



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES MARYLAND ASSOCIATION OF ELECTION OFFICIALS April 25, 2014

A meeting of the Board of Directors of the Maryland Association of Election Officials (MAEO) was hosted by the Wicomico Board of Elections and held on April 25, 2014 at the Greater Salisbury Building in Salisbury, 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
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
Abigail Goldman, Board Member, Baltimore City

Board Members Absent:

David Garreis, Board Member, Anne Arundel County

Guests present:

Ben Fry, Somerset County
Desvin Gabbidon, State Board of Elections
Anthony Gutierrez, Wicomico County
Debra Hickman, Wicomico County
Russell Hicks, State Board of Elections
Armstead Jones, Baltimore City
Christine Jones, Queen Anne's County
Shawn Larson, Baltimore City
Jayne Lister, Queen Anne's County
Alysoun McLaughlin, Montgomery County
Kim Meiklejohn, State Board of Elections
Paula Paschall, State Board of Elections
Duane Powell, State Board of Elections
Keith Ross, State Board of Elections
Brittani Thomas, Queen Anne's County
Rena' Waggoner, Baltimore County

Call to Order

The meeting was called to order by President Gail Hatfield at 10:54 am. Quorum was established. Ms. Hatfield welcomed the membership and guests, and thanked Wicomico County for hosting the meeting. Introductions of the new Board and offices held were made.

Agenda

Ms. Hatfield called for changes or additions to the Agenda. Keith Ross asked to be included on the Agenda under New Business. No other changes or additions were requested.

MOTION: Katie Brown motioned to accept the Agenda with the addition as stated above.

SECOND: Abigail Goldman

ACTION: Favorable and unanimous

Minutes

Minutes from the July 23, 2013 meeting are not yet available for approval.

Approval of the Minutes from the February 21, 2014, March 25, 2014 and March 28, 2014 meetings is tabled until the next meeting.

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 April 21, 2014, which reflected Receivables in the amount of \$20,248.00. The total Receivables included \$14,935.00 in 2014 Conference Fees, \$283.00 from Jacket Sale, Game Night and Donations, \$5,000.00 in Sponsorships and \$30.00 in Membership Dues. Expenditures were reflected in the amount of \$4,777.69. The Total Account Balance is \$44,508.31 which reflects a Balance on Hand of \$34,380.02 and \$10,128.29 which is earmarked for the Educational Grants Fund.

MOTION: Guy Mickley motioned to accept the Treasurer's Report as written.

SECOND: Katie Brown

ACTION: Favorable and unanimous

Audit Recommendations

The Audit Committee Recommendations were provided to the Board for review. A copy is attached to and made part of these Minutes. Discussion was held regarding expenditures and the existing Bylaw restrictions. Ms. Brown clarified the process currently required – two signatures on a check, the President and the Treasurer. There are currently two debit cards and checks used to pay bills. The Board will ask the Bylaw Committee to work with the Audit Committee to draft an amendment reflecting the current expenditure process. The Board will table further discussion and review of the Recommendations until the next meeting.

MOTION: Katie Brown motioned to continue to allow the President and Treasurer the ability to use the debit cards as needed, with all expenditures being approved by the President until such time as the Bylaws can be amended to reflect the current process.

SECOND: Ruie Lavoie

ACTION: Favorable and unanimous

REPORT OF THE TREASURER
Maryland Association of Election Officials
For the Period
March 12, 2014 to April 21, 2014

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
Total Receivables:	\$ 20,248.00
Audit Balance + Total Receivables:	<u>\$ 50,186.00</u>

Expenditures:

Association Expenses	\$ 469.98
Go To Meetings	\$ 49.00
2014 Conference Expenses	
Hotel/Meals	\$ 2,952.23
Awards	\$ 626.56
Entertainment/Prizes	\$ 560.00
Insurance	\$ 398.00
Conference Planner Mileage	\$ 171.92
Refund	\$ 450.00
Total Expenditures:	\$ 4,777.69

Total in Account as of April 21, 2014	\$ 44,508.31
Minus Balance of Educational Grants	\$(10,128.29)
Balance on Hand April 21, 2014	\$ 34,380.02

REPORT OF THE TREASURER
Maryland Association of Election Officials

2014 Membership/Conference Activity

Education Funds Collected at this Conference	\$ 2,928.00
Jacket Sales	\$ 25.00
Game Night	\$ 158.00
Donation	\$ 100.00
Conference Registrations	\$ 2,530.00
Howard Co. Reg. Overpayment	\$ 115.00
2014 Membership Dues	\$ 9,240.00
2014 Sponsorship	\$ 9,600.00
2014 Conference Fees	\$ 64,229.25
2014 Conference Refunds	\$ 900.00
2014 Conference Expenses	
Hotel/Meals	\$ 54,035.03
Giveaways	\$ 6,745.84
Awards	\$ 626.56
Entertainment/Prizes	\$ 1,212.38
Banner	\$ 145.88
Name Tags/Folders	\$ 188.48
Conference Registration Refunds	\$ 450.00
Insurance	\$ 398.00
Conference Planner Mileage	\$ 171.92
Total Conference	\$ 63,974.09