



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

October 29, 2019

MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 29th day of October, 2019 at the Harford County Board of Elections located at 133 Industry Lane in Forest Hill, Maryland. Notice of the meeting and the agenda were properly provided.

Officers and Board Members Present:

David Garreis, President (Anne Arundel County)
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)
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, Carroll County (By Phone)
Dionne Church, Wicomico County (By Phone)
Jerri Cook, Talbot County
Tiffany Ferrell, Howard County
Vanessa Graham, Harford County
Virginia Green Harford County
Gwendolyn Dales, Dorchester County
Judi East, Wicomico County
Tae Frere, St. Mary's County
Anthony Gutierrez, Wicomico County
Stuart Harvey, Frederick County (By Phone)
Gail Hatfield, Calvert County
Barry Jackson, Washington County (By Phone)
Chrissy Jones, Queen Anne's County
Kim Jones, Dorchester County
Sarah Mohan, Harford County
Catherine (Maggie) Mundle, Harford County
Jessica Newby, Montgomery County (By Phone)
Jessica Noranbrock, Dorchester County (By Phone)
Karen Perry, Cecil County (By Phone)
Cindy Remmey, Harford County
Richard Siejack, Harford County
Dawn Sinclair, Howard County
Kim Spence, Queen Anne's County
Amy Sullivan, Harford County

Stephanie Taylor, Harford County
Justin Wall, Harford County
Marc Welsh, Frederick County
Teresa Womble, Howard County

CALL TO ORDER

President David Garreis called the meeting to order at 10:06 am. Quorum was established with all nine (9) 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

President Garreis thanked everyone for attending the meeting and on behalf of everyone, expressed appreciation to Cindy Remmey and the Harford County election office for hosting and providing refreshments. Pizza will be served directly after the meeting and all are invited. Mr. Garreis also expressed his appreciation to his fellow MAEO members and everyone for the kind words, gifts, thoughts and prayers during his recovery.

MINUTES

The Board reviewed the Minutes from the June 17, 2019 meeting. There were no changes or additions.

MOTION: Danna Archie-Williams motioned to approve the Minutes from the June 17, 2019 Meeting.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, Motion carried.

TREASURER'S REPORT

Treasurer Danna Archie-Williams provided a summary of the written Treasurer's Report. A copy was included in the Board folders and is attached to and made part of these Minutes. For the Period May 2, 2019 to October 29, 2019, receivables in the amount of \$10,711.50 were collected, and there were Expenditures in the amount of \$87,833.81 which included the 2019 annual meeting and conference master hotel bill expense. The total account balance of \$38,626.45 includes \$7,354.52 earmarked for the Educational Grants fund and \$15,000.00 earmarked for the 2020 Conference fund. The Balance on Hand as of October 29, 2019 is \$16,271.93.

MOTION: Kimberly Phillips motioned to accept the Treasurer's Report for period ending October 29, 2019 as submitted

SECOND: Alisha Alexander

ACTION: Favorable and unanimous, Motion carried.

COMMITTEE REPORTS

Verbal committee reports were provided. Alisha Alexander presented the updated Bylaws with amendments approved by the Membership at the 2019 Annual Meeting.

MOTION: Alisha Alexander motioned to adopt the amended Bylaws as approved by a majority of the Membership at the 2019 Annual Meeting.

SECOND: Danna Archie-Williams

ACTION: Favorable and unanimous, Motion carried.

The Board signed the Bylaws and Ruie Lavoie will distribute to the Membership and post to the MAEO website.

Daneen Banks sent a written update outlining the latest progress made by the Election Judge and Early Voting Committee. She submitted a letter to State Board and asked the Board to review and approve. The letter explained the work the committee has been doing with the online library. The Board unanimously approved sending the letter to the State Board.

MOTION: Armstead Jones announced that the Education and Grants Committee will be meeting directly after this meeting is adjourned.

Barry Jackson and Tiffany Ferrell provided an update for the Absentee Committee and advised that more information will follow. The committee plans to meet in the near future. Ms. Ferrell recommended that the Board appoint Rita Walczyk Evans as Co-chair of this committee. The Board unanimously agreed with the recommendation and President Garreis officially appointed her Co-chair

Kimberly Phillips reported that the Voter Regulation Committee will hold a meeting in the next few months.

Ruie Lavoie provided an update regarding the meeting with the State Board and explained that the goal of an across the board increase has changed. The new goal is to ask State Board to remove the hold on the new election series classifications and allow directors to reclassify according to their current job duties and responsibilities. In accordance with the Department of Budget and Management policy, when employees are moved to new classifications, the increase is approximately 6%. SBE agreed to the new goal and asked that each director complete a spreadsheet outlining each employee's current classification and the new classification, keeping in mind that any increase should be approximately 6%. SBE will review the submissions and if approved, the request to remove the hold on the new classifications, to be effective July 1, 2020 (FY2021) can be taken to the State Board at their December meeting for their review and approval. Should directors have any questions regarding the requested spreadsheet or new classifications, they are encouraged to contact Human Resources. It is hoped that another update and good news will be available at the December MAEO meeting.

OLD BUSINESS

2020 MAEO Annual Meeting and Conference

All theme submissions were emailed directly to Karen Perry (Cecil County). Ms. Perry provided the Board with the list of submissions leaving off the person who sent the submission. A copy of the submission list is attached and made part of these minutes. After Board review and discussion, the Board unanimously selected "MAEO: Vision of Excellence" as the theme. The Awards Committee Chair will announce the winner during the Annual Meeting. The winner will have their conference registration paid by MAEO.

