



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

*Approved
3/15/2019*

February 15, 2019

MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 15th day of February 2019 in the office of the Harford County Board of Elections located at 133 Industry Lane in Forest Hill, Maryland. Notice of the meeting and the agenda was properly provided.

Officer and Board Members Present:

David Garreis, President (Anne Arundel County)
Ruie Marie Lavoie, Secretary (Baltimore County)
Danna Archie-Williams, Treasurer (Baltimore County)
Ben Frey, Board Member (Somerset County)
Abigail Goldman, Board Member (Baltimore City)
Armstead B. Jones, Sr., Board Member (Baltimore City)
Kimberly Phillips, Board Member (Howard County) - By Phone
Joshua Ramos, Board Member (Anne Arundel County)

Officers and Board Members Absent:

Alisha Alexander, Vice President (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
Cheemoandia Blake, Kent County (By Phone)
Carol Bruce, Harford County
Dionne Church, Wicomico County (By Phone)
Jerri Cook, Talbot County
Gwendolyn Dales, Dorchester County
Tiffany Ferrell, Howard County
Monica Fields, Howard County (By Phone)
Anthony Gutierrez, Wicomico County
Stuart Harvey, Frederick County
Barry Jackson, Washington County
Patricia Jackson, Worcester County (By Phone)
Jay Jones, St. Mary's County
Kim Jones, Dorchester County
Susan Julian, St. Mary's County
Christine Martin, Harford County
Guy Mickley, Howard County (By Phone)
Sarah Mohan, Harford County
Catherine "Maggie" Mundle, Harford County
Lisa Nash, Baltimore County
Karen Perry (Cecil County)
Brittney Phillips, Dorchester County (By Phone)

Members and Guests Present, continued:

Cindy Remmey (Harford County)
Richard Siejack, Harford County
Dawn Sinclair, Howard County
Amy Sullivan Harford County
Stephanie Taylor, Harford County
Joe Torre, Anne Arundel County
Brandi Underwood, St. Mary's County
Mary Wagner, State Board of Elections (By Phone)
Lora Walters, Cecil County
Marc Welsh, Frederick County

CALL TO ORDER

The President David Garreis called the meeting to order at 10:19 am. Quorum was established with seven (7) 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 recorded.

PRESIDENT'S REMARKS AND AGENDA

David Garreis welcomed everyone and requested additions or changes to the agenda. The addition of an overview of the recent iGo conference was added under New Business. There were no other additions and changes requested. The Agenda was unanimously accepted as written.

TREASURER'S REPORT

Treasurer Danna Williams presented the Treasurer's Report (attached to and made part of these Minutes) for the Period February 27, 2018 to February 15, 2019, which reflected Receivables in the amount of \$56,520.00 and Expenditures in the amount of \$73,695.88. The Balance on Hand as of February 15, 2019 is \$24,472.18. A membership dues report was provided to the Board that indicated that all twenty-four (24) jurisdictions have been submitted payment for their MAEO membership, due by February 28, 2019.

MOTION: Armstead Jones motioned to accept the Treasurer's Report for period ending February 15, 2019 as submitted

SECOND: Abigail Goldman

ACTION: Favorable and unanimous, Motion carried.

COMMITTEE REPORTS

Absentee – Barry Jackson, Cochairman gave a brief report on the progress they have made regarding the change in canvassing absentee ballots. After discussion, it was determined that change were need to the initial resolution the Board at a previous meeting. The Board will review the revised resolution at the next meeting.

Audit – Gail Hatfield, Chair reported that the committee would meet in accordance with the bylaws to conduct the annual audit of the association financials during the week of May 6, 2019. A report and the findings will be provided to the Board and the membership.

Awards – Catherine "Maggie" Mundle, Chair reported that a call for nominations for the Shining Star and other MAEO awards would be distributed the first week of March. Katie Brown has contacted the Directors and Deputies to request information for retired MAEO members.

