



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

March 15, 2019

## MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 15<sup>th</sup> day of March 2019 at 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.

### Officer and Board Members Present:

David Garreis, President (Anne Arundel County)  
Alisha Alexander, Vice President (Prince George's 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)  
Joshua Ramos, Board Member (Anne Arundel County)

### Members and Guests Present:

Wendy Adkins, St. Mary's County  
Katherine Berry, Carrol County  
Katie Brown, Baltimore County  
Loretta Brow-Malloy, Anne Arundel County  
Dionne Church, Wicomico County  
Charlotte Davis, Howard County  
Tiffany Ferrell, Howard County  
Tae Frerr, St. Mary's County  
Virginia Green, Harford County  
Shakia Harding-Bey, Anne Arundel County  
Stuart Harvey, Frederick County  
Nicole Hill, Anne Arundel County  
Deborah Hill-Floyd, Anne Arundel 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  
Paul Lubell, Baltimore County  
Alysoun McLaughlin, Montgomery County  
Guy Mickley, Howard County (By Phone)  
Linda Miller, Anne Arundel County  
Barbara Mitchell-Frazier, Anne Arundel  
Jose' Morales, Howard County (By Phone)  
Catherine "Maggie" Mundle, Harford County  
Lisa Nash, Baltimore County

**Members and Guests Present continued:**

Ione Pan, Anne Arundel County  
Paula Paschall, State Board of Elections  
Karen Perry, Cecil County  
Brittney Phillips, Dorchester County (By Phone)  
Cindy Rimmey, Harford County  
Richard Siejack, Harford County  
Dawn Sinclair, Howard County  
John Speir, State Board of Elections  
Kim Spence, Queen Anne's County  
Stephanie Taylor, Harford County  
Joe Torre, Anne Arundel County  
Paula Troxell, Carroll County  
Mary Cramer Wagner, State Board of Elections (By Phone)  
Justin Wall, Harford County  
Lora Walters, Cecil County  
Kyuanna Watkins, Anne Arundel County  
Marc Welsh, Frederick County  
Reider White, Anne Arundel County  
Teresa Womble, Howard County

**CALL TO ORDER**

President David Garreis called the meeting to order at 10:05 am. Quorum was established with nine (9) 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 AND AGENDA**

David Garreis welcomed everyone and requested additions or changes to the agenda. Having no additions or changes, the Board unanimously accepted the agenda as written.

**MINUTES**

Secretary Ruie Lavoie provided a copy of the draft Meeting Minutes of the February 15, 2019 meeting in Harford County. There were no changes or additions.

MOTION: Abigail Goldman motioned to approve the Minutes of the February 15, 2019 meeting as submitted.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, Motion carried.

**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 March 15, 2019, which reflected Receivables in the amount of \$79,640.00 and Expenditures in the amount of \$73,915.99. The Balance on Hand as of March 15, 2019 is \$47,372.07. Annual Membership Dues have been received from all 24 local jurisdictions. To date, 10 jurisdictions have submitted registration and payment for the 2019 conference.

MOTION: Kimberly Phillips motioned to accept the Treasurer's Report for period ending March 15, 2019 as submitted

SECOND: Joshua Ramos

ACTION: Favorable and unanimous, Motion carried.

## COMMITTEE REPORTS

**Absentee Voting** – Barry Jackson, Cochairman gave a brief report on the progress the Committee has made. Regarding a change in canvassing of absentee ballots. He submitted a draft resolution and a discussion was held. He reported that he will be stepping down as co-chair of the Committee and the Committee unanimously proposed to appoint Tiffany Ferrell to be the sole Chair of the Committee.

**Audit** – No report at this time. Ruie Lavoie noted that the Audit would be conducted in accordance with the Bylaws, during the first week of May. A report and findings will be provided to the Board and the Membership during the Annual Meeting.

**Awards** – Catherine “Maggie” Mundle, Chair reported that the call for nomination for MAEO awards will be distributed and asked the Board to schedule an Executive Session to review and approve nominees. The Committee requested a \$1,500.00 budget to meet the awards and retirement needs. The Board unanimously approved this request. Discussion was held regarding the current Awards Policy.

