



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES MARYLAND ASSOCIATION OF ELECTION OFFICIALS October 7, 2015

A meeting of the Board of Directors of the Maryland Association of Election Officials (MAEO) was hosted by the Anne Arundel County Board of Elections and held on October 7, 2015 in the Election office located at 7320 Ritchie Highway in Glen Burnie, 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
Tracy Dickerson, Board Member, Charles County
David Garreis, Board Member, Anne Arundel County
Abigail Goldman, Board Member, Baltimore City

Board Members Absent:

Katie A. Brown, Board Member, Baltimore County

Guests Present:

Wendy Adkins, St. Mary's County
Linda Allen, Anne Arundel County
Hassan Aslam, Anne Arundel County
Karen Benecewicz, Anne Arundel County
Mary DePaulta, Calvert County (By Phone)
Sabrina Graves, Anne Arundel County
Anthony Gutierrez, Wicomico County
Stuart Harvey, Frederick County
Debra Hill-Floyd, Anne Arundel County
Sherri Hogan, Anne Arundel County
Armstead Jones, Baltimore City
Lisa Jones, Montgomery County
Shawn Larson, Baltimore City
Shekia Mardin-Bey, Anne Arundel County
Paula Paschall, State Board of Elections
Val Patterson, Howard County
Janie Quartucca, Anne Arundel County
Joshua Ramos, Anne Arundel County
Robbie Richardson, Anne Arundel County
Kate Scott, Anne Arundel County
Kim Spence, Queen Anne's County
Paula Troxell, Carroll County
Rena' Waggoner, Baltimore County
Cindy Woodward, Anne Arundel County

Guests Present, continued:

Rolf Wold, Anne Arundel County
Teresa Womble, Howard County (By Phone)

Call to Order

The meeting was called to order by President Gail Hatfield at 10:09 am. Quorum was established. Ms. Hatfield welcomed the membership and guests, and thanked Joe Torre, Director of the Anne Arundel County Board of Elections and his staff for hosting the meeting.

Agenda

Ms. Hatfield asked for changes or additions to the Agenda. Ruie Lavoie requested the addition of a review and approval of the amended Bylaws for Membership distribution be added under New Business. With no further changes or additions, the Agenda was accepted with the stated addition.

MOTION: Abigail Goldman motioned to accept the Agenda with additions.

SECOND: Tracy Dickerson

ACTION: Favorable and unanimous, the Motion carried.

Minutes

The Board reviewed the Minutes from the April 1, 2015 Work Session and additions and/or changes were requested. There were no additions or changes.

MOTION: Alisha Alexander motioned to approve the Minutes from the April 1, 2015 Work Session as written.

SECOND: Allison Murphy

ACTION: Favorable and unanimous, the Motion carried.

The Board reviewed the Minutes from the June 9, 2015 Meeting and Ms. Hatfield requested additions or changes. There were no additions or changes.

MOTION: Alisha Alexander motioned to approve the Minutes from the June 9, 2015 meeting as written.

SECOND: Guy Mickley

ACTION: Favorable and unanimous, the Motion carried.

The Board reviewed the Minutes from the June 12, 2015 Meeting and additions or changes were requested. There were no additions or changes.

MOTION: Tracy Dickerson motioned to approve the Minutes from the June 12, 2015 meeting as written.

SECOND: Alisha Alexander

ACTION: Favorable and unanimous, the Motion carried.

Treasurer's Report

Treasurer Allison Murphy presented the Treasurer's Report (attached to and made part of these Minutes) for the Period May 20, 2015 to October 5, 2015, which reflected Receivables in the amount of \$15,154.00. Total Receivables for this period included \$36.36 Education Fund monies from Jacket Sale, Game Night and Donations and \$15,154.00 from 2015 Conference Fees. Expenditures were reflected in the amount of \$76,309.67 which included 2015 conference fee expenses. Total Account Balance as of October 5, 2015 is \$41,170.18 which reflects a Balance on Hand of \$31,185.53 and \$9,984.65 which is earmarked for Educational Grants.

Ms. Murphy provided the Board with summary of the 2015 Conference Receivables and Expenditures which is attached to and made part of these Minutes. Total Receivables \$83,350.36 and total Expenditures \$88,262.34.

MOTION: Guy Mickley motioned to accept the Treasurer's Report for period ending October 5, 2015 and the 2015 Conference Receivable and Expenditure Summary as submitted.

SECOND: Katherine Berry

ACTION: Favorable and unanimous, the Motion carried.