The Committee presented the awards and retirement expense budget of \$1,500 to the Board for approval. The Board will need to meet in closed session in May to approve the award nominations.

MOTION: Ruie Lavoie motioned to approve the Awards Committee Budget as submitted.

SECOND: Joshua Ramos

ACTION: Favorable and unanimous, Motion carried.

Early Voting/Election Judges – Daneen Banks, Chair reported that the committee would meet for a Lessons Learned on March 15, 2019. Participation from every local board is requested.

Education and Grants – Armstead Jones, Chair announced that the committee has retained Amber McReynolds to speak at the conference on same day registration processes. The committee is meeting directly after this meeting and is working on having continued education for MAEO members throughout the year.

Election – Stephanie Taylor, Chair announced that there would be a questions only election at the Annual Meeting in May. More details to follow after she meets with her committee and develops the full plan.

Election Technology – The committee is meeting on February 27, 2019 at the central warehouse in Glen Burnie.

Legislation – The Committee will meet directly after this meeting.

Newsletter – Ben Frey, Chair, provided an update on the most recent newsletter edition that included an article on the conference and the conference planner. The next publication date will be in May.

Personnel – Katie Berry, Chair reported that the committee continues to work with the State Board of Elections and the Department of Budget and Management to upgrade the current election series positions. More information to follow.

Voter Registration – Kimberly Phillips, Chair, reported that the committee met a few weeks ago and will meet again on February 22, 2019.

OLD BUSINESS

2019 Annual Meeting and Conference

Ruie Lavoie, Conference Planner provided a report. The conference will be held from May 21, 2019 to May 24, 2019 at the Clarion Resort Fontainebleau Hotel in Ocean City, Maryland. The conference theme is "MAEO: Future Ready." The winner will be announced at the conference. Notice has been sent for hotel reservations and conference registration.

Ruie Lavoie provided details on the agenda, hotel, meals and entertainment. She thanked Allegany County, Garratt County and Washington County for hosting the conference and Baltimore City for assisting with preconference planning and supply transportation. There will be a trade show and reception on Tuesday evening. Ruie Lavoie was able to negotiate a lower breakfast cost. Breakfast will be in the Horizons Restaurant. She will continue to coordinate final details with the hotel. Everyone was asked to send a list of conference attendees to Danna Williams as soon as possible because there are many moving parts with the tabletop exercises and other sessions.

The Board reviewed the proposals for event insurance for the week of the conference. After detailed discussion, the Board unanimously agreed to hire K&K Insurance the company we have used for the previous three (3) years.

MOTION: Ruie Lavoie motioned to accept the proposal from K&K insurance to provide event insurance for the 2019 annual meeting and conference.

SECOND: David Garreis

ACTION: Favorable and unanimous, Motion carried.

NEW BUSINESS

iGo Conference

Information was provided on the benefits of attending the iGo conference.

OPEN FORUM

The floor was opened for comments and questions.

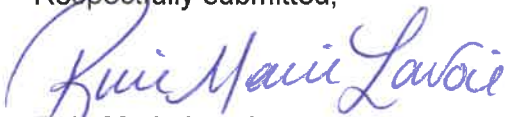
NEXT MEETING

The next meeting will be held on March 15, 2019 at 10:00 at the office of the Anne Arundel County Board of Elections in Glen Burnie, Maryland. Proper notice and the agenda will be provided..

ADJOURNMENT

There being no further business, on a motion made by Abigail Goldman and a second by Danna Williams. The meeting adjourned at 11:44 am.

