



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## Minutes March 28, ~~2107~~ 2017 *RMC*

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 28<sup>th</sup> day of March, 2017 in the office of the Baltimore County Board of Elections located at 11112 Gilroy Road, Suite 104 in Hunt Valley, Maryland. Notice of the meeting was properly provided.

### Board Members Present:

David Garreis, President (Anne Arundel County)  
Alysoun McLaughlin, Vice President (Montgomery County)  
Ruie Marie Lavoie, Secretary (Baltimore County)  
Danna Archie-Williams, Treasurer (Baltimore County)  
Alisha Alexander, Board Member (Prince George's County) – By Phone  
Gail Hatfield, Board Member (Calvert County) – By Phone  
Armstead B. Jones, Sr., Board Member (Baltimore City)  
Mary-Frances Vavra-Alcoser, Board Member (Baltimore County)  
Gilberto Zalaya, Board Member (Montgomery County)

### Members and Guests Present:

Wendy Adkins, St. Mary's County  
Lenice Austin, Baltimore County  
Paula Bailey, Calvert County  
Daneen Banks, Prince George's County (By Phone)  
Katherine Berry, Carroll County  
Katie A. Brown, Baltimore County  
Jerri Cook, Talbot County  
Gwendolyn Dales, Dorchester County  
Tae Frere, St. Mary's County  
Ben Frey, Somerset County  
Abigail Goldman, Baltimore City  
Teresa Goode, Talbot County  
Stuart Harvey, Frederick County  
Garrick Hendricks, Calvert County (By Phone)  
Russell Hicks, State Board of Elections (By Phone)  
Barry Jackson, Washington County  
Christine Jones, Queen Anne's County  
David Jones, St. Mary's County  
Kim Jones, Dorchester County  
Susan Julian, St. Mary's County  
Kevin Keene, Harford County  
Jane Lister, Queen Anne's County

**Members and Guests Present, continued:**

Dale Livingston, Harford County  
Crystal McGuinn, Queen Anne's County  
Guy Mickley, Howard County  
Sarah Mohan, Harford County  
Allison Murphy, Caroline County (By Phone)  
Maggie Mundle, Harford County  
Paul Noranbrock, Queen Anne's County  
Paula Paschall, State Board of Elections  
Kimberly Phillips, Howard County  
Cathy Quesenberry, Queen Anne's County  
Richard Siejack, Harford County  
Ann Marie (Nancy) Stratton, Baltimore County  
Amy Sullivan, Harford County  
Jeff Stevens, Baltimore County  
Stephanie Taylor, Harford County  
Brandie Underwood, St. Mary's County  
Jessica White, Montgomery County  
Tammy Willis, Caroline County (By Phone)  
Teresa Womble, Howard County

**CALL TO ORDER**

The meeting was called to order by President David Garreis at 10:07. Quorum was established with seven (7) Board Members present in person and two (2) Board members present by phone. Introductions were made and roll call of those in attendance in person and by phone was taken.

**AGENDA**

Additions and changes to the agenda were requested. Ruie Lavoie requested the addition of reviewing insurance quotes be placed under new Business. Alysoun McLaughlin requested the addition of a discussion on the possibility of the Association becoming a nonprofit association. David Garreis requested the additional of a discussion on ways to modernize the absentee ballot process be placed under New Business. With a motion by Armstead Jones to accept the agenda with the three (3) additions and a second by Ruie Lavoie, the Board unanimously accepted the agenda with the above additions.

**MINUTES**

A special thank you was extended to Daneen Banks for taking the minutes during the last meeting. Minutes from the October 14, 2016 meeting were reviewed. There were no changes or additions requested.

**MOTION:** Danna Williams motioned to approve the Minutes of the October 14, 2016 meeting as written.

**SECOND:** Mary-Frances Alcoser

**ACTION:** Favorable and unanimous. The motion carried.

Minutes from the December 14, 2016 meeting were reviewed. There were no changes or additions requested.

MOTION: Mary-Frances Alcoser motioned to approve the Minutes of the December 14, 2016 meeting as written.

SECOND: Danna Williams

ACTION: Favorable and unanimous. The motion carried.

Minutes from the January 18, 2017 meeting were reviewed. There were no changes or additions requested.

MOTION: Armstead Jones motioned to approve the Minutes of the January 18, 2017, meeting as written.

