived. Congratulations Ms. Willis!

MAEO Website

David Garreis provided an update on the progress of the new website. The Board reviewed the design choices and made a selection. Hassan Aslam has been appointed the Webmaster and is working with David Garreis and Ruie Lavoie to post information (minutes, policies, agenda, meeting information, conference details, etc.) to the website.

MOTION: Ruie Lavoie motioned to select choice #3 for the design of the MAEO website.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, the Motion carried.

NEW BUSINESS

2017 MAEO Membership Dues

The Board discussed the annual membership dues. Questions were asked and answered. The Board agreed there should be no increase at this time.

MOTION: Armstead Jones motioned to set the annual membership dues at \$30.00, payment due by February 28, 2016.

SECOND: Gail Hatfield

ACTION: Favorable and unanimous, the Motion carried. Notice will be sent to all election officials.

OPEN FORUM

The membership and attendees were given the opportunity to ask questions and provide comments.

NEXT MEETING

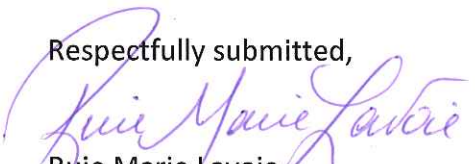
The next MAEO Board meeting will be held January 18, 2017 at the Queen Anne’s County Board of Elections office Centreville, Maryland. Ruie Lavoie will send notice and the agenda to all MAEO members and the information will be posted on the MAEO website. There will be a Legislative Committee meeting directly after the meeting on January 18, 2017.

ADJOURNMENT

Mr. Garreis invited everyone to join in the festivities, have lunch and enjoy the delicious treats. The Board wished everyone a happy and safe holiday and new year and thank Joshua Ramos for his work in coordinating the social.

There being no further business, on a motion made by Ruie Lavoie and a second by Armstead Jones, the meeting was adjourned at 11:55 am.

Respectfully submitted,


Ruie Marie Lavoie
Secretary

Approved this 28th day of March, 2017



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

BOARD MEETING SIGN-IN SHEET DECEMBER 14, 2016

NAME (Please Print)	COUNTY	SIGNATURE
Boie Lapid	Baltimore	
Abigail Goldman	Baltimore City	Abigail Goldman
David Larrés	AA County	
Mary-Frances Alcosse	Baltimore	Mary Frances Alcosse
Joel Matthews	Baltimore	Joel Matthews
AMANDA WHITE	Baltimore	Amanda White
Tammy Willis	Caroline	Tammy Willis
Jeff Stevens	Baltimore	Jeff Stevens
Allison Murphy	Caroline	Allison Murphy
Debra Brohawn	Caroline	Debra Brohawn
Brittani Thomas	QA	Brittani Thomas
Kim Spence	QA	Kim Spence
PAUL NORRIS	QA	Paul Norris
Jayne Lister	QA	Jayne Lister
Crystal McGinn	QA	Crystal McGinn
Chrissy Jones	QA	Chrissy Jones
Tau Frere	STM	Tau Frere
Freel (Susan Julian)	STM	Freel (Susan Julian)
Jay Jones	STM	Jay Jones
Brandi Underwood	St Marys	Brandi Underwood
Sarah Mohan	Hartford	Sarah Mohan
Maggie Mundle		Maggie Mundle
Leah Mooney		Leah Mooney
Dale Livingston	Hartford	Dale Livingston
Reyler White II	AACO	Reyler White II
Ben Fry	Hartford	Ben Fry
Richard Siejack	Hartford	Richard P. Siejack
RITA M WALCZYK EVANS	Baltimore County	Rita M. Walczyk Evans
ROBT WILCO	Anne Arundel City	Robt Wilco

