



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

December 8, 2017

MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 8th day of December, 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)
Gail Hatfield, Board Member (Calvert County)
Armstead B. Jones, Sr., Board Member (Baltimore City)
Mary-Frances Vavra-Alcoser, Board Member (Baltimore County)
Alysoun McLaughlin, Vice President (Montgomery County)
Gilberto Zalaya, Board Member (Montgomery County)

Board Members Absent:

Alisha Alexander, Board Member (Prince George's County)

Members and Guests Present:

Wendy Adkins, St. Mary's County
Lenice Austin, Baltimore County
Daneen Banks, Prince George's County
Katherine Berry, Carrol County (By Phone)
Katie A. Brown, Baltimore County (By Phone)
Debbie Brohawn, Caroline County
Nikki Charlson, State Board of Elections
Dionne Church, Wicomico County
Tae Frere, St. Mary's County
Ben Frey, Somerset County
Don Gaither, Anne Arundel County
Shekia Harding-Bey, Anne Arundel County
Stuart Harvey, Frederick County
Maria Herndon, Anne Arundel County
Sherry Hogan, Anne Arundel County
Deborah Hul-Floyd, Anne Arundel County
Barry Jackson, Washington County (By Phone)
Patricia Jackson, Worcester County
Shakiera Johnson, Anne Arundel County
Christine Jones, Queen Anne's County
David Jones, St. Mary's County
Susan Julian, St. Mary's County

Members and Guests Present, continued:

Jane Lister, Queen Anne's County
Amme Lojec-Feveine, Anne Arundel County
Denise McHale, Anne Arundel County
Linda Miller, Anne Arundel County
Crystal McGinn, Queen Anne's County
Barbara Mitchell-Frazier, Anne Arundel County
Catherine "Maggie" Mundle, Harford County
Allison Murphy, Caroline County
Jessica Noranbrock, Dorchester County
Paul Noranbrock, Queen Anne's County
Paul Paschall, State Board of Elections
Ronghui Pan, Anne Arundel County
Erin Perrone, State Board of Elections
Janie Quartucci, Anne Arundel County
Cathy Quesenberry, Queen Anne's County
Joshua Ramos, Anne Arundel County
Teresa Riggan, Worcester County
Kay Robucci, Washington County
Kristen Scott, Calvert County
Jeff Stevens, Baltimore County
Kim Spence, Queen Anne's County
Stephanie Taylor, Harford County
Patricia Thorpe, Prince George's County
Paula Troxell, Carroll County
Brandi Underwood, St. Mary's County
Rita Walczyk-Evans, Baltimore County
Kijuana Watkins, Anne Arundel County
Reider White, Anne Arundel County
Tammy Willis, Caroline County
Teresa Womble, Howard County
Cindy Woodward, Anne Arundel County
Darius Young, Anne Arundel County

CALL TO ORDER

The meeting was called to order by President David Garreis at 10:18 am. Quorum was established with eight (8) Board Members present in person. Introductions were made and roll call of those in attendance in person and by phone was recorded.

PRESIDENT'S REMARKS

David Garreis welcomed everyone and thanked Joshua Ramos and his team decorating and planning the holiday social which will be held directly after the meeting is adjourned.

AGENDA

A review of the agenda was made and there were no additions and changes requested. 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 December 8, 2017, which reflected Receivables in the amount of \$10,757.00.

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, \$300.00 in a sponsorship, \$100.00 in Petty Cash reimbursement, \$2,322.00 from the Silent Auction which will earmarked for the Educational Grant fund and \$3,000.00 in 2018 Vendor Conference Fees. Total Expenditures were reflected in the amount of \$77,699.86 which includes the 2017 Conference Expenses, member IGO and NCLS conference attendance and other 2017 expenses. Total Account Balance as of December 8, 2018 is \$22,325.67 which reflects a Balance on Hand of \$11,389.02 and \$10,936.65, earmarked for Educational Grants.

MOTION: Mary-Frances Vavra-Alcoser motioned to accept the Treasurer's Report for period ending December 8, 2017 as submitted

SECOND: Gail Hatfield

ACTION: Favorable and unanimous, Motion carried.

COMMITTEE REPORTS

Audit – Gail Hatfield, Chair reported that the committee will meet two (2) weeks prior to the Annual Meeting. The meeting date will be provided to the Board when scheduled.

Awards – Ruie Lavoie, Chair reported that the committee will meet during the first few weeks of January to determine the needs for the upcoming conference and draft a proposed budget to present tot the Board for approval at the January meeting.

Early Voting/Election Judges – Daneen Banks, Chair reported that the committee worked with the State Board of Elections (SBE) on some revisions to the online library. Appreciation was extended to Erin Perrone, SBE for posting the County Support issues. The most recent meeting minutes and notes were forwarded electronically to the Board. The next committee meeting will take place after the New Year.

