



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## MINUTES

### 2016 Annual Meeting of the Membership Cambridge, Maryland

The Maryland Association of Election Officials (MAEO) Annual Meeting of the Membership was held at the Hyatt Regency Chesapeake bay Golf Resort, Spa and Marina in Cambridge, Maryland. The Meeting was called to order at 9:02 am on the 20<sup>th</sup> day of June, 2016 in the Chesapeake Ballroom.

The vendor and sponsor introductions were made prior to the Annual Meeting call to order. Attendees were encouraged to visit the vendor area located in the Chesapeake Foyer. A complete list of vendors and sponsors is located on the last page of the conference agenda.

On behalf of the Board, President Gail Hatfield welcomed all attendees, speakers and vendors. Board introductions were made and Ruie Lavoie conducted roll call. Quorum was established with all Board members and Maryland's twenty-four (24) jurisdictions and the State Board of Elections represented in person.

Board Members present as follows:

President Gail Hatfield, Calvert County  
Vice President Guy Mickley, Howard County  
Secretary Ruie Marie Lavoie, Baltimore County  
Treasurer Allison Murphy, Caroline County  
Board Member Katherine Berry, Carroll County  
Board Member Katie A. Brown, Baltimore County  
Board Member Tracy Dickerson, Charles County  
Board Member David Garreis, Anne Arundel County  
Board Member Abigail Goldman, Baltimore City

The twenty-four (24) Maryland local jurisdictions and the Maryland State Board of Elections (SBE) were represented and responded as present, establishing a quorum.

President Hatfield recognized the efforts and hard work of our Conference Planner, Shawn Larson, Baltimore City, as well as everyone involved in making this conference a success. She thanked her office staff in Calvert County, Ruie Lavoie and Guy Mickley for putting together the attendee gift bags. Special appreciation was extended to Director Katie Brown, Baltimore County and her staff for designing and printing the name badges and producing the attendee folders and packets.

President Hatfield acknowledged the many contributions and assistance from our Host County Administrators, Board and Staff from Queen Anne's County.

Cathy Quesenberry, Queen Anne's County, led the prayer and asked for a moment of silence in remembrance and in honor of members who have passed away. Ms. Quesenberry also led the Pledge of Allegiance. Tammy Willis, Caroline County announced this year's conference theme winner, Mary-Frances Vavra-Alcoser from Baltimore County. The winning theme #MAEOSTRONG.

The Membership was provided a draft copy of the Minutes from the 2015 Annual Meeting of the Membership. President Hatfield asked for additions or changes. There were no changes or additions requested.

MOTION: Kimberly Phillips, Howard County, motioned to accept the Minutes from the 2015 Annual Meeting as written.

SECOND: Danna Archie-Williams, Baltimore County

ACTION: Favorable and unanimous, the Motion carried.

Treasurer Allison Murphy presented the Treasurer's Report and a copy was provided to the Membership. An Audit was completed by the Audit Committee and a copy of the findings was provided to the Board. Copies of the Treasurer's Report and Audit Report are attached to and made part of these Minutes.

MOTION: Mary DePelteau, Calvert County motioned to approve the Treasurer's Report and Audit as submitted.

SECOND: Kimberly Phillips, Howard County

ACTION: Favorable and unanimous, the Motion carried.

Committee Reports were submitted by the Committee Chair and copies provided to the membership. A copy of submitted reports is attached to and made part of these minutes.

Election Committee Chair Jeff Stevens, Baltimore County provided information about the election and explained the process and the ballot. Biographies of each candidate were provided in all member packets. Each candidate was provided an opportunity to speak. The election will take place at 12:00 Noon in the Chesapeake Foyer.

President Hatfield introduced Linda Lamone, State Board of Elections Administrator who gave the opening remarks. Ms. Lamone thanked all election officials for the valuable contributions and consistent hard work and dedication to the election process and Maryland voters.

Guy Mickley, Vice President presented Tracy Dickerson with her Board Service award and thanked her for her service to MAEO.

President Hatfield and Ruie Lavoie provided attendees with important conference information and details.