**MOTION:** Ruie Lavoie motioned to continue with the approved the Awards Policy, which became effective on March 28, 2017.

**SECOND:** Alisha Alexander

**ACTION:** Favorable and unanimous, Motion carried.

**Constitution and Bylaws Committee** – Alisha Alexander, Chair reported that the Committee met and reviewed the Bylaws and determined that changes are needed. Proposed changes were submitted to the Election Committee to be included on the Annual Meeting Ballot. More information to follow.

**Education and Grants** – Armstead Jones, Chair reported that three (3) \$400.00 grants have been issued for attendance at the iGo Conference. The Committee continues its project of securing speakers, etc. to provide continuing education locally.

**Election** – Stephanie Taylor, Chair announced that she is meeting with the Committee directly after this meeting.

**Legislation** – Stuart Harvey and Katie Berry, Co-Chairs, provided an update on all proposed legislation that directly affects elections. He also discussed Board appointments, effective June of 2019. A copy of the current proposed legislation was distributed to the Board and those in attendance.

**Personnel** – Katie Berry, Chair provided an update on the progress to implement new the election series and increased compensation. The State Board of Elections will meet on March 28, 2019 to review and possibly approve the new series.

**State Regulations and Review** – David Garreis reported that the Committee held and conference call and are working on proposed regulations.

**Voter Outreach** – Joshua Ramos, Chair reported that the Committee held its first meeting, which was a huge success with representatives from almost all 24 jurisdictions. He provided an overview of the meeting with highlights. He also made the recommendation that Mary-Frances Vavra-Alcoser to be appointed as Co-Chair. David Garreis made the appointment effective immediately.

**Voter Registration** – Kimberly Phillips, Chair, reported that the Committee has met a few times and will meet again on March 26, 2019 in Baltimore County.

## **OLD BUSINESS**

### **2019 Annual Meeting and Conference**

Ruie Lavoie, Conference Planner provided a detailed report. The Annual Meeting and 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” and the winner will be announced at the Annual Meeting. There are many educational sessions scheduled including a day of tabletop exercises in preparation of the 2020 election cycle.

The Board approved the request to incorporate a reception with the Tuesday evening Trade Show. There will be a “soft bar” and appetizers served. All members are encouraged to attend the Reception and take part in the Vendor Scavenger Hunt. Harford County volunteered to donate the stamps to be used to verify attendees visited each vendor. MAEO will be playing MAEO FEUD on Wednesday and Thursday night with awesome prizes for the winning team. Anyone interested in playing should contact Guy Mickley in Howard County. The hotel has donated a stay at the Clarion. The winner will be selected during dinner on Thursday.

## **NEW BUSINESS**

**iGo Conference** – The annual conference will be held from July 13, 2019 to July 17, 2019 in Houston, Texas. For more details, contact Chrissy Jones in Queen Anne’s County.

## **OPEN FORUM**

The floor was opened for comments and questions.

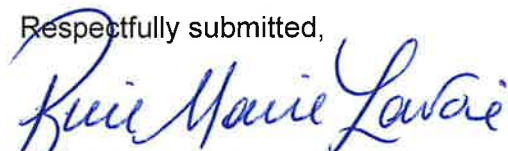
## **NEXT MEETING**

The next meeting will be held on April 5, 2019 at the office of the Howard County Board of Elections in Columbia, Maryland. The meeting will be called to order at 10:00 am. Proper notice and the agenda will be provided.