Election – Jeff Stevens, Chair reported that there will be an election at the 2018 Annual Meeting on March 15, 2018. Absentee applications are available on the MAEO website. He is working with the host counties to develop a plan for the voting equipment. David Garreis will reach out to Single Point Printing (Rich Miller) for a donation in the ballot printing.

Election Technology – Garrick Hendricks, Chair submitted the most recent committee meeting minutes to the Board electronically.

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, David Garreis announced that the Department of Budget and Management (DBM) have the proposed specifications and that SBE has requested each local Board obtain a letter from the Budget office indicating there will be funds available for the new salaries. A template letter is being drafted to assist directors with the request.

Voter Registration/Standards – Dale Livingston, Co-Chair, provided the minutes form the last committee meeting to the Board electronically.

OLD BUSINESS

2018 Annual Meeting and Conference

The conference will be held from March 13, 2108 to March 16, 2108 at the Clarion Resort Fontainebleau Hotel in Ocean City, Maryland.

Entries submitted for the Theme Contest were provide to the Board for review and selection. A total. After discussion, the Board unanimously selected **Waves of Change; Oceans of Opportunity** for the 2018 Conference Theme. The winner will be announced at the conference and will receive a free registration.

Ruie Lavoie provided details on the changes to the original draft agenda. The changes incorporate more election related information with a variety of local board and State Board election officials assisting with the sessions. The Board reviewed the updated draft agenda and confirmed and approved the attendance and costs for all planned speakers.

Discussion was held and questions were asked and answered. The entertainment was finalized with an 80's theme dance planned and a DJ. The total cost of the DJ is \$200.00. The Board reviewed the proposal for the photo booth from Smith Landing Photo Booth and unanimously agreed to retain their services. Treasurer Danna Williams will send the deposit and finalize the agreement. Mary-Frances Vavra-Alcoser will work with the company on the logo, date and working that will print on each picture.

MOTION: Ruie Lavoie motioned to accept the proposal from Smith Landing Phot Booth to provide services on Thursday, March 15, 2018 from 8:00 pm to 11:00 pm for the amount of \$350.00.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, Motion carried.

Other entertainment will include trivia, and "Elections Got Talent" on March 14, 2018. There will be a cash bar on both Wednesday and Thursday nights. Discussion held on the budget for prizes and other entertainment needs. The Board unanimously agreed to a \$250.00 budget for entertainment extras. Total entertainment cost is \$750.00 which is expected to be offset by a sponsorship to the hotel from ES&S.

MOTION: Gail Hatfield motioned to approve the planned entertainment with a budget of \$550.00, and a prize budget of \$250.00.

SECOND: Mary-Frances Vavra-Alcoser

ACTION: Favorable and unanimous, Motion carried.

Discussion held on obtaining liability insurance for the conference. Danna Williams provided proposals from three (3) insurance companies. After careful consideration, the Board unanimously agreed to retain K&K Insurance again this year.

MOTION: Ruie Lavoie motioned to accept the proposal from K&K Insurance to provide insurance coverage from March 13, 2018 to March 16, 2018 at the Clarion Resort Fontainebleau Hotel in Ocean City, Maryland.

SECOND: Gail Hatfield

ACTION: Favorable and unanimous, Motion carried.

The Board discussed the current anticipated conference expenses. The food costs seem to be quite a bit larger than the last conference. David Garreis will contact Candi Thomas, MDR Services to verify the total food cost. The conference is scheduled in an offseason and prices should be lower. The Board suggests inviting Ms. Thomas to the next meeting to discuss.

Gail Hatfield is working with several vendors for a possible sponsorship which will reduce the per person registration fee. After these items are determined, the Board will set the registration fee and Ruie Lavoie will send the conference information packet out by electronic mail.

NEW BUSINESS

2018 MAEO Dues

Ruie Lavoie recommended the Board send notice to the members early due to the planned election in March. Members must be current with their dues payment to vote in the election. A sample draft 2018 registration form was provided to the Board for their review and approval. Sending notice now will allow more time for the local boards to submit their payment before the conference in March.

MOTION: Alysoun McLaughlin motioned to set the annual dues at \$30.00 (no increase) and to send notice of payment due as soon as possible.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, Motion carried.

Ruie Lavoie will send notice with a due date of February 28, 2018.

OPEN FORUM

The Floor was opened for comments and questions.

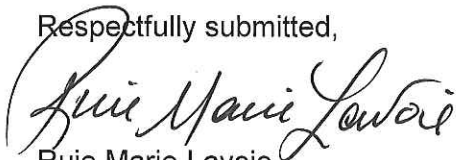
NEXT MEETING

The next meeting will be held on January 12, 2017 at 10:00 am in the office of the Carroll County Board of Elections located at 300 S. center Street in Westminster, 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 Danna Williams, the Meeting was adjourned at 11:26 am.

Respectfully submitted,



Ruie Marie Lavoie
Secretary

Approved this 13th day of February, 2018