The seminars, presentations and breakout sessions conducted on the first day of the conference were as follows:

- Presentation: USPS – 2016 Election Updates, mail and Delivery, Daniela Bentley, marketing Specialist, U.S. Postal Service
- Presentation: Post-Election Audit Procedures, Nikki Charlson, Deputy Administrator, SBE
- Presentation and Discussion: Voter Outreach; Gaining Voter Confidence, local Board staff
- Attorney and Board Member Breakout: General Duties and Canvassing, Nikki Charlson, Esq. and Jeff Darsie, Esq. Assistant Attorney General, State of Maryland
- Election Technology breakout, Best Practice Roundtable
- Presentation: Post-Election Audit Procedures, Clear Ballot, Nikki Charlson and Amanda LaForge, SBE
- Lessons Learned and Best Practices: Early Voting and Polling Places, Katherine Berry, Director, Carroll County and Ruie Lavoie, Administrator, Baltimore County
- Lessons Learned and Best Practices: Equipment Delivery, Ron Granville, Vice President, The Kane Company and SBE Staff
- Presentation and Discussion: canvass; Duplicating Ballots using the ballot Marking Device (BMD), Tracy Dickerson, Director, Charles County
- Presentation: Same day registration (SDR) and Address Change, Nikki Charlson and Brandon Mulvey, SBE
- Attorney and Board Member Breakout, Petitions from A to Z and Voter Registration, Jeff Darsie, Esq., Kevin Karpinski, ESQ., Montgomery County, Michael Molinara, Esq. Howard County and Mary Cramer Wagner, SBE

The Annual Meeting of the Membership was recessed at 4:27 pm to be reconvened on June 21, 2017 at 9:00 am in the Chesapeake Ballroom.

President Hatfield reconvened the Annual Meeting of the Membership at 9:00 am in the Chesapeake Ballroom and welcomed all attendees to day two of the conference. Nikki Charlson gave the opening remarks and congratulated the Olympics winners.

The Shining Star awards were presented to each recipient by the MAEO member who made the nomination. A shining Star is a MAEO Member in good standing who goes above and beyond their normal scope of duties. Katherine Berry, Carroll County presented awards to Paula Troxel, Carroll County and Sean Siedal, Carroll County. Gwendolyn Dales presented the award to Bobbi Hall for over 27 years of outstanding service to elections.

Board service awards were given to David Garreis, Katie Brown, Guy Mickley, Ruie Lavoie, Katherine Berry, Alisha Alexander, Gail Hatfield, Allison Murphy and Abigail Goldman as their term ends at the adjournment of the Annual Meeting.

After a lunch break, Jeff Stevens announced the results from the election and congratulated the new Board. The following are the election results for the next two (2) year term:

President:	David Garreis, Anne Arundel County
Vice President:	Alysoun McLaughlin, Montgomery County
Secretary:	Ruie Marie Lavoie, Baltimore County
Treasurer:	Danna Archie-Williams, Baltimore County
Member:	Alisha Alexander, Prince George's County
Member:	Armstead Jones, Baltimore City
Member:	Gail Hatfield, Calvert County (past MAEO President)
Member:	Mary-Frances Alcoser, Baltimore County
Member:	Gilberto Zelaya, Montgomery County

By vote of the membership, Gail Carter, Carroll County, was inducted into the MAEO Hall of Fame and will be officially inducted at the next Annual Meeting.

President Hatfield presented Guy Mickley, Howard County, with the 2016 Antonetti Award. The Antonetti Award honors one individual who is a member in good standing, has a record of continuous outstanding contributions to the organization, supports the MAEO mission statement; and goes above and beyond to support MAEO. President Hatfield spoke about Mr. Mickey's accomplishments and valuable contributions to MAEO. She thanked him for his service and dedication and congratulated him on this achievement.

As the 2015 Antonetti Award recipient, Ruie Lavoie, Baltimore County, was inducted to Hall of Fame. She was presented with an award and officially congratulated and thanked for her valued dedication and service to MAEO.