## **ADJOURNMENT**

There being no further business, on a motion made by Ruie Lavoie and a second by Danna Archie-Williams, the meeting adjourned at 11:50 am

Respectfully submitted,



Ruie Marie Lavoie  
Secretary

*Approved this 5<sup>th</sup> day of April, 2019*



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

**MARCH 15, 2019 – BOARD MEETING**

NAME (Please Print)	COUNTY
Abigail Goldman	Baltimore City
Danna Williams	Baltimore County
Rue Lavoie	Baltimore County
Kim Phillips	Howard County
Joshua Ramos	AA County
David Carreis	AA County
Amstadson Jones	Baltimore City
Alisha Alexander	Plg County
MARC WELCH	Frederick Co.
Reider White II	AA County
PAVIA Truxell	Carroll
Katherine Berry	(ACFU)
Stephanie Taylor	Harford
Justin Wall	Harford
Maggie Munnell	Harford
Cindy Remmy	Harford
Virginia Caden	Harford
BARRY JACKSON	WASHINGTON
STUART HARVEY	FREDERICK
Wendy Atkins	St. Mary's
Tae Freer	St. Mary's
Susan Juliani	St. Mary's
David Jones	"
Ruth	Somerset
Teresa Wamble	Howard
Dionne Chace	Wicomico
Chrissy Jones	QAC
Kim Spence	QAC
YSA NASH	Balt. Co.
Paul Lubell	" "
Katie Brown	Balto Co.
Rich Srejack	Harford County
Lora Walters	Cecil

NAME (Please Print)	COUNTY
Karen Perry	Cecil
ARMSTEAD JONES	BCBOE
LINDA MILLER	AA CO BOE
Cheryl D...	Howard
Dawn Sinclair	Howard
Tiffany M. Ferrell	Howard
LONETTA BROWN-MALLOY	AA CO.
Shelia Harding-Day	AA CO
Ione Pan	AA CO
Nicole Hill	AA CO.
DEBORAH Hill-Floyd	AA Co
Jan Spair	SBE
Paula	SBE
Alyson McLaughlin	Montgomery
By Phone-	
Brittany - Dorchester	
Jose - Howard	
Cory - Howard	
<hr/>	
MARY - SBE	
Lijiana Watkins	anne arundel
Barbara Mitchell-Frazier	" "

# Maryland Association of Election Officials

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## 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
<b>Total Receivables:</b>	<b>\$ 79,640.00</b>
<b>Audit Balance &amp; Total Receivables:</b>	<b><u>\$ 133,098.71</u></b>

### 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

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## 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](http://www.maeo.net)

February 27, 2018 to March 15, 2019



Item	\$/Person	Est Attendees	Total Cost
Food NOTE: Removed taxes from food cost	\$189.00	300	\$56,700.00 Sponsorship Funding
Vendor Trade Show Reception	\$10.00	300	\$3,000.00
AV	\$13.33	300	\$4,000.00 \$3,240.00
Giveaways & Office Supplies	\$30.00	300	\$9,000.00 DJ / Photo Booth
Educational Fund Contribution	\$5.00	300	\$1,500.00 Cash Bar Wednesday/Thursday
Speakers (Education Fund)	\$3.33	300	\$1,000.00
Speakers	\$9.83	300	\$2,950.00 Retirement/Awards
Photo Booth	\$1.17	300	\$350.00
Entertainment - DJ & Games	\$1.50	300	\$450.00
Trade Show and Reception	\$19.00	200	\$3,800.00
<b>TOTAL Expenses</b>	<b>\$282.17</b>	<b>300</b>	<b>\$82,750.00</b> Includes Breakfast, lunch, break & dinner, service charge & gratuity X 2 days
<b>Sponsorships &amp; Credits</b>			
Break Paid for by Hotel			\$3,240.00 1 Afternoon break
DJ / Photo Booth			\$600.00 Included in ES&S Sponsor
Cash Bar Wednesday/Thursday			\$600.00 Included in ES&S Sponsor
Retirement/Awards			\$600.00 Included in ES&S Sponsor
2 Vendors - basic sponsorship			\$4,000.00
Educational Fund Contribution			\$1,000.00 For SDR speaker
ES&S Sponsorship			\$5,000.00
<b>Total Sponsorship &amp; Credits</b>			<b>\$9,240.00</b>
<b>REVISED GRAND TOTAL less Education Fund Contribution</b>	<b>\$272.50</b>		<b>\$81,750.00</b>
<b>REVISED GRAND TOTAL w/Sponsorship</b>	<b>\$242.50</b>		<b>\$72,750.00</b>