



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

May 8, 2017

## MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 8<sup>th</sup> day of May, 2017 in the office of the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive in Glen Burnie, Maryland. Notice of the meeting and the agenda 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)  
Gail Hatfield, Board Member (Calvert County)  
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  
Daneen Banks, Prince George's County  
Katherine Berry, Carroll County  
Katie A. Brown, Baltimore County  
Jerri Cook, Talbot County  
Dionne Church, Wicomico County  
Gwendolyn Dales, Dorchester County  
Charlotte Davis, Howard County  
Tae Frere, St. Mary's County  
Abigail Goldman, Baltimore City  
Teresa Goode, Talbot County  
Anthony Gutierrez, Wicomico County  
Stuart Harvey, Frederick County  
Christine Jones, Queen Anne's County  
David Jones, St. Mary's County  
Kim Jones, Dorchester County  
Susan Julian, St. Mary's County  
Jane Lister, Queen Anne's County  
Dale Livingston, Harford County  
Crystal McGuinn, Queen Anne's County

**Members and Guests Present, continued:**

Sarah Mohan, Harford County  
Leah Mooney, Harford County  
Maggie Mundle, Harford County  
Paula Paschall, State Board of Elections  
Kimberly Phillips, Howard County  
Richard Siejack, Harford County  
Dawn Sinclair, Howard County  
Amy Sullivan, Harford County  
Stephanie Taylor, Harford County  
Paula Troxell, Carroll County  
Mary Wagner, State Board of Elections  
Teresa Womble, Howard County

**CALL TO ORDER**

The meeting was called to order by President David Garreis at 10:09. Quorum was established with nine (9) Board Members present in person. Introductions were made and roll call of those in attendance was taken however, roll call of those present by phone was not taken.

**PRESIDENT'S REMARKS**

David Garreis announced the purpose of the Executive Session held on April 17, 2017 was personnel including a discussion on the appointment of a parliamentarian and the roles of committee chairs.

**AGENDA**

Additions and changes to the agenda were requested. With no changes or additions requested, the Board unanimously accepted the agenda as submitted.

**TREASURER'S REPORT**

Treasurer Danna Williams presented the Treasurer's Report (attached to and made part of these Minutes) for the Period March 28, 2016 to May 8, 2017, which reflected Receivables in the amount of \$115,375.00. Total Receivables balance included \$46,585.00 in 2016 Conference Fees, \$9,810.00 in 2017 Membership Dues, \$52,250.00 in 2017 Conference Fees, \$4,000.00 in Vender Fees and \$2,730.00 in 2017 Conference Fees-Guest. Total Expenditures were reflected in the amount of \$77,374.39. Total Account Balance as of May 8, 2017 is \$85,665.24 which reflects a Balance on Hand of \$77,700.59 and \$7,964.65 which is earmarked for Educational Grants.

All local Boards have paid their annual membership dues with 328 current members. To date, there have been approximately 260 conference registrations received.

MOTION: Gail Hatfield motioned to accept the Treasurer's Report for period ending May 8, 2017 as submitted.

SECOND: Gilberto Zalaya

ACTION: Favorable and unanimous, the Motion carried.

## **2017 ANNUAL MEETING AND CONFERENCE**

June 6, 2017 to June 9, 2017 at the Clarion Resort in Ocean City, Maryland. Discussion was held regarding the contract signed with Tippy Martinez for his appearance during lunch. The Board was informed that he will be paid \$600.00 and provided with a hotel room. The Board respectfully requested that that no other contracts be signed without prior acknowledgement and approval from the entire Board. Discussion was held regarding the cost of the entertainment planned – movie Days of Thunder. The cost for the copyright is \$300.00 and it has been paid. This cost does not include the screen set-up and bonfire costs. Chrissy Jones provided a summary of other conference information.

Discussion was held regarding adding a speaker, Charles Stuart, to the Looking ahead to 2018 panel discussion. The total cost would be no more than \$400.00.

**MOTION:** Ruie Lavoie motioned to approve adding this speaker as his presentation will directly benefit all attendees and is specifically election related.

**SECOND:** Alisha Alexander

**ACTION:** Favorable. Motion carried with 6 For and 3 Against (Danna Williams, Armstead Jones and Gail Hatfield)

Discussion held regarding inviting Nikki Charlson or Linda Lamone to speak during the conference. All Board members agreed to work around their schedules in order to accommodate their attendance.

## **COMMITTEE REPORTS**

**Audit** – Gail Hatfield, Chair reported that the committee will complete the audit within two (2) weeks of the annual meeting. The Board will be notified of the date.

**Awards** – Katie Brown, member gave a verbal report on the progress of the committee and retirement recognitions received to date. The Committee is meeting with the Board in closed session directly after this meeting to discuss nominations.