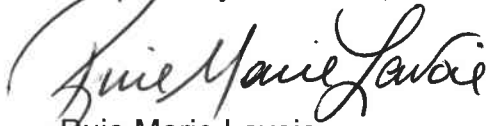
President Hatfield and Ruie Lavoie provided the attendees with conference and meal reminders. The seminars, presentations and breakout sessions conducted on the first day of the conference were as follows:

- Presentation: 2016 Legislation – Changes in Election Law, Stuart Harvey, Frederick County, Katherine Berry, Carroll County, Delegate Eric Luedtke, District 14, Montgomery County and Mary Cramer Wagner, SBE
- Election Preparedness and Program development (EPPD), presidential Commission on Election Administration: PCEA Generalities, Line Management, USPS Best practices and Resources, Tammy Patrick, Senior Advisor, Democracy Project, Bipartisan Policy Center
- Attorney and Board Member Breakout: Personnel – Performance Planning and Evaluation, Sylvia Brown, Human Resource director, SBE
- Attorney and Board Members Breakout Working Lunch Discussion: Executing and Managing Duties with Fairness and Integrity, Andrew Bailey, Esq. Baltimore County, Nikki Charlson, Esq., SBE and Daniel Loftus, Esq., Frederick County
- Presentation: Election Assistance Commission, Brian Newby, Executive Director
- Lessons Learned and Best practices: New Voting System, Tom Feehan, Senior Project manager, NVSR, SBE, Natasha Walker, Project Manager of Election Management Systems, SBE

- Discussion: 2016 Primary Election, Alisha Alexander, Director Prince George's County and David Garreis, Deputy Director, Anne Arundel County

President Hatfield welcomed the newly elected members of the Board and provided closing and hotel check out information. She again thanked everyone that assisted with the conference and all those that attended. There being no further business, the 2015 Annual Meeting of the Membership was adjourned at 4:47 pm.

Respectfully submitted,



Ruie Marie Lavoie  
Secretary

Approved on this 7<sup>th</sup> day of June, 2017.

**REPORT OF THE TREASURER**  
 Maryland Association of Election Officials  
 For the Period  
 May 20, 2015 to June 6, 2016

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

**Receivables:**

Education Fund	\$ 36.36
(Jacket Sale, Game Night, Donations)	\$ 15,154.00
2015 Conference Fees	\$ 9,520.50
2016 Membership Dues	\$ 31,735.00

<b>Total Receivables:</b>	\$ 56,445.86
<b>Audit Balance + Total Receivables:</b>	<b><u>\$ 158,735.35</u></b>

**Expenditures:**

Association Expenses	\$ 695.82
Go To Meetings	\$ 909.00
Education Grants	\$ 2,820.00
2015 Conference Expenses	
Hotel/Meals	\$ 66,866.81
Conference Planner Mileage	\$ 959.38
Entertainment/Prizes	\$ 1,170.00
Audio	\$ 4,225.00
Name Tags/Folders	\$ 19.34
Awards	\$ 1,163.25
Retirement	\$ 903.71
Refunds	\$ 470.00
2016 Conference Expenses	
Hotel/Meals	\$ 30,529.02
Name Tags/Folders	\$ 339.39

**Total Expenditures:** \$ 111,070.72

<b>Total in Account as of June 6, 2016</b>	\$ 47,664.63
<b>Minus Balance of Educational Grants</b>	\$( 7,964.65)