2020 Annual Meeting and Conference

The Conference Committee has been working hard to finalize details of the conference such the agendas, food and entertainment. Ruie Lavoie provided a summary and explained that she is attempting to maintain the total conference cost (hotel and registration) with hopes that Directors will be able to send as many staff as possible. There will be a 50/50 raffle to benefit the Education and Grants Committee. Ms. Lavoie requested suggestions, ideas or recommendations for conference sessions, speakers, entertainment and/or anything else conference related to be sent to her by email as soon as possible.

The vendor packet was updated and revised. The Board reviewed the new packet. The Board unanimously approved the packet as submitted. The committee will start reaching out to vendors.

NEW BUSINESS

Board Member Vacancy

Joshua Ramos is retiring from elections effective November 15, 2019 and therefore, there will be a Board member vacancy. After discussion and a review of the Bylaws, Ruie Lavoie was directed to send out a call for nominations to all MAEO members. The Board will meet in closed session prior to the next session to select the replacement.

Mr. Ramos expressed in interest in continuing his membership with MAEO. It was noted that Mr. Ramos has been an active member of MAEO for approximately 30 years. A review Bylaws, specifically regulations regarding nonvoting membership was completed, and the Board held a brief discussion.

MOTION: In accordance with the requirements for nonvoting membership, Ruie Lavoie made a motion to waive the lifetime membership for Joshua Ramos.

SECOND: Alisha Alexander

ACTION: Favorable and unanimous, Motion carried.

Towson University – Training Program

Representatives from the University outlined a program they are offering.

OPEN FORUM

The floor was opened for comments and questions.

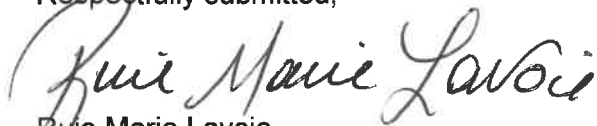
NEXT MEETING

The next meeting will be held on December 13, 2019 at the Anne Arundel County Board of Elections in Glen Burnie, Maryland. The Annual Holiday Social will be held directly after the meeting.

ADJOURNMENT

There being no further business, on a motion made by Joshua Ramos a second by Danna Archie-Williams, the meeting was adjourned 12:10 pm.

Respectfully submitted,



Ruie Marie Lavoie
Secretary

Approved this 13th day of December, 2019

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AGENDA

October 29, 2019 – 10:00 am

Harford County Board of Elections

133 Industry Lane
Forest Hill, Maryland 21050
410.638.3565

1. Call to Order
2. Welcome, Roll Call & Establish Quorum
3. President's Remarks
4. Approval of Minutes
5. Treasurer's Report
6. Committee Reports
7. Old Business
 - a. 2020 Annual Meeting and Conference
 - i. Theme Contest
 - ii. Registration Fee
 - iii. Vendor Packet
 - b. Bylaw Amendments – Board Resolution and Signature
 - c. MACo Winter Conference
8. New Business
 - a. Board Member Vacancy, effective in December
 - b. Towson University – Training Program
9. Open Forum, if time permits
10. Meeting Information
 - a. November, 2019
 - b. December 13, 2019 - Holiday Social, Anne Arundel County
11. Adjournment

Closed Meeting:

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

Thank you Harford County for hosting our meeting!

www.maeo.net

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REPORT OF THE TREASURER

For the Period

May 2, 2019 to October 29, 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	\$	713.04
Office Supplies	\$	214.17
Educational Grant	\$	1,400.00
Go Daddy Website 5yr	\$	687.03
Travel Reimbursement	\$	295.68
MACo 2x Conference	\$	2,458.17
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		\$ 87,833.81
Total in Account as of September 19, 2019		\$ 38,626.45
Minus Balance of Educational Grants		\$ (7,354.52)
Earmarked 2020 Conference		\$ (15,000.00)
Balance on Hand September 19, 2019		\$ 16,271.93

www.maeo.net

May 2, 2019 to October 29, 2019



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2020 CONFERENCE THEME SUBMISSIONS

2020 Elections- Clear and On Point

Blazing A Path to 2020 and Beyond

Breaking Barriers, Building A Future

Dedicated to Excellence

Deeds not Words (In reference to the 100th anniversary of the 19th Amendment)

Elections Rising Above All Obstacles

Excellence by Choice not Chance

Excellence Through Experience

Facing The Future Together

Gazing into the Future of Elections

It Starts With Us- 2020 Election

Looking to the Election Future

MAEO 2020 Vision

MAEO 2020 Vision For The Future

MAEO 2020 Vision Of Excellence

MAEO 2020-Elections-Same Day, Different Way

MAEO Partners in Excellence

MAEO SERVES-A heart for voters, with the voter at heart

MAEO Success Through Synergy

MAEO-Securing Our Future

Making A Difference

Making It Happen- Make It Matter

Moving Upward and Onward

On Point

People+ Purpose+ Passion =Success

Riding The Crest into the Election

Riding The Waves Of Democracy

Rolling With The Election, From The Mountains To The Beach

Rolling With The Tide, MAEO 2020

Sands of Time (x2)

Seasons of Change

Securing The Future of Elections

Seeing Elections Perfectly

Strategies For Success

Teamwork Equals Success

The Tides of Election Strategy

United For Progress

Voices Strong Minds Open

We Are Elections-We make it happen

Winds of Change