NAME (Please Print)	COUNTY	SIGNATURE
Roger L. Shreeve	Anne Arundel Co	Roger L. Shreeve
Dana Nance	Anne Arundel County	Dana Nance
SHAWN HILL	AA	Shawn Hill
Lenae Austin	Balt Co	Lenae Austin
Eduardo DeLima	Balt Co	Eduardo DeLima
JOSE MORALES	Balt Co	Jose Morales
Linda Lamone	SBE	Linda Lamone
Nikki Carlson	SBE	Nikki Carlson
Michael Peterson	AACO	Michael Peterson
LINDA MILLER	AA CO	Linda Miller
Anno Lopez Ferenc	AA CO	Anno Lopez Ferenc
Rebekah Lindsey	AACO	Rebekah Lindsey
Shekia Harding-Bay	AACO	Shekia Harding-Bay
Kate Scott	AACO	Kate Scott
Shawn Larsen	on Phone	Shawn Larsen
LORA Walter	on Phone	LORA Walter
Debbie Tenery	on Phone	Debbie Tenery
Gwen	Dorchester	Gwen
Jessica	Dorchester	Jessica
Britany	Dorchester	Britany
TERESA	Howard	TERESA
Kim	↑	Kim
Nikki	↓	Nikki
Jordan	Howard	Jordan
Kim Jones	Co. C.	Kim Jones
Cathy Oulson	QA	Cathy Oulson
Katherine Berry	Car Co	Katherine Berry
Janis Quartucci	AA	Janis Quartucci
Cindy Woodward	AA	Cindy Woodward
Cheyenne Richard	AA	Cheyenne Richard
John Speir	SBE	John Speir
Paula Paschall	SBE	Paula Paschall
Gail Hatfield	Calvert	Gail Hatfield
Alyson McLaughlin	Montgomery	Alyson McLaughlin
Joshua Ramos	AA & O	Joshua Ramos
JOE TORRE	AACO	Joe Torre
Doreen Branks	Prince Georges	Doreen Branks
DEBRA E. HICKMAN	Wicomico	Debra E. Hickman
Diane Church	Wicomico	Diane Church
Alisha Alexander	Prince Georges	Alisha Alexander
Cheemoandia Blake	Kent County	Cheemoandia Blake



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

At the meeting of the Board of Directors (hereinafter referred to as the "Board") of the Maryland Association of Election Officials (hereinafter referred to as "MAEO") the following Administrative Resolution was approved and unanimously adopted by the Board on the 14th day of December, 2015 and amended by the Board on the 6th day of September, 2016.

ADMINISTRATIVE RESOLUTION – AS AMENDED

WHEREAS, in accordance with Article VII of the Bylaws, the Board for MAEO, named below, were duly elected and shall represent MAEO and its' interest.

WHEREAS, Article VIII of the Bylaws authorizes and empowers the Board to transact business and;

WHEREAS, in the best interest of all MAEO members, and in accordance with the Powers and Duties of the Board, and specifically the President and the Treasurer, an Association Expenditure Standards and Practices Policy shall be adopted.

WHEREAS, the Board discussed and determined the content of this Association Expenditure Standards and Practices Policy at the MAEO Board of Directors' Meeting held on the 7th day of October 2015 and determined the need to amend said Policy at the MAEO Meeting held on September 6, 2016.

WHEREAS, this Association Expenditure Standards and Practices Policy should incorporate and be in compliance with MAEO general practices, in accordance with Bylaw Amendment Article VIII, 3., dated June 11, 2015, at the recommendation of the Audit Committee and at the discretion of the Board.

WHEREAS, the Board is authorized to perform the acts to carry out this Administrative Resolution and that this Association Expenditure Standards and Practices Policy shall be as follows:

1. **MAEO Conference Hotel Rooms Paid for by MAEO or Covered under Compensation** – The Board shall discuss and determine the recipient (conference speaker, Board members, State Board of Elections Employee, etc.) to receive hotel rooms at no charge to said individual or to their respective local or State Board of Election office or company in exchange for, or in appreciation of service as a guest speaker during the conference or their contributions to the conference. The Treasurer shall be notified, in advance, if the cost of a hotel room will appear on the final conference invoice.
2. **MAEO Conference Expenses (Awards, Giveaways, Entertainment, etc.)** – The Board shall discuss and have general knowledge of all conference expenditures including but not limited to venue selection, awards, entertainment and attendee giveaways. MAEO Committees (Awards, Entertainment, Conference Planning, etc.) shall submit an estimated budget to the Board for review and approval. The President, or Vice President in the President's stead, shall approve the final expense and notify the Treasurer.
3. **MAEO Conference Planner** – The Board shall determine the role, responsibilities and duties of the Conference Planner at an open meeting of the Membership. The Conference Planner shall be selected and approved by the Board at the start of the conference planning year. The selection process shall be completed in an open meeting and any MAEO member in good standing who submits their name for the position shall be considered. Compensation to the Conference Planner, if any, shall be determined by and is at the sole discretion of the Board.

