



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

August 1, 2019

MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 1st day of August, 2019 at the Prince George's County Board of Elections located at 1100 Mercantile Lane, Suite 160 in Largo, Maryland. Notice of the meeting and the agenda was properly provided.

Officers and Board Members Present:

Alisha Alexander, Board Member (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 Jones, Board Member (Baltimore City)
Joshua Ramos, Board Member (Anne Arundel County)

Officers and Board Members Absent:

David Garreis, President (Anne Arundel County)
Kimberly Phillips, Board Member (Howard County)

Members and Guests Present are listed on the attached sign in document.

CALL TO ORDER

Vice President Alisha Alexander called the meeting to order at 10:04 am. Quorum was established with (7) Board Members present in person. Introductions were made and roll call of those in attendance in person and by phone was recorded.

AGENDA

After a review of the Agenda, there were no additions or changes.

PRESIDENT'S REMARKS

Alisha Alexander thanked everyone for attending the meeting and asked that David Garreis and Kimberly Phillips be kept in everyone's prayers as they are recuperating from surgery.

TREASURER'S REPORT

Treasurer Danna Archie- Williams provided a summary of the written Treasurer's Report that was included in the Board folders. The Report is attached to and made part of these Minutes. For the Period May 2, 2019 to August 1, 2019, there were receivables in the amount of \$10,711.50 and Expenditures in the amount of \$84,613.61 which included the master hotel bill expense from the 2019 conference. The Balance on Hand as of August 1, 2019 is \$41,846.65.

MOTION: Ruie Lavoie motioned to accept the Treasurer's Report for period ending August 1, 2019 as submitted

SECOND: Abigail Goldman

ACTION: Favorable and unanimous, Motion carried.

Electronic Payments

Ruie Lavoie and Danna Williams met with PNC to discuss the possibility of electronic or credit card payments. The cost does not justify the need as we collect dues once a year and conference fees once a year from 24 jurisdictions. Danna will continue to investigate and provided a more detailed report at the next meeting.

OLD BUSINESS

COMMITTEE REPORTS

Written reports as submitted are attached to and made part of these minutes.

Personnel

Ruie Lavoie attempted to provide as much of an update as possible regarding the 2% increase that was approved by the State Board. Discussion was held and due to a variety of conflicting information, the membership unanimously requested that Alisha Alexander and Ruie Lavoie request a meeting with the State Board to get clarification on the 2% increase and the indefinite hold on the new election series classifications. After the meeting with SBE, Alisha and Ruie will provide an update.

NEW BUSINESS

2020 Annual Meeting and Conference

As requested by a majority of survey results indicating the desire to hold the conference at a new location, Ruie Lavoie and Abigail Goldman visited several venue options that have the capacity required to fit our needs. The options are limited because MAEO requires at least 275 hotel rooms, a large banquet room for 330 people and at least 6 breakout rooms. A comparison chart was provided to the Board and discussion was held. Several additional venue options were mentioned so the Board decided to put the final decision on hold until the next meeting and allow time for Abigail and Ruie to visit the venues. It was noted that with the Board approval, David Garreis has signed the agreement with the Clarion Resort in April but the Board felt it is important to investigate all options in an effort to respond to the survey results. The Conference Committee recommends holding the 2020 conference at the Clarion for many reasons including space, date availability, friendliness of staff and the hotel's willingness to work with MAEO to correct any issues that occurred during the last conference.

ByLaw Amendments – Board Review and Signature

Placed on hold until the October meeting when all Board members are present to sign and execute the amended Bylaws.

OPEN FORUM

The floor was opened for comments and questions.

Discussion was held regarding the influx of new or updated registrations since automatic registration became law. The majority said that although there are more to process, many are duplicates without changes. The Voter Registration Committee will reach out to SBE.

Gwen Dales, Dorchester County attended IGo as did many other MAEO members. She suggested that a fundraiser be held during the next conference to help offset grants given to election officials to attend conferences.

NEXT MEETING

The next meeting will be held on September 19, 2019 at the Anne Arundel County Board of Elections in Glen Burnie, Maryland.

ADJOURNMENT

There being no further business, on a motion made by Joshua Ramos a second by Abigail Goldman, the meeting was adjourned 12:02 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ruie Marie Lavoie".

Ruie Marie Lavoie
Secretary

Approved this 19th day of September, 2019

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REPORT OF THE TREASURER

For the Period

May 2, 2019 to August 1, 2019

Balance on Hand May 2, 2019 Audit		\$ 115,748.76
Receivables:		
2019 Membership Fees	\$	31.50
2019 Vendor Fees	\$	2,000.00
2019 Conference Fees	\$	8,190.00
2019 Conference Fees-Guest	\$	440.00
2019 Conference Patron Ads	\$	50.00
Total Receivables:		\$ 10,711.50
Audit Balance & Total Receivables:		<u>\$ 126,460.26</u>
Expenditures:		
Other Expenses 2019		
Refreshments	\$	72.86
Office Supplies	\$	91.99
Educational Grant	\$	1,400.00
Go Daddy Website 5yr	\$	687.03
Travel Reimbursement	\$	295.68
2019 Conference Expenses		
Hotel Master Bill	\$	77,852.65
Supplies/Giveaways	\$	1,766.78
Entertainment	\$	597.41
Speakers	\$	847.08
Awards/Retirements	\$	751.80
Refunds	\$	250.00
Total Expenditures		\$ 84,613.61
Total in Account as of August 1, 2019		\$ 41,846.65
Minus Balance of Educational Grants		\$ (7,354.52)
Balance on Hand August 1, 2019		\$ 34,492.13

www.maeo.net

May 2, 2019 to August 1, 2019