



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 20th 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.

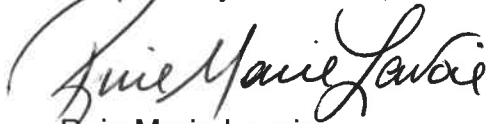
President Hatfield and Ruie Lavoie provided the attendees with conference and meal reminders. The seminars, presentations and breakout sessions conducted on the first day of the conference were as follows:

- 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,

A handwritten signature in cursive script, reading "Ruie Marie Lavoie".

Ruie Marie Lavoie
Secretary

Approved on this 7th 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	
(Jacket Sale, Game Night, Donations)	\$ 36.36
2015 Conference Fees	\$ 15,154.00
2016 Membership Dues	\$ 9,520.50
2016 Conference Fees	\$ 31,735.00

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

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**

Total in Account as of June 6, 2016
Minus Balance of Educational Grants

\$ 47,664.63
\$(7,964.65)

Balance on Hand June 6, 2016

\$ 39,699.68

Audited By:

Rayla L. Taylor
Oliver D. Phillips
Kimberly M. Phillips

Date:

6/7/16

Date:

6-7-16

Date:

6-7-16

2016

Annual Meeting

Candidate Information

ELECTION:

Monday, June 20th

Chesapeake Foyer

12:00 pm to 1:30 pm

See Jeff Stevens with questions.

Results announced Tuesday, June 21st 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 has 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.

PROFESSIONAL BACKGROUND

I am currently the Deputy Director for the Anne Arundel County Board of Elections. I have experience with every aspect of the election process and the administration of an election office. Joseph A. Torre III, Director, and I manage an office of 13 permanent employees and approximately 60 temporary employees. Anne Arundel County has approximately 370,000 registered voters, 178 polling places, 5 early voting sites, and 2,800 Election Judges. I am detailed-oriented with a strong work ethic. I have the proven ability to find innovative solutions to problems, plan and execute major projects, budget effectively, and assist our staff in every possible way to develop programs and ensure their success.

PERSONAL BACKGROUND

I am a lifelong Maryland resident. I was born in Ellicott City and recently bought a home in Glen Burnie. In 2004, I received a Bachelor of Arts in History with a concentration in American Government and Politics from the University of Maryland, Baltimore County (UMBC). In 2013, I received a Certificate in Project Management from UMBC. I also volunteer with Habitat for Humanity and I enjoy running.



Armstead B. Jones, Sr.

Armstead Jones Sr. has been the Election Director for Baltimore City since August 2007. In August 2007, after thirty-two years of service, he retired from Baltimore City Public Schools. In 1991, he received his first appointment as a substitute member of the Board of Elections. He continued on the board and was appointed a full board member and served on the board until his appointment as Board President from 2003-2007.

Over the years, Armstead has served on numerous Maryland Association of Elected Officials (MAEO) committees/positions. Among them are Personnel for 11 years, Educational Grant Committee for 16 years and Vice President of the MAEO Board. He has been a member of MAEO for more than 20 years. On August 16, 2013, Armstead was designated as a Certified Elections/Registration Administrator (CERA).

Ruie Marie Lavoie came to the world of elections with a variety of experience and talents. She initially began her civil service career at the Department of Health and Mental Hygiene in April of 2011 in Howard County. Eight months later, she accepted a promotional transfer to the Baltimore County Board of Elections where she was quickly promoted to an administration position. Although her tenure in Elections is short, her accomplishments prove she is dedicated and committed.

Ruie became an active member of MAEO in 2011 and joined several committees including Constitution and By-Laws and Conference Entertainment. Her interest in MAEO combined with her belief in its philosophy and purpose helped fuel her desire to be involved and contribute to the organization. She participated in the Early Voting Lessons Learned after the 2012 Election cycle and served as "Acting" MAEO Secretary until formally elected to the position in 2014. Ruie has played a major role in the planning and organization of the 2014, 2015 and 2016 conferences, and has a strong resolve to be part of MAEO's success and a true reflection of its mission.