After each conference, in closed session, and in consideration of the funds available in the MAEO budget, hours worked outside of a normal work day and the overall performance of the Conference Planner, the Board shall determine compensation, if any. Compensation is not guaranteed and should not be expected. At the Board's sole discretion, the Conference Planner may be reimbursed mileage for travel to and from venues. After Board approval, mileage reimbursement requests shall be submitted to the Treasurer and shall require final approval from the President.

4. **Board Expenditures** – The Board shall have general knowledge of all Association expenditures, including but not limited to meeting and conference expenses. Board members who require reimbursement for said expenses shall submit receipts to the Treasurer for reimbursement after final approval from the President. The President shall not approve his/her own expenditures without the prior approval of the Board with final authorization from the Vice President.
5. **Outside Conference Attendance** – If a member of the Board submits a request to attend the conference of another organization as a representative of MAEO, at MAEO's expense, the request should be presented to the Board for approval prior to attending the conference. The request should be discussed and approved in an open meeting of the Board. After attending said conference, the Board member shall provide the Board with a summary report of the conference.
6. **NOW THEREFORE BE IT RESOLVED**, this Administrative Resolution and the above stated Association Standards and Practices Policy shall be adopted.

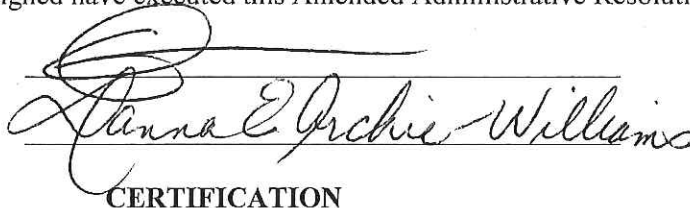
FURTHER RESOLVED, on this 14th day of October, 2016 the above stated Association Expenditure Standards and Practices Policy which was originally approved and adopted at a Board meeting held on October 14, 2015 and amended at a Board meeting held on September 6, 2016 shall be in full force and effective immediately. A copy of this Resolution and Association Standards and Practices Policy shall be provided to the Treasurer and the Audit Committee and posted on the Association website.

BY AUTHORITY, and with our signature affixed below, on behalf of the Board of Directors, we do hereby consent to the adoption and amendment of the Association Expenditure Standards and Practices Policy in accordance with the Bylaws of MAEO and by unanimous consent of the Board of Directors.

IN WITNESS THEREOF the undersigned have executed this Amended Administrative Resolution.

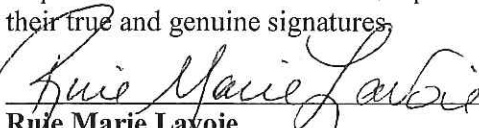
David Garreis, President

Danna Archie-Williams, Treasurer



CERTIFICATION

I HEREBY CERTIFY that the forgoing is a true and correct copy of the Administrative Resolution which includes the Association Expenditure Standards and Practices Policy adopted on October 14, 2015 and amended on September 6, 2016 and presented to the President and the Treasurer of the Board of Directors of the Maryland Association of Election Officials at a meeting duly called and held at the Baltimore County Board of Elections located at 11112 Gilroy Road, Suite 104 in Hunt Valley, Maryland on the 14th day of October, 2016, at which a quorum was present and voted, and that such Resolution is duly recorded in the Minute Book of the Association; that the officers named in said Resolution have been duly elected to, and are the present incumbents of, the respective offices set after their respective names; and that the signatures set opposite their respective names are their true and genuine signatures.


Ruie Marie Lavoie
Secretary


Date

MAEO Bylaws Committee Report

December 2016

There is no planned agenda for the upcoming 2017 year.

