



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

July 19, 2017

MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 19th day of July, 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)
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)

Board Members Absent:

Alysoun McLaughlin, Vice President (Montgomery County)
Gilberto Zalaya, Board Member (Montgomery County)

Members and Guests Present:

Wendy Adkins, St. Mary's County
Lenice Austin, Baltimore County
Daneen Banks, Prince George's County
Katherine Berry, Carroll County
Katie A. Brown, Baltimore County
Dionne Church, Wicomico County (By Phone)
Roslyn Evans, Wicomico County
Ben Frey, Somerset County
Anthony Gutierrez, Wicomico County
Stuart Harvey, Frederick County
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
Jane Lister, Queen Anne's County
Chris McDougal, Charles County (By Phone)
Crystal McGuinn, Queen Anne's County
Guy Mickley, Howard County
Jessica Noranbrock, Dorchester County
Paul Noranbrock, Queen Anne's County (By Phone)
Kimberly Phillips, Howard County

Members and Guests Present, continued:

Janie Quartucci, Anne Arundel County
Nicole Shifflett, Howard County
Richard Siejack, Harford County
Jeff Stevens, Baltimore County
Kim Spence, Queen Anne's County
Amy Sullivan, Harford County (BY Phone)
Stephanie Taylor, Harford County
Paula Troxell, Carroll County
Brandi Underwood, St. Mary's County
Mary Wagner, State Board of Elections
Teresa Womble, Howard County
Cindy Woodward, Anne Arundel County

CALL TO ORDER

The meeting was called to order by President David Garreis at 10:11. Quorum was established with seven (7) Board Members present in person. Introductions were made and roll call of those in attendance in person and by phone was taken.

PRESIDENT'S REMARKS

David Garreis gave opening remarks and welcomed everyone in attendance. He also thanked the members who took time to complete the conference survey.

AGENDA

A review of the agenda was made and additions and changes were requested. David Garreis requested the addition of MDVOTERS, Voter Registration Housekeeping to be added under New Business. With no other changes or additions, the Board unanimously accepted the agenda with one addition.

MINUTES

The Minutes from the June 6, 2017 Board meeting, the June 6, 2017 Business meeting and the July 9, 2017 Board meeting were reviewed.

MOTION: Alisha Alexander motioned to approve the Minutes from the June 6, 2017 Board meeting, the June 6, 2017 Business meeting and the July 9, 2017 Board meeting as written.

SECOND: Armstead Jones

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 May 23, 2017 to July 18, 2017, which reflected Receivables in the amount of \$7,457.00. The total Receivables balance included \$3,825.00 in 2017 Conference Fees, \$1,000.00 in 2017 Vendor Conference Fees, \$210.00 on 2017 Guest Conference Fees, \$100.00 in Petty Cash reimbursement and \$2,322.00 from the Silent Auction which will earmarked for the Educational Grant fund. Total Expenditures were reflected in the amount of \$73,390.06 which includes the 2017 Conference Expenses. The Educational Grant Fund provided funds in the amount of \$800.00 for several members to attend the IGO Conference and \$488.46 was paid for attendance at the NCLS Conference. Total Account Balance as of July 18, 2017 is \$23,335.47 which reflects a Balance on Hand of \$12,389.82 and \$10,936.65, earmarked for Educational Grants.

For each paid conference registration, MAEO contributes \$5.00 to the Educational Grants fund. The total to be allocated from the 2017 Conference will be reflected on the next Treasurer's Report. This reduces the conference registration receivables by \$5.00 a person. The total number of attendees was 296.

MOTION: Mary-Frances Vavra-Alcoser motioned to accept the Treasurer's Report for period ending July 18, 2017 as submitted

SECOND: Gail Hatfield

ACTION: Favorable and unanimous, Motion carried.

COMMITTEE REPORTS

Audit – Gail Hatfield, Chair reported that the committee completed the audit and the Annual Balance Sheet was provided to members in the Annual Meeting packet. Recommendations were submitted under separate cover to the Board for their review and action.

Awards – Ruie Lavoie, Chair reported that the committee was able to stay under budget. All retirement checks have been mailed to the recipients.

Constitutions and Bylaws – Charlotte Davis, Chair reported that the ballot question failed to pass at the Annual Meeting.

Early Voting/Election Judges – Daneen Banks, Chair reported that the conference breakout sessions went well and positive feedback was received. She thanked her committee members for their hard work on the presentations. The Committee will meet after Labor Day.