SECOND: Alisha Alexander

ACTION: Favorable and unanimous. The motion carried.

### **TREASURER'S REPORT**

Treasurer Danna Williams presented the Treasurer's Report (attached to and made part of these Minutes) for the Period February 24, 2016 to March 28, 2017, which reflected Receivables in the amount of \$88,565.00. Total Receivables balance included \$46,585.00 in 2016 Conference Fees, \$9,810.00 in 2017 membership Dues, \$27,700.00 in 2017 Conference Fees, \$3,000.00 in Vender Fees and \$1,470.00 in 2017 Conference Fees-Guest. Total Expenditures were reflected in the amount of \$77,374.39. Total Account Balance as of March 28, 2017 is \$58,855.24 which reflects a Balance on Hand of \$50,890.59 and \$7,964.65 which is earmarked for Educational Grants.

To date, all local Boards have paid their annual membership dues. The annual charge for goto meeting s is \$468.00 which has been paid.

MOTION: Mary-Frances Alcoser motioned to accept the Treasurer's Report for period ending March 28, 2017 as submitted.

SECOND: Alysoun McLaughlin

ACTION: Favorable and unanimous, the Motion carried.

### **COMMITTEE REPORTS**

**Audit** – The committee will meet two (2) weeks prior to the Annual Meeting (in accordance with the Bylaws) to conduct the audit.

**Awards and recognition** – The Committee drafted an updated policy and submitted to the Board for review and approval. A copy is attached to and made part of these minutes.

MOTION: Armstead Jones motioned to approve the Awards and recognition Policy as submitted.

SECOND: Mary-Frances Alcoser

ACTION: Favorable and unanimous. The motion carried.

Ruie Lavoie will send notice to all members of the approved policy and a call for nominations for awards during the conference will be held. The Board will meet in closed session with the Awards Committee to review and discuss nominations on May 8, 2017 in the Anne Arundel County Board of Elections. An awards and retirement budget was submitted to the Board for approval. The Board increased the retirement funding and approved the budget.

**Early Voting/Election Judge** – Daneen banks, Chair, provided a written report to the Board. A copy is attached to and made part of these minutes.

**Education and Grants** – The committee will meet directly after this meeting.

**Election Technology** – The Board receives routine correspondence, meeting minutes and updates from Garrick Hendricks, Chair. No additional report at this time.

**Legislation** – Stuart Harvey, Chair provided a verbal report.

**Personnel** – A written report was provided to the Board and a copy is attached to and made part of these minutes.

**Regulations review** – Alysoun McLaughlin provided a verbal report regarding possible changes in legislation for election observers and the absentee process. The committee has not yet met but she asked for areas of interest.

**Standards and Voter Registration** – Dale Livingston and Jessica White provided a verbal report.

## **NEWSLETTER**

The newsletter editors solicited ideas for the name and the Board reviewed the submissions. Discussion was held.

**MOTION:** Danna Williams motioned to name the newsletter Connect 24 with a tag line.

**SECOND:** Alysoun McLaughlin

**ACTION:** Favorable and unanimous. The motion carried.

Chrissy Sharpless from Garrett County submitted the winning name.

## **OLD BUSIENSS**

### **2017 Annual Meeting and Conference**

The conference will be held from June 6, 2017 to June 9, 2017 at the Clarion Resort in Ocean City, Maryland with Cecil County and Harford County hosting. David Garreis provided a conference update for Brittani Thomas. A walk thru of the hotel and meetings rooms has been scheduled for May 9, 2017. Discussion was held regarding the contract signed with Tippy Martinez for his appearance during lunch at the conference. He will be paid \$600.00 and provided with a hotel room. The Board asked that no other contracted be signed without the acknowledgement and approval from the entire Board. Discussion was held regarding the cost of the entertainment – the movie,

Days of Thunder. The cost for the movie copyright is \$300.00 which has been paid. This cost does not include the screen set-up and bonfire costs.

## **NEW BUSINESS**

### **Proposed Smartsheet Web Forum**

Amy Sullivan and Stephanie Taylor provided an overview on their idea of a "suggestion box" which will provide MAEO members an avenue to submit questions and concerns. The Board expressed appreciation for their idea and offer to develop the forum and unanimously approved the process.

### **Conference Insurance**

The Board reviewed and discussed the two (2) proposals received for insurance during the annual meeting and conference. The Board agreed to table this decision until after clarifications of insurance quotes were made.

