



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

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## August 2, 2017

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### MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 2<sup>nd</sup> day of August, 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)  
Alysoun McLaughlin, Vice President (Montgomery 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) – By Phone  
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:**

Wendy Adkins, St. Mary's County  
Katie A. Brown, Baltimore County (By Phone)  
Mary DePelteau, Calvert County  
Tae Frere, St. Mary's County  
Abigail Goldman, Baltimore City  
Garrick Hendricks, Calvert County (By Phone)  
Christine Jones, Queen Anne's County  
Jane Lister, Queen Anne's County (By Phone)  
Dale Livingston, Harford County (By Phone)  
Crystal McGinn, Queen Anne's County (By Phone)  
Paul Noranbrock, Queen Anne's County (By Phone)  
Kimberly Phillips, Howard County  
Cathy Quesenberry, Queen Anne's County (By Phone)  
Jeff Stevens, Baltimore County  
Kim Spence, Queen Anne's County  
Candi Thomas, MDR Services (By Phone)  
Teresa Womble, Howard County

## **CALL TO ORDER**

The meeting was called to order by President David Garreis at 10:10 am. Quorum was established with eight (8) Board Members present in person and one (1) Board member present by phone. Introductions were made and roll call of those in attendance in person and by phone was taken.

## **PRESIDENT'S REMARKS**

David Garreis welcomed everyone in attendance. He introduced Candi Thomas from MDR who joined the meeting by phone to outline details of her meeting planning services.

## **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 January 23, 2017 Board meeting, the March 28, 2017 Board Meeting, the April 17, 2108 Executive Session, the May 8, 2017 Board meeting and the May 8, 2017 Executive Session were provided electronically to the Board prior to the meeting for review.

MOTION: Alisha Alexander motioned to approve the Minutes from the January 23, 2017 Board meeting, the March 28, 2017 Board Meeting, the April 17, 2108 Executive Session, the May 8, 2017 Board meeting and the May 8, 2017 Executive Session as written.

SECOND: Danna Williams

ACTION: Favorable and unanimous, the Motion carried.

## **OLD BUSINESS**

### **2018 Annual Meeting and Conference**

Candi Thomas, MDR submitted a written proposal outlining her experience and services. She verbally provided more specific details. A benefit to having a professional liaison/meeting planner is there would be a single point of contact at no direct cost to the Association. She earns a commission based on the number of hotel nights reserved for the conference. Questions were asked and answered.

Ms. Thomas ended her call in session and was no longer present at the meeting. Discussion held. It was noted that her attendance in person rather than by phone was preferred.

MOTION: Armstead Jones motioned to seek proposals from several other meeting planning companies, at least one (1) to compare.

SECOND: Danna Archie-Williams

ACTION: Favorable and unanimous, Motion carried.

Discussion was held regarding the importance for the Board to be aware of the negotiations and progress. No contracts are to be signed or deposits paid without prior Board knowledge and approval.

**Conference Planner Roles and Responsibilities** – The Board reviewed the 2017 document and will make updates as needed, depending on the decision to hire a liaison/meeting planner. At the next meeting, the Board will finalize the conference planner roles and responsibilities and then post the position for interested candidates to apply.

The Chair recognized Chrissy Jones, Queen Anne's County. Ms. Jones spoke about the benefits of having a professional planner and stated that Ms. Thomas assisted her with the 2017 conference.

The Floor was opened for comments. Tae Frere, St. Mary's County, provided her opinion on the benefits of hiring a professional planner.

**Location and Dates** – The conference location has not yet been determined but the Board has requested proposals from several hotels in Ocean City. More information will be provided in the next few months. Conference dates will be determined after the venue is selected.

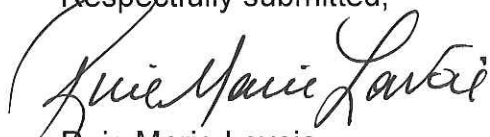
#### **NEXT MEETING**

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 Alisha Alexander and a second by Gilberto Zalaya, the Meeting was adjourned at 11:33 am.

Respectfully submitted,



Ruie Marie Lavoie  
Secretary

*Approved this 12<sup>th</sup> day of January, 2018*