**Constitutions and Bylaws** – Charlotte Davis, Chair presented a written report to the Board.

The Board discussed the bylaw amendment submission and the requirements to vote by secret ballot and to allow every member the opportunity to vote.

**MOTION:** Armstead Jones motioned to accept the proposed bylaw amendment question and to bring before the membership by secret ballot at the Annual Meeting.

**SECOND:** Alysoun McLaughlin

**ACTION:** Favorable and unanimous, the Motion carried.

**Early Voting/Election Judges** – Daneen Banks, Chair gave a verbal report that included a summary of the planned conference breakout session.

**Education and Grants** – Armstead Jones, Chair advised the Board that the committee is establishing the next meeting date.

**Elections** – Jeff Stevens, Chair is preparing for the election during the Annual Meeting. He will produce and distribute the sample ballot to all members. Absentee ballot requests must be submitted no later than May 26, 2017.

**Legislative** – Stuart Harvey, Chair provided the Board and membership information on new and coming legislation. May Wagner, State board of Elections also provided important information and an overview about possible new legislation that will require ballot boxes at every early voting location.

**Personnel** – No report provided.

**Regulations Review** – Alysoun McLaughlin, Chair gave an overview of the subcommittee, Absentee and indicated the meeting is scheduled for May 18<sup>th</sup> in Talbot County. SBE also set a deadline for provisional ballot regulations suggested changes.

**Voter Registration/Standards** – Dale Livingston, Chair advised the committee is working on the training modules and the next meeting date is May 17<sup>th</sup> in Anne Arundel County.

## **NEW BUSINESS**

**Conference Insurance** – The Board reviewed and discussed the two (2) proposals received for insurance during the annual meeting and conference.

MOTION: Ruie Lavoie motioned to accept the proposal from K&K Insurance with the addition, there will be vendors present at the conference.

SECOND: Alysoun McLaughlin

ACTION: Favorable and unanimous, the Motion carried.

**Credit Card Reader** – the Conference Committee requested a credit card reader for the silent auction. The Board reviewed the information received and discussed the cost. The Board unanimously agreed not to grant the request.

MOTION: Gail Hatfield motioned not to pursue the credit card reader at this time.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, the Motion carried.

**Smart Sheet Web Forum Update** – Stephanie Taylor and Amy Sullivan provided an update on the progress. The Board thanked them for their work and requested their assistance in the ongoing maintenance.

**OPEN FORUM**

The Floor was opened for comments and questions. Questions were asked regarding an update on the progress of the Personnel Committee. The Board will advise when a report is available.

**NEXT MEETING**

The next meeting will be held on June 6, 2017 at 2:00 pm at the Clarion Resort in Ocean City, Maryland. Meeting information and agenda will be provided to the membership.

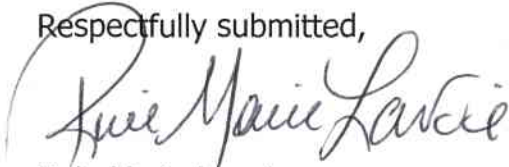
**EXECUTIVE SESSION**

The meeting was recessed at 11:45 am and the Board entered into a closed meeting with the Awards Committee to discuss personnel, specifically nominations received for various awards. The meeting reconvened at 12:01 pm.

**ADJOURNMENT**

There being no further business, on a motion made by Ruie Lavoie and a second by Alisha Alexander, the Meeting was adjourned at 12:03 am.

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

March 28, 2016 to May 8, 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	\$ 52,250.00	
2017 Vendors Fees	\$ 4,000.00	
2017 Conference Fees-Guest	\$ 2,730.00	
<b>Total Receivables:</b>		<b>\$ 115,375.00</b>
<b>Audit Balance &amp; Total Receivables:</b>		<b><u>\$ 163,039.63</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 To Meeting	\$ 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	\$ 2,801.51	
Silent Auction Supplies	\$ 24.88	
		\$ 9,959.18
<b>Total Expenditures</b>		<b>\$ 77,374.39</b>
<b>Total in Account as of May 8, 2017</b>		<b>\$ 85,665.24</b>
<b>Minus Balance of Educational Grants</b>		<b>\$ (7,964.65)</b>
<b>Balance on Hand May 8, 2017</b>		<b><u>\$ 77,700.59</u></b>



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## Membership and Conference Breakdown

As of May 7, 2017

### Membership:

24 LBE's (327+1 members) are complete with listings of members and payments  
Adding one member have paperwork waiting on check.