### **Modernizing the Absentee Ballot Process**

Discussion was held. A subcommittee has been established with Alysoun McLaughlin the Chair. She will set a meeting date and advise the membership.

### **Non-Profit Status**

Discussion was held regarding the process to become a not-for-profit or non-profit association. To be further investigated. Tabled at this time.

## **OPEN FORUM**

The Floor was opened for comments and questions.

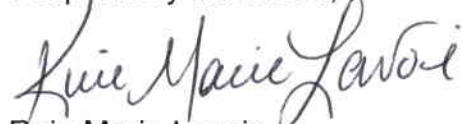
## **NEXT MEETING**

The next meeting will be held on May 8, 2017 at 10:00 am at the Anne Arundel County Election office. Meeting information will be provided to the membership.

## **ADJOURNMENT**

There being no further business, on a motion made by Danna Williams and a second by Gail Hatfield, the Meeting was adjourned at 12:20 pm.

Respectfully submitted,



Ruie Marie Lavoie  
Secretary

Approved this 2<sup>nd</sup> day of August, 2017

# Maryland Association of Election Officials

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## REPORT OF THE TREASURER

For the Period

February 24, 2016 to March 28, 2017

|   |              |                             |
|---|--------------|-----------------------------|
| <b>Balance on Hand June 6, 2016 Audit</b>       |              | \$ 47,664.63                |
| <b>Receivables:</b>                             |              |                             |
| 2016 Conference Fees                            | \$ 46,585.00 |                             |
| 2017 Membership Dues                            | \$ 9,810.00  |                             |
| 2017 Conference Fees                            | \$ 27,700.00 |                             |
| 2017 Vendors Fees                               | \$ 3,000.00  |                             |
| 2017 Conference Fees-Guest                      | \$ 1,470.00  |                             |
| <b>Total Receivables:</b>                       |              | <b>\$ 88,565.00</b>         |
| <b>Audit Balance &amp; Total Receivables:</b>   |              | <b><u>\$ 136,229.63</u></b> |
| <b>Expenditures:</b>                            |              |                             |
| <b>2016 Conference Expenses</b>                 |              |                             |
| Hotel/Meals/Audio                               | \$ 62,349.60 |                             |
| Conference Planner Pay/ Mileage                 | \$ 798.18    |                             |
| Name Tags/Folders                               | \$ 63.69     |                             |
| Awards/Giveaways                                | \$ 2,958.74  |                             |
| Retirement                                      | \$ 575.00    |                             |
| Refunds   | \$ 670.00    |                             |
|   |              | \$ 67,415.21                |
| <b>Other Expenses 2017</b>                      |              |                             |
| Meeting Refreshments                            | \$ 172.77    |                             |
| Web-Site Membership/Webpage Design/Go ToMeeting | \$ 890.06    |                             |
| 2016 Holiday Party                              | \$ 557.93    |                             |
| Office Expenses                                 | \$ 37.03     |                             |
| <b>2017 Conference Expenses</b>                 |              |                             |
| Speaker Deposit                                 | \$ 5,175.00  |                             |
| Entertainment                                   | \$ 300.00    |                             |
| Giveaways                                       | \$ 2801.51   |                             |
| Silent Auction Supplies                         | \$ 24.88     |                             |
|   |              | \$ 9,959.18                 |
| <b>Total Expenditures</b>                       |              | <b>\$ 77,374.39</b>         |
| <b>Total in Account as of March 28, 2017</b>    |              | <b>\$ 58,855.24</b>         |
| <b>Minus Balance of Educational Grants</b>      |              | <b>\$ (7,964.65)</b>        |
| <b>Balance on Hand March 28, 2017</b>           |              | <b><u>\$ 50,890.59</u></b>  |

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## Membership and Conference Breakdown

As of March 27, 2017

### Membership:

24 LBE's (327 members) are complete with listings of members and payments

### Conference:

12 LBE's (126 attending)

7 Guest in with paperwork and payments

6 Vendors (9 Reps) in with paperwork and payments

*Do To*

*49<sup>th</sup> monthly = 588 savings of 120<sup>th</sup> yearly*


Invoice No. 94426497

Danna Archie-Williams  
Baltimore County Board of Elections  
11112 Gilroy Road, Ste 104  
Hunt Valley, MD 21031  
United States  
katherine.berry@maryland.gov

Dear Danna Archie-Williams,

We appreciate your business. Your receipt is below.