Education and Grants – Armstead Jones, Chair advised the Board that a meeting date will be set in the next few months. Stephanie Taylor, Harford County, provided an overview of the International Association of Government Officials (IGO) Conference and explained that attending is an excellent way to network.

Legislative – Stuart Harvey, Chair attended the National Conference of State Legislators (NCLS). Mr. Harvey and Mary Wagner, State Board of Elections (SBE) provided a summary of the conference with security heavily discussed.

Newsletter – Ben Frey, Chair, provided an update on the next newsletter and asked for input from the membership. They are seeking a volunteer to assist on the editing team. Anyone interested should send an email. Comments, articles and suggestions are always welcome.

Personnel – No report or information provided to the Board, however documents were distributed to Directors and Deputy Directors at the Annual Meeting. The next meeting is scheduled for July 24, 2017.

OLD BUSINESS

2017 Annual Meeting and Conference

A survey was emailed to all attendees and the feedback received was positive. Chrissy Jones, Queen Anne's County, presented a power point with recommendations for future conferences. The Board will explore the recommendations including the suggestion to employ a professional

liaison to assist with hotel planning and negotiations. The Board thanked Ms. Jones and the Conference Committee for their work and a successful conference.

Discussion was held regarding the invoice received from Rick Hatch, a speaker at the conference. The amount charged is higher than the quoted amount. Although the Board requested specific transportation costs, the Conference Committee did not provide the information. After careful consideration, the Board agreed to pay the invoice as submitted.

MOTION: Alisha Alexander motioned to pay the invoice as submitted from Ricky Hatch.

SECOND: Ruie Lavoie

ACTION: Favorable with a vote 6 to 1, Motion carried.

Armstead Jones requested the Board set a strict policy to set transportation costs and other conference expenses and to stay within the budgeted amount. These issues have been of concern during the 2017 conference planning

AUDIT RECOMMENDATIONS

The Board reviewed the recommendations received from the Audit Committee. The Committee strongly encourages the Board to adhere to the Administrative Policy concerning conference planning.

The Board discussed online banking access for the Treasurer. This will allow instant access to the MAEO account and statements. Although there is a nominal fee, charges for statements, etc. would be eliminated.

MOTION: Ruie Lavoie motioned to approve online access (for authorized Board members only) to the MAEO bank account.

SECOND: Mary-Frances Vavra-Alcoser

ACTION: Favorable and unanimous, Motion carried.

Smart Sheet Web Forum Update – Stephanie Taylor provided an update and is in the process of sending members an email to explain access. The information will be posted on the MAEO website. The Board thanked Amy Sullivan and Stephanie Taylor for their contribution in making this communication tool a success.

NEW BUSINESS

MDVOTERS and Voter Registration

Mary Wagner, SBE reminded the membership of the importance of cleaning the voter rolls. She also encourages every local Board to participate in events on National Voter Registration Day. She requested that event information be sent to her by email.

2018 Annual Meeting and Conference

The Board discussed possible dates and the suggestion to hold a one (1) day conference since the Gubernatorial Primary Election is in June of 2018. This question has been presented to the Membership several times with an overwhelming response against holding a one (1) day conference.

Location and several dates were suggested and discussed. The Board selected the tentative dates between March 13 and March 23, 2018 before the Primary Election. The exact dates will

be either March 13 to March 16, 2018 or March 20 to March 23, 2018, depending on the selected venue's availability. The conference will be held in Ocean City, Maryland.

The 2018 Conference Planner roles and responsibilities will be discussed and determined at the August meeting. The Board will also set a meeting with possible professional liaisons.

OPEN FORUM

The Floor was opened for comments and questions. Several questions were asked regarding the progress of the potential staff upgrades. The Board will advise when the Personnel Committee provides a report.

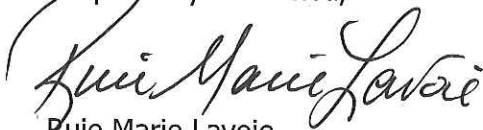
NEXT MEETING

The next meeting will be held on August 2, 2017 at 10:00 am in the office of the Anne Arundel County Board of Elections located in Glen Burnie, Maryland. Proper notice and the agenda will be provided.

ADJOURNMENT

There being no further business, on a motion made by Armstead Jones and a second by Alisha Alexander, the Meeting was adjourned at 11:46 am.

Respectfully submitted,



Ruie Marie Lavoie
Secretary

Approved this 12th day of January, 2018