### Conference:

21 LBE's (227 attending)

3 LBE's (33 more attending)  
All paperwork is in waiting on checks.

Total should be (260 attending)

12 Guest in with paperwork and payments  
Adding one guest have paperwork waiting on check.

9 Vendors (14 Reps) in with paperwork and payments

## EVENT LIABILITY INSURANCE QUOTATION

THIS QUOTATION IS SUBJECT TO CHANGE AND FULL MARKET SUPPORT PRIOR TO BINDING COVERAGE.

QUOTE #: 294230  
NAMED INSURED: MAEO Maryland Association of Election Officials  
POLICY PERIOD: FROM: TBD (Date of Purchase)  
TO: 6/10/2017 12:01:00 AM

### LIMITS OF INSURANCE:

#### General Liability

Carrier: New Hampshire Insurance Company

General Liability Aggregate	\$2,000,000
GL Products/Completed Operations	\$1,000,000
GL Personal/Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damages to Premises Rented to You	\$300,000

#### Spectator Excess Accident Medical

Carrier: United States Fire Insurance Company

Accidental Death & Dismemberment (AD&D)	\$5,000
Accident Medical Expense Benefit	\$5,000
Corridor Deductible per incident per person	\$100
Dental Maximum per tooth per accident	\$250
Aggregate Limit of Indemnity per Accident (Applicable to AD&D only)	\$50,000

Primary GL Premium	\$84.00
Primary GL TRIA	\$3.00
Additional Insureds	\$100.00
Waiver of Subrogation	\$100.00
Premium SubTotal	\$287.00
Spectator Excess Accident Medical Premium	\$7.00
Professional Service Fee:	\$56.00
<b>TOTAL:</b>	<b>\$350.00</b>

### SUBJECTIVITIES:

None

QUOTE EXPIRATION DATE: 4/28/2017 11:12:48 AM



**POLICY FORMS:** Economic Sanctions Endorsement 89644 6-13, Policyholder Notice - Taxes, Assessments and/or Surcharges 118477 (3/15), Declaration Page 94858, Addendum To Declarations 78711 (03 16), CGL Coverage Part Declarations JDL 190 (2)-X-A (1-95), Claims Reporting Instructions , AIG Policyholder Notice 91222 (9/16), Forms And Endorsements List , CGL Coverage Form CG 00 01 04 13, Common Policy Conditions IL 00 17 11 98, CGL Enhancement Endorsement 86563 12 04, Abuse or Molestation Exclusion CG 21 46 07 98, Assault & Battery Exclusion 101145 4 09, Asbestos and Silica Exclusion 82540 (8/07), Attendance Limitation Exclusion 100461 3\_09, Field of Entertainment Exclusion 60368 5, Fireworks Exclusion 96725 1207, Limited Event Coverage 100472 (3/09), Limited Event Cov ADDENDUM Short Term JDL 190(2) X-A (1-95), MedPay Exclusion CG 21 35 10 01, Nuclear Energy Exclusion IL 00 21 05 04, Prof Liab Excl 97020 2 08, Securities and Financial Interest 73003 4 99, Silicosis Exclusion 64003 901, Stunt Exclusion 72981 499, Sports Leisure Entertainment Exclusions 100456 3 09, Total Lead Exclusion 58332 (08/07), Violation Statutes Exclusion 87295 105, War Exclusion CG 00 63 12, TRIA Disclosure 96556 (1/15), AI - Managers Lessors CG 20 11 04 13, AI - Designated Persons CG 20 26 04 13, AI - Subdivision CG 20 12 07 98, Waiver of Subrogation CG 24 04 05 09, AIG Privacy Notice 123112 (09/16), Time Stamp Endorsement 102215 (7/10), Radioactive Matter Exclusion 62898 (7/12).

## SCHEDULE OF INSURED EVENTS

Name:	Type:	Start Date:	End Date:	Participant Option:	Volunteer Option:	Max Daily:	Total Attend:
MAEO 2017 Annual Conference	Conference/Convention	06/06/17	06/09/17	N/A*	N/A*	350	350

\* PLEASE PROCEED TO PAGE #4 TO VIEW PARTICIPANT AND/OR VOLUNTEER COVERAGE LIMITS, IF APPLICABLE.