**Plan Purchased** Mar 24, 2017

|   |  |                   |
|---|--|-------------------|
|  | 1 organizer seat of GoToMeeting Annual Plan with 25 attendees starts Mar 24, 2017 EDT extends through Mar 24, 2018 EDT | \$468.00 USD      |
|   | Charged to Visa – 3991   | (\$468.00) USD    |
|   | <b>Balance due:</b>  | <b>\$0.00 USD</b> |

At the end of each billing cycle, your services will be automatically renewed. To manage your account or turn off renewal, please visit **My Account**. If you have any questions, please contact Global Customer Support.

Again, thank you for using our services.

Regards,

**Global Customer Support**

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*[Handwritten signature]*  
3/17/17

## INVOICE

March 3, 2017

Cindy Woodward  
P.O. Box 490  
Glen Burnie, MD 21060

**RE: Maryland Association of Election Officials**

The Maryland Association of Election Officials (MAEO) agrees to pay Tippy Martinez for his speaking engagement at the MAEO conference luncheon on June 8, 2017, to be held at the Clarion Resorts Hotel in Ocean City, MD.

Compensation is \$600.00 and one night's stay, June 7, 2017, at the Clarion Resorts Hotel. The MAEO will book the room for Mr. Martinez and his wife, Carol.

The Orioles will provide player photo cards for autographs, as well as pens and Sharpies for signing.

**Total:           \$600.00**

Please make check payable to Tippy Martinez.

Check may given to Mr. Martinez at the time of his appearance, or mailed in advance to:

Bill Stetka  
Director of Alumni  
Baltimore Orioles  
333 W. Camden St.  
Baltimore, MD 21201

For questions, contact Bill Stetka, 410-547-6156 or [bstetka@orioles.com](mailto:bstetka@orioles.com).



## **Awards and Recognition Policy**

Call for Nominations deadlines will be strictly enforced.

### **Retirement of MAEO Members**

When a **MAEO member** retires from active government service, he or she shall receive an appropriate and monetary gift not to exceed \$110.00 dependent on longevity in membership, activity in the organization, and upon the Board's approval. When possible, the presentation shall take place at the Annual Meeting of the Membership.

### **Past Presidents' Award**

The Board of Directors shall grant a suitable plaque to members who, in past years, served as President of the Association. When possible, the plaque shall be presented to the recipient at the Annual Meeting of the Membership.

### **Robert J. Antonetti, Sr. Award**

In honor of MAEO's longest-serving President, the Board of Directors may grant a special award to one (1) MAEO member annually who has rendered **outstanding service** to the organization. A call for nominations shall be conducted by the Awards Committee. Nominations must include a brief description of why the person is deserving of this prestigious award. After the Awards Committee reviews the nominations to verify all qualifications are met, the Board shall vote on the annual recipient. When possible, a plaque shall be presented to the recipient at the Annual Meeting of the Membership.

### **Board and Committee Chair Service Recognition**

Service recognition certificates shall be given to each Board member and Committee Chair after their term is complete. The Board, at their discretion or at the recommendation of the Awards Committee, may grant a suitable plaque for MAEO members who serve on the Board or as a committee chair more than one (1) term. When possible, the presentation will take place at the Annual Meeting of the Membership.

### **Shining Star Award**

In honor of MAEO members who **go above and beyond their normal duties** as election officials, **provide outstanding service to MAEO and the local board**, a shining star award may be presented at the Annual Meeting of the Membership. The Awards Committee shall conduct a call for nominations and all nominees will be reviewed by the Committee to verify the qualifications have been met. Nominations must include a brief description of why the person is deserving of this award. In a closed session of the Board, the list of shining star nominees will be submitted to the Board for final approval. The person who made the nomination shall present the award. When possible, the presentation will take place at the Annual Meeting of the Membership.

### **Hall of Fame**

A Hall of Fame for members of the election community has been established. All past and future recipients of the Robert J. Antonetti, Sr. Award for Achievement shall be included as members of the Hall of Fame. All other potential members shall be nominated by the Board or nominated by members in good standing and voted on by the full membership at the annual conference and approved by a simple majority. Induction shall take place at the next scheduled annual conference.