

## **MAEO Board Meeting Summary**

**September 5, 2017**

The meeting was called to order by President David Garreis. A quorum was announced and the roll of member counties was called. The usual committee reports were presented and the floor was relinquished to Kevin Keene who updated the progress of the Personnel Committee and the “Proposed New Position Descriptions” program they have been developing. Kevin introduced an organizational chart that detailed multiple employment levels and positions as part of this new program. The proposal provides both new AND existing LBE personnel with individual employment growth opportunities. After much discussion, the board unanimously agreed to accept the committee’s proposal, and will be recommending that SBE consider the new program.

David then opened the floor to discuss the scheduling of the 2018 MAEO Conference. An Event Planning Company was decided upon, as MDR was selected to take the lead in facilitating the conference scheduling process. The dates for next year’s conference will be March 13<sup>th</sup> – 16<sup>th</sup>, and it was decided that we will be returning to the Clarion Hotel, the site of this year’s conference.

David proposed that an appreciation dinner be planned to recognize this year’s conference committee members and their contributions to the success of the conference. The board voted to proceed and decided upon a budget for the event.

The upcoming “National Voter Registration Day” on September 26<sup>th</sup> was mentioned and all of the LBE’s were encouraged to participate as they are able.

Next month’s meeting will be held at the Baltimore County office on Friday October 6<sup>th</sup>.

The meeting was adjourned at 11:50 am.