*Event General Liability Insurance*  
**Proposal & Application**

Payment Outstanding: [Click here to make payment](#)

<b>PROPOSAL NUMBER</b> 1102603
<b>PREPARED ON</b> 03/29/2017
<b>PROPOSAL VALID UNTIL</b> 04/05/2017 (7 days)

<b>PREPARED FOR</b> Maryland Association of Election Officia Danna Archie-Williams 11112 Gilroy Road, Ste 104, Hunt Valley, MD 21031 Phone: 4108871065 Email: dewilliams@baltimorecountymd.gov	<b>LICENSED AGENT (ALL 50 STATES)</b> East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945																														
<b>PROPOSAL CREATED BY</b> www.TheEventHelper.com Inc. Justin Deme 1020 McCourtney Rd. Suite B, Grass Valley, CA 95949 Phone: (530) 477-6521 Email: justin@theeventhelper.com	<b>INSURED BY</b> Lloyds Syndicate 2623 NAIC: AA-1128623 82% Lloyds Syndicate 623 NAIC: AA-1126623 18% Rating: A.M. BEST A(Excellent) XV																														
<b>COVERAGE LIMITS</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Each Occurrence (Includes Bodily Injury and Property Damage)</td> <td style="width: 20%; text-align: right;">\$1,000,000</td> <td style="width: 40%;"></td> </tr> <tr> <td>Personal &amp; Advertising Injury</td> <td style="text-align: right;">\$1,000,000</td> <td></td> </tr> <tr> <td>Products / Completed Operations Aggregate</td> <td style="text-align: right;">INCLUDED</td> <td></td> </tr> <tr> <td>General Aggregate</td> <td style="text-align: right;">\$2,000,000</td> <td></td> </tr> <tr> <td>Medical Payments</td> <td style="text-align: right;">\$5,000</td> <td></td> </tr> <tr> <td>Liquor Liability</td> <td style="text-align: right;">Not Included</td> <td></td> </tr> <tr> <td>Waiver of Subrogation</td> <td style="text-align: right;">Not Included</td> <td></td> </tr> <tr> <td>Additional Insured(s)</td> <td style="text-align: right;">Included</td> <td></td> </tr> <tr> <td>Hired &amp; Non-Owned Auto</td> <td style="text-align: right;">Not Included</td> <td></td> </tr> <tr> <td>Deductible</td> <td style="text-align: right;">\$1,000</td> <td></td> </tr> </table>	Each Occurrence (Includes Bodily Injury and Property Damage)	\$1,000,000		Personal & Advertising Injury	\$1,000,000		Products / Completed Operations Aggregate	INCLUDED		General Aggregate	\$2,000,000		Medical Payments	\$5,000		Liquor Liability	Not Included		Waiver of Subrogation	Not Included		Additional Insured(s)	Included		Hired & Non-Owned Auto	Not Included		Deductible	\$1,000		<b>POLICY COVERAGE INTENT</b> <b>This is just an brief overview, see policy for exact coverage.</b> Property Damage Coverage for your rented Event Locations. Bodily Injury Coverage for your Event Attendees. Protection from Property Damage & Bodily Injury Lawsuits. Liquor Liability coverage included to over-served attendees.
Each Occurrence (Includes Bodily Injury and Property Damage)	\$1,000,000																														
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Products / Completed Operations Aggregate	INCLUDED																														
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Hired & Non-Owned Auto	Not Included																														
Deductible	\$1,000																														
	<b>COST BREAKDOWN</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Premium</td> <td style="width: 20%; text-align: right;">\$87.40</td> </tr> <tr> <td>Stamping Fees</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Tax</td> <td style="text-align: right;">\$2.76</td> </tr> <tr> <td>Policy Fee</td> <td style="text-align: right;">\$45.48</td> </tr> <tr> <td>Risk Purchasing Group Membership Cost</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Premium	\$87.40	Stamping Fees	\$0.00	Tax	\$2.76	Policy Fee	\$45.48	Risk Purchasing Group Membership Cost	\$0.00																				
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Policy Fee	\$45.48																														
Risk Purchasing Group Membership Cost	\$0.00																														
	<b>Outstanding Policy Cost</b> <span style="float: right;"><b>\$135.64</b></span>																														
<b>EVENT DETAILS</b> Where is your event? <span style="float: right;"><b>MD</b></span> Total days of coverage you need? <span style="float: right;"><b>4</b></span> Estimated total attendance? <span style="float: right;"><b>300</b></span> <b>Convention - Indoor</b>	<b>UNDERWRITING QUESTIONS</b> Are there amusement devices, inflatables, rides or animals? <span style="float: right;"><b>No</b></span> Are there water activities? <span style="float: right;"><b>No</b></span> Is there camping, sleeping overnight or events past 2am? <span style="float: right;"><b>No</b></span>																														
<b>COVERAGE TERM</b> Dates of Coverage: 06/06/2017, 06/07/2017, 06/08/2017, 06/09/2017	<b>EVENT DESCRIPTION</b> MAEO Annual Conference																														
<b>ADDITIONAL INSUREDS (SHOWING 1 OF 1)</b> Clarion Resort Fountainbleau Hotel 10100 (101st) Coastal Highway Ocean city, MD 21842																															