



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

October 6, 2017

MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 6th day of October, 2017 at the office of the Baltimore County Board of Elections located at 11114 Gilroy Road, Suite 104 in Hunt Valley, 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) – By Phone
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)
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:

Daneen Banks, Prince George's County
Craig Booth, Baltimore County
Katie Brown, Baltimore County
Ben Frey, Somerset County (By Phone)
Stuart Harvey, Frederick County (By Phone)
Christine Jones, Queen Anne's County (By Phone)
David Jones, St. Mary's County
Catherine (Maggie) Mundle, Harford County
Jessica Noranbrock, Dorchester County
Paul Noranbrock, Queen Anne's County
Brittany Phillips, Dorchester County (By Phone)
John Speir, State Board of Elections
Jeff Stevens, Baltimore County
Amy Sullivan, Harford County (By Phone)
Ann Marie (Nancy) Stratton, Baltimore County
Stephanie Taylor, Harford County
Brandi Underwood, St. Mary's County
Amanda White, Baltimore County

CALL TO ORDER

The meeting was called to order by President David Garreis at 10:06 am. Quorum was established with seven (7) Board Members present in person and two (2) Board members present by phone. Roll call of those in attendance in person and by phone was taken.

PRESIDENT'S REMARKS

President David Garreis welcomed everyone and thanked Katie brown and staff for hosting the meeting. He spoke briefly about the upcoming municipal elections and wished everyone success.

AGENDA

President David Garreis reviewed the agenda and requested additions and changes were requested. With no changes or additions, the Board unanimously accepted the agenda as written.

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 October 6, 2017, which reflected Receivables in the amount of \$7,757.00. The total Receivables balance included \$3,825.00 in 2017 Conference Fees, \$1,000.00 in 2017 Vendor Conference Fees, \$210.00 in 2017 Guest Conference Fees, \$100.00 in Petty Cash reimbursement, \$2,322.00 from the Silent Auction which will be earmarked for the Educational Grant Fund, and a Sponsorship of \$300.00. Total Expenditures were reflected in the amount of \$72,931.02 which includes 2017 Conference Expenses and funds disbursed for member attendance at the IGO and NCSL conferences. Total Account Balance as of October 6, 2017 is \$22,094.51 which reflects a Balance on Hand of \$11,157.86 and \$10,936.65 which is earmarked for Educational Grants.

MOTION: Armstead Jones motioned to accept the Treasurer's Report for period ending October 6, 2017 as submitted.

SECOND: Gail Hatfield

ACTION: Favorable and unanimous, Motion carried.

COMMITTEE REPORTS

Constitution and Bylaws – No report provided, however discussion was held on the need to update the bylaws. David Garreis will work with Charlotte Davis, Chair to that end.

Early Voting/Election Judges – Daneen Banks, Chair, submitted a written report and it is attached to and made part of these Minutes. Ms. Banks also verbally provided her report. The next Committee meeting will be held on October 30, 2017 at the Howard County Board of Elections office in Columbia, Maryland.

Legislative – Stuart Harvey, Chair, provided a verbal report regarding possible proposed 2018 legislation. He also summarized his attendance at the security briefing in Annapolis.

Newsletter – On behalf of Ben Frey, Ruie Lavoie provided a brief report. The latest newsletter was recently distributed. Articles, areas of interest, comments or suggestion should be emailed to a member of the editing team.

Personnel – David Garreis provided an update on the Committee’s progress. Kevin Keene and Joe Torre are working on the documents that will be submitted to the Department of Budget and Management. No other information at this time.

OLD BUSINESS

2018 Annual Meeting and Conference

The Board discussed possible hosts for the conference. Ruie Lavoie will send an email to all members soliciting interest in hosting the 2018 conference.

Ruie Lavoie reported that there are no candidates for the 2018 Conference Planner. To that end, David Garreis proposed the following:

- Hold a 1-day conference in 2018 since the Gubernatorial Election has scheduling constraints.
- Hold the conference in a central location. There are several hotels with conference facilities around BWI or Annapolis. Doing so will make travel easier for most LBEs.
- Hold the conference in-between the Primary and General Election. This way we could make the focus of the conference on lessons learned from the Primary. If we held it the 1st or 2nd week of August, we may avoid scheduling conflicts.

Discussion was held and again, the Board agreed that the majority of the membership prefers the conference to be held over 3 days. The 2018 annual meeting will include election of the Board and Officers. The Board agreed there will be no changes in the dates or length of the conference scheduled for March of 2018.

The Board reviewed the agreement submitted by MDR Services. David Garreis will work with Candi Thomas to formalize the agreement.

The Board will meet on October 20, 2017 for a conference planning work session. This is not a regular meeting. The work session will be held in Anne Arundel County at 10:00 am.

NEW BUSINESS

MAEO Annual Holiday Social

Discussion held and December 8, 2017 was selected as the date for the social. Anne Arundel County offered to host. After careful consideration and a review of past social expenses and the current account balance, the Board agreed to a \$500.00 budget for the social. Ruie Lavoie will reach out to the State Board of Elections and invite them to attend.

OPEN FORUM

The Floor was opened for comments and questions.

NEXT MEETING

The next meeting will be held on November 13, 2017 in the office of the Howard County Board of Elections located at 9770 Patuxent Woods Drive, Suite 200 in Columbia, Maryland. Proper notice and the agenda will be provided.

ADJOURNMENT

There being no further business, on a motion made by Mary-Frances Vavra-Alcoser and a second by Danna Archie-Williams, the Meeting was adjourned at 11:49 am.

Respectfully submitted,



Ruie Marie Lavoie
Secretary

Approved this 13th day of February, 2018