At her local election office, Ruie is the Supervisor of the Judge Department, Training Division, Equipment Management and Maintenance and IT departments. A few highlights of her service include assisting with the establishment of five new Early Voting sites, participation in several NVSR workgroups, contributed in the production of the election judge manual for the new voting system and developed the restructured "hands-on" judge training program including the training script and presentation now used to successfully train election judges in Baltimore County.

Prior to joining the Board of Elections, Ruie worked as a community association manager for almost 20 years. Her experience with non-profit and organizations similar to MAEO coupled with her knowledge of Maryland laws including the Open Meetings Act, Roberts Rules, human resources and personnel, grant and RFP writing and administrative and secretarial duties proves beneficial on a daily basis in the world of elections.

Ruie is the proud mother of Briana, her 19 year old daughter who attends Goucher College on a full academic scholarship and is the captain of the Woman's basketball team.

Alysoun McLaughlin, Deputy Director, Montgomery County Board of Elections

Alysoun began her career as a federal lobbyist for state and local government. For her advocacy on behalf of local government finance officers on federal tax policy, she was awarded an honorary lifetime membership in the National Association of County Collectors, Treasurers and Finance Officers. She also worked to oppose unfunded mandates, which included taking a leadership role on behalf of states in negotiating provisions of the Help America Vote Act of 2002. In 2007, she spearheaded a nationwide, grassroots campaign that successfully defeated federal legislation that would have mandated paper ballots for all federal elections nationwide.

Beginning in 2008, Alysoun served on the startup team for election initiatives at the Pew Center on the States, where she managed a \$1.5 million portfolio of grants and contracts for research on election administration and organized the first "Voting in America" Summit at the Newseum in Washington, D.C. Beginning in 2009, she spent three years with the District of Columbia Board of Elections, where they implemented same-day registration and a paper ballot voting system in 2010. Alysoun was credited with increasing the transparency of the office and for her use of social media as a tool for outreach and rapid response, the D.C. Board of Elections won the 2010 Election Center "Minuteman" Award.

Alysoun is Vice Chair of the Elections Subcommittee of the National Association of Counties and a member of the Election Center's Legislative and Postal Committees. She served two terms as co-chair of the Election Officials' Committee of the Metropolitan Washington Council of Governments. She has a Bachelor of Arts in Political Science from the Johns Hopkins University and a Master of Arts in Political Management from the George Washington University.

MAEO Candidacy Biography

Val L. Patterson, CERA
7349 Springfield Ave
Sykesville, MD 21784

410-313-5820 x82004 (work)

val.patterson@maryland.gov

vpatterson@howardcountymd.gov

Employment

Howard County Board of Elections (2006 – present)

Elections Information Systems Specialist

Wicomico County Board of Elections (2005-2006)

Elections Information Systems Specialist

Education

Certified Election/Registration Administrator, The Election Center, 2011

BS Management Information Systems, University of Baltimore, 2009

AAS Computer Information Systems, Carroll Community College, 2004

Positions Held

Webmaster, MAEO (current)

Co-Chair, Election Technology Committee, MAEO (current)

Member, Constitution and By-Laws Committee, MAEO (current)

Member, Voter Outreach Workgroup, State Board of Elections (past)

Member, Personnel Committee, MAEO (past)

Member, MDVOTERS Committee, MAEO (past)

Member, Wiki Committee, MAEO (past)

Member, Future of Elections Task Force, The Election Center (past)

Member, Change Control Board, Eastern Shore, State Board of Elections (past)

Personal

Married to Rosemary W. Patterson, PhD (for 20 wonderful years)



One daughter, Terais, two grandchildren, Cayla & Sterling, and one step-daughter, Kelsey



Personal assistant to seven cats: Cinnamon, Jake, Elwood, Gold E., Bear, Houdini, & Shadow (all shelter cats or rescues)

Volunteer with Humane Society of Carroll County



Hobbies and interests include bicycling, cooking, gardening, cross-stitch & needlework (recipient of numerous awards in juried competitions), playing guitar, rooting for the Ravens



Member, American MENSA

Former Scout Leader, Boy Scouts of America