Committee Reports

State regulations & Review Committee – Chair David Garreis provided a written report and gave a brief outline of the content. A copy of the report is attached to and made part of these Minutes.

Standards Committee – Chair Paula Troxell provided a written report and gave a brief description of the tasks currently in progress and explained the barriers the Committee faces. A copy of the report is attached to and made part of these Minutes.

No other Committee reports were submitted. The Board thanked both Mr. Garreis and Ms. Troxell for their hard work on these committees.

Old Business

Election Tie Bylaw Amendment – The Board directed the question be researched further by the Bylaw Committee for processes recommendation provided to the Board. The Committee and Val Patterson will work with Jeff Stevens to address how to proceed when an election results in a tie and submit recommended question to the Board. The question will be brought back before the Membership on the ballot at the 2016 Annual Meeting.

2015 MAEO Conference and State Board of Elections (SBE) Biennial – After a short presentation provided by Conference Planner Shawn Larson, the Board discussed the feedback received. The general consensus proved the conference to be a great success. The Board expressed appreciation to the Shawn Larson, the Conference Planning Committee, SBE and everyone who contributed to its success.

Compensation to the Conference Planner will be determined at the next Board meeting in closed session. The Board requested Mr. Larson submit an outline of time spent during normal business hours and after hours.

Audit Recommendations – The Board reviewed and discussed the recommendations. After lengthy discussion, the Board approved an Association Expenditure Standards and Practices Policy as follows:

1. **MAEO Conference Hotel Rooms Paid for by MAEO or Covered under Compensation** – The Board shall discuss and determine who (conference speaker, Board members, State Board of Elections Employee, etc.) shall receive hotel rooms at no charge to said individual or their respective local or State Board of Election office or company in exchange for, or in appreciation of service as a guest speaker during the conference or their contributions to the conference. The Treasurer shall be notified, in advance, if the cost of a hotel room will appear on the final conference invoice.

2. **MAEO Conference Expenses (Awards, Giveaways, Entertainment, etc.)** – The Board shall discuss and have general knowledge of all conference expenditures including but not limited to venue selection, awards, entertainment and attendee giveaways. MAEO Committees (Awards, Entertainment, Conference Planning, etc.) shall submit an estimated budget to the Board for review and approval. The President, or Vice President in the President's stead, shall approve the final expense and notify the Treasurer.
3. **MAEO Conference Planner** – The Conference Planner shall be selected and approved by the Board at the start of conference planning each year. The selection process shall be completed in an open meeting and any MAEO member who submits their name for the position shall be considered. Compensation to the Conference Planner shall be determined by the Board after each conference, in closed session, and in consideration of the hours worked outside of a normal work day. The Conference Planner shall be reimbursed mileage for travel to and from venues. Mileage reimbursement shall be submitted to the Treasurer and shall not require further Board approval.
4. **Board Expenditures** – The Board shall have general knowledge of all Association expenditures, including but not limited to meeting and conference expenses. Board members who require reimbursement for said expenses shall submit receipts to the Treasurer for reimbursement after final approval from the President. The President shall not approve their own expenditures without the prior approval of the Board.
5. **Outside Conference Attendance** – All Board members are approved to represent MAEO. If a member of the Board wants to attend another organization's conference funded by MAEO, the request should be presented to the Board for approval. The request should be discussed and approved in an open meeting of the Board. After attending said conference, the Board member shall provide the Board with a summary report of the conference.

MOTION: Guy Mickley motioned to adopt the above Association Expenditure Standards and Practices Policy, effective immediately. Ruie Lavoie will draft the Resolution for formal adoption at the next Meeting.

SECOND: Ruie Lavoie

ACTION: Favorable and unanimous, the Motion carried.

New Business

MAEO Bylaws – The Board reviewed the amendments approved by the Membership at the 2015 Annual Meeting and approved the changes made by the Bylaw Committee on the document. Ruie Lavoie will distribute to the Membership and it will be posted on the MAEO website.

Email from Ralph Kompare, ScytI – Soliciting interest in online training assistance. The item was removed and not discussed as it does not apply to MAEO.

Letter from Kay Hickman, Worcester County Board President – Discussion held regarding her inquiry concerning MAEO membership and the Board. Gail Hatfield replied to the letter and Ruie Lavoie will follow up to ensure all of her concerns have been addressed. Copies of all documents were provided to the Board. Further discussion held regarding Board member participation on MAEO Committees. No further action required at this time.