**Balance on Hand June 6, 2016** **\$ 39,699.68**

Audited By: Paula L. Taylor  
Oliver Dutton  
Kimberly M. Phillips

Date: 6/7/16  
 Date: 6-7-16  
 Date: 6-7-16

# **2016**

## **Annual Meeting**

### **Candidate Information**

**ELECTION:**

**Monday, June 20<sup>th</sup>**

**Chesapeake Foyer**

**12:00 pm to 1:30 pm**

**See Jeff Stevens with questions.**

**Results announced Tuesday, June 21<sup>st</sup> at 4:30 pm**

**#MAEOSTRONG**

---

## ***Mary-Frances Alcoser***

---

After working in customer service for Hertz Car Rental for almost 15 years, in 2007 Mary-Frances Alcoser began her election career as a receptionist in Baltimore County. Her career in elections actually started with service as an Election Judge. Mary-Frances has worked in every department in her election office including registration, election judge maintenance, absentee, provisional and voter outreach. Today she wears several hats, Polling Place Coordinator, Voter Outreach Manager, training assistant and she is also a part of the Absentee Department team, a major contributor to the daily success of her office. Because of her extended knowledge in elections, she was assigned to manage one of Baltimore County's new early voting centers. Mary-Frances has a solid record of being a team player working towards the betterment of elections in general. She is an active member of the NVSR Communications Committee and joined the One Vote Matters initiative along with Anne Arundel County, Baltimore City and Howard County.

Mary-Frances joined the Maryland Association of Election officials in 2007 and has been a faithful member, serving on several committees and helping wherever needed. Her extensive experience in customer relations and elections makes her the perfect choice to serve as a MAEO Board member.

Mary-Frances is a life-long resident of Anne Arundel County where she lives with her husband Juan. They have two kids, Daniel and Dorothy who share her love for Maryland. All things Orioles, Ravens, Terps and anything Maryland fits Mary-Frances perfectly. That, coupled with her years of election experience and desire to see MAEO thrive is how she created this year's winning conference theme, #MAEOSTRONG.

Mary-Frances Alcoser, the perfect choice for your MAEO Board.



## **Danna Archie-Williams**

Mrs. Danna Archie-Williams has been with the Baltimore County Board of Elections (BCBE) for 12 years. Danna began her career at BCBE as a temporary employee in 2004 and shortly became permanent. She has worked in several departments including Registration, Judges and Absentee with UOCAVA and currently holds the position of Supervisor for the Provisional Department.

Danna is a member of Maryland Association of Election Officials (MAEO) and has also served on several committees: Standards, State Regulations Review, Conference Planning and co-chair of Voter Registration.

As a Baltimore native, Mrs. Archie-Williams graduated from Randallstown High School in 1984 and later earned her Associate degree in Accounting from the Community College of Baltimore County, formerly Catonsville Community College. She continued her education and attained her Bachelors of Science in Mathematics with a minor in Early Childhood Education from Towson University, formerly Towson State University. She taught Pre-K and Kindergarten in Baltimore County Public Schools for 10 years.

As a proud alumnus of CCBC, Danna has held the esteemed position as President of the Alumni Association where she managed several fundraisers and local and national scholarship award ceremonies. She was entrusted with duties of conducting meetings, chairing committees, new member intake and organizing the annual CCBC Alumni Day events.

As a wife and mother of three, Aaron, 29, Anthony, 25 and Raynna, 22, Danna enjoys time with her family and church members. She has spearheaded various fundraisers and neighborhood outreach events.

Over the years, Danna has gained incredible organizational skills and is more than prepared to serve as Treasurer. She looks forward to implementing great tools and strategies to improve the communication and functions within events held by Maryland Association of Election Officials (MAEO).



### **MAEO BACKGROUND**

I have been very fortunate to be a part of the Maryland Association of Election Officials (MAEO) and wish to continue to help MAEO and the Maryland election community. I have proudly served on the MAEO Board of Directors for the past six years. During that time, I have worked to improve and strengthen the organization, including volunteering meeting space at the Anne Arundel County offices, fundraising, organizing vendors at each MAEO conference, chairing the MAEO State Regulations Review Committee, and supporting a positive relationship between the local Boards of Elections and the State Board of Elections. I believe that my dedication, work ethic, and creativity will be an asset to the growth and future of MAEO.

### **MAEO GOALS**

It would be an honor to serve as the President of the Maryland Association of Elections Officials. I will institute business practices to make MAEO a stronger organization, including:

- **Planning:** MAEO will establish a calendar listing major deadlines and events.
- **Budgeting:** Establishing a budget at the beginning of each fiscal year that details programs, goals, costs, potential issues, and estimated funding.
- **Purchasing:** Instituting more organized purchasing process, including ensuring that MAEO has multiple bidders for major purchases.
- **Involvement:** Ensuring that the schedule for committee meetings is available to the membership and improving the organization of the MAEO website to make information more accessible.