If there is anything that the Board or a MAEO member wants to bring to the committee's attention, please do not hesitate to do so. If there is an issue that needs to be addressed or researched, we will be glad to do so.

My only suggestion is that the MAEO Bylaws should be completely reviewed by an attorney. This is to ensure that they are comprehensive and adequate to meet the needs of the organization going forward. I would think there would be an attorney who presents one of the local boards of elections who would be willing to do so pro bono.

Respectfully submitted,

Charlotte Davis, Chair



STANDARDS COMMITTEE

Description of Committee Purpose and Objectives

PURPOSE: The purpose of the MAEO Standards Committee shall be to create procedures to ensure that all local Boards are able to pass the monthly critical data audit and to create a statewide MDVOTERS procedure manual.

OBJECTIVES:

- 1) Review the Critical Audit Guidelines and make constructive recommendations for improvements to the reporting process so that the audit is more robust and relevant; and in the process of performing this review improve training to assure that all LBEs are able to pass the monthly Critical Data Audit.
- 2) Create a timely reporting method so that each LBE knows immediately after their audit where their deficiencies are so they can address and improve any problem areas to prevent repeated deficiencies in future audit reports.
- 3) Create an online 'reference desk' where LBE staff can get answers and guidance as they are going through the critical data audit process.
- 4) Create a Statewide MDVOTERS Procedure Manual for each module of MDVOTERS. These modules will be available on the MAEO website so that everyone has access to them. They will also be available on the Online Library.
- 5) Reference all processes and procedures to COMAR, Election Law and SBE Guidelines and where to find further information if needed.
- 6) Create an efficient mechanism to timely update all MDVOTERS processes and procedures on a regular basis and have this information in one location.



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2017 MAEO COFERENCE THEME IDEAS WITH SUBMISSION INFORMATION

NAME	COUNTY	THEME IDEA
Gwen Dales	Dorchester	Operation: ELECTION EXCELLENCE
Julia Cox	Somerset	Survivors of 2016
Tammy Willis	Caroline	One MAEO MAEO – Driven to Succeed
Cindy Woodward	Anne Arundel	Waves of Change, Oceans of Opportunity Progress and Pride
Karen Timmons	Worcester	Sailing thru Elections Upward Bound – Downward Reach We Are Stronger Together
Clifton Jones	Harford	Election Excellence
Teresa Goode	Talbot	Support Access Value Elections....#SAVEMD Support Organize Maryland Elections....#SOME
Mary DePelteau	Calvert	One Goal – One Passion Serving With Excellence Stronger Together
Garrick Hendricks	Calvert	Working For Us Focus On You
Sarah Formy- Duval	Calvert	With You, For You Trusted Experience Experience Where It Counts



Clarion Resort Hotel

Conference Dates

Tuesday, June 6 – Friday, June 9

Address

10100 Coastal Highway (101st St.),
Ocean City, MD 21842

Clarion Resort Hotel-Info

- ❖ All Non-Smoking Rooms
- ❖ Standing Oceanview Balcony
- ❖ 37" Flat Screens TV's with HBO
- ❖ Free Wireless Internet Access
- ❖ Handicap Rooms Available
- ❖ Horizons Oceanfront Restaurant
- ❖ Breakers Pub
- ❖ Ocean Club Nightclub with Live Entertainment
- ❖ Lenny's Beach Bar & Grill (in season)
- ❖ Health Spa
- ❖ Coffee Makers
- ❖ Iron and Ironing Board
- ❖ Heated Outdoor Pool and Hot Tub (in season)
- ❖ Heated Indoor Pool
- ❖ Room Service
- ❖ In-Room Safe
- ❖ Valet Cleaning Service
- ❖ Voice Mail
- ❖ Wake-Up Service

Room Rates

➤ Hotel Reservation Deadline: May 9, 2017

Room Type	Single Rate	Double Rate
Double/Double	129	129
Executive King	149	149
Studio King	159	159
Cabana	179	179
1 Bd Condo Suite	159	159
2 Bd Condo Suite	219	219
3 Bd Condo Suite	279	279