Respectfully submitted,



Ruie Marie Lavoie
Secretary

Approved this 15th day of March, 2019

Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

REPORT OF THE TREASURER

For the Period

February 27, 2018 to March 15, 2019

Balance on Hand February 27, 2018 Audit \$ 53,458.71

Receivables:

2018 Membership Fees	\$ 930.00
2018 Vendors Fees	\$ 2,250.00
2018 Conference Fees	\$ 37,395.00
2018 Conference Fees-Guest	\$ 1,475.00
2018 Conference Sweatshirt Sales	\$ 490.00
2019 Membership Fees	\$ 10,380.00
2019 Vendor Fees	\$ 9,000.00
2019 Conference Fees	\$ 17,170.00
2019 Conference Fees-Guest	\$ 500.00
2019 Conference Patron Ads	\$ 50.00

Total Receivables: \$ 79,640.00

Audit Balance & Total Receivables: \$ 133,098.71

Expenditures:

Other Expenses 2018

Postage	\$ 10.00
Office Supplies	\$ 134.18
Meeting Refreshments	\$ 78.65
GoTo Meeting Annual Membership	\$ 468.00
Go Daddy Annual Membership	\$ 681.34
Summer Social	\$ 239.48
MACo Conference Fee & Hotel	\$ 804.81
Educational Grant	\$ 800.00
Holiday Party	\$ 606.72

February 27, 2018 to March 15, 2019

Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

2018 Conference Expenses

Hotel Master Bill	\$ 57,809.00
Event Insurance	\$ 410.00
Speaker Balance	\$ 1,462.75
Supplies	\$ 6,591.89
Entertainment	\$ 310.58
Retirement	\$ 500.00
Refunds	\$ 225.00

2019 Conference Expenses

Supplies	\$ 481.09
Entertainment	\$ 450.00
Speaker Payment	\$ 1,852.50

Total Expenditures **\$ 73,915.99**

Total in Account as of March 15, 2019 **\$ 59,182.72**

Minus Balance of Educational Grants **\$ (11,810.65)**

Balance on Hand March 15, 2019 **\$ 47,372.07**

www.maeo.net

February 27, 2018 to March 15, 2019

Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

BOARD MEETING

Anne Arundel County Board of Elections

6740 Baymeadow Drive

Glen Burnie, Maryland 21060

AGENDA

March 15, 2019

10:00 am

1. Call to Order
2. Welcome, Introductions & Establish Quorum
3. President's Remarks
4. Approval of Minutes
5. Treasurer's Report
6. Committee Reports
7. Old Business
 - a. 2019 Annual Meeting and Conference
 - i. May 21, 2019 to May 24, 2019 - Clarion Resort, Ocean City, Maryland
 1. Conference Planning Committee Update
 - b. iGo Conference – Chrissy Jones
8. New Business
9. Next Meeting
10. Adjournment

Closed Meeting:

Part of the meeting may be closed in accordance with Maryland Open Meetings Act procedures.

Thank you Anne Arundel County for hosting our meeting!



Maryland Association of Election Officials
 Representing the Local Election Boards of the State of Maryland

FEBRUARY 15, 2019 – BOARD MEETING

NAME (Please Print)	COUNTY
Abigail Goldman	Balto City
Rue La	Balto Co
Danna Archie Williams	Balto Co
Wendy Adkins	st. Mary's co.
Susan Julian	St. Marys co.
Braide Underwood	St. Marys Ct.
Jay Jones	St. Marys Ct
MARC WELCH	Frederick
Stephanie Taylor	Norfolk
Maggie Mundle	" "
LISA NASH	Baltimore Co.
Sarah Mohan	Harford
Cindy Remmey	Harford
Karen Perry	Cecil
Lara Walters	Cecil
Rich Siejack	Harford
Bailey	Somerset
Erwin Sales	Somerset
Bill Blockstein	Wicomico
Anthony Gutierrez	Wicomico
JOE TORRE	Anne Arundel Co.
Dameen Banks	Prince Georges
ALISON McLOD	HARFORD
Katherine Berry	Carroll
Kimstead Jones	BCAOE
BARRY JACKSON	WASHINGTON
STUART HARVEY	FREDERICK
CAROL BRUCE	HARFORD
CHRISTINE MARTIN	HARFORD
Amy Sullivan	Harford
Joshua Ryan	AAEOE
Dawn Sinclair	Howard
Tiffany Ferrell	Howard