Draft Agenda

Topics

- ❖ Keynote Speaker
- ❖ Seminar-"Talk is Cheap, Communication is Priceless"-Kim Hodous
- ❖ Professional Development Seminar- "Thinking Outside of the Box"-Michael Karl
- ❖ Human Resources Seminars-Financial Planning Panel, How to Oversee vs. Micromanage, Personnel Management
- ❖ Team Building Workshop
- ❖ Budget Workshops
- ❖ Smartsheets Workshops
- ❖ Pollbook Roundtable
- ❖ Voter Registration Panel Discussion
- ❖ UOCAVA

Proposed Menu Plan

- ❖ **Tuesday: Dinner on your own**
- ❖ **Wednesday:**
 - ❖ **Breakfast:** Eggs & Omelet Station, Belgian Waffle station, sausage links, bacon, ham, sausage gravy, fried potatoes with onions, pancakes, biscuits, assorted danish & muffins, toast & bagels, fresh fruit, oatmeal, assorted cold cereals, assorted juices, milk, coffee, tea
 - ❖ **Lunch:** **Pizza Buffet** Minestrone Soup, Caesar Salad, Chef's Choice House-Made Pizzas, Assorted Homemade cookies for dessert
 - ❖ **Break:** **We All Scream for Ice Cream** Assorted Ice Cream Bars & Sandwiches, Assorted Sodas
 - ❖ **Dinner:** **BBQ Pig Roast** Whole Roasted Pig with pickled red onions, warm corn tortillas, Carolina & Texas BBQ sauces, Grilled Flank Steak with Balsamic drizzle, Grilled Veggie & Shrimp Kabobs, Pound Cake Bar with fresh whipped cream, blueberry compote and strawberries

Proposed Menu Plan

❖ Thursday:

- ❖ Breakfast: Eggs & Omelet Station, Belgian Waffle station, sausage links, bacon, ham, sausage gravy, fried potatoes with onions, pancakes, biscuits, assorted danish & muffins, toast & bagels, fresh fruit, oatmeal, assorted cold cereals, assorted juices, milk, coffee, tea
- ❖ Lunch: **All American Buffet** Hamburgers, Hot Dogs, BBQ Chicken, Potato Salad, Baked Beans, Coleslaw, Fresh Melon, Chocolate & Blonde Brownies for Dessert
- ❖ Break: 7th Inning Stretch Soft Pretzels with condiments & Fresh Squeezed Lemonade
- ❖ Dinner: **Tuscan Buffet** Caesar Salad, Tuscan Chicken, Penne Pasta with Spinach & Alfredo Cream Sauce, Top Round Beef with Tricolor Peppers, Mushrooms & Onions, Boneless Chicken Breast in a Citrus Thyme Sauce, Assorted Cakes & Pies for Dessert

❖ Friday: Breakfast on your own

Proposed Entertainment

Wednesday

- ❖ Outdoor dinner in the Hibiscus Garden
- ❖ Live Band

Thursday

- ❖ Bonfire on the Beach
- ❖ Movie on the Beach

Conference Fee Schedule Options

Option 1: Registration w/Breaks + *Entertainment	Option 2: Registration w/Breaks	Option 3: Registration w/o Breaks or Entertainment
Food: \$160	Food: \$160	Food: \$160
Speakers: \$30	Speakers: \$30	Speakers: \$30
Education Fund: \$5	Education Fund: \$5	Education Fund: \$5
Breaks: \$20	Breaks: \$20	
Entertainment: \$10		
TOTAL: \$225	TOTAL: \$215	TOTAL: 195

*Entertainment includes giveaways

Financial Breakdown

Option 1	Option 2	Option 3
Food: \$32,000	Food: \$32,000	Food: \$32,000
Speakers: \$6,000	Speakers: \$6,000	Speakers: \$6,000
Education Fund: \$1,000	Education Fund: \$1,000	Education Fund: \$1,000
Breaks: \$4,000	Breaks: \$4,000	
Entertainment: \$2,000		

Breakdown assumes 200 attendees

Vendors

- ❖ Propose reducing vendor registration fee to \$500, to includes table space, meals for 2 registrants
 - ❖ Additional registrants \$200 each
- ❖ Goal of 15 vendors
 - ❖ Increase variety of vendors to include health care, financial planning, promotional companies, as well as election related vendors

