



2/13/2018

The Michigan Association of Municipal Cemeteries Board of Directors meeting was held on February 13, 2018 at the City of Grandville D.P.W. The meeting was called to order at 10:00 a.m. by President Suzanne Rowland.

Roll call was taken with the following members present: President Suzanne Rowland, Vice President Stacy Loar-Porter, Secretary/Treasurer Kirk Caithamer, Board Members: Tom Drougel, Al Dumond and Kevin Gebhard. Absent was Board Member Debra Cloud.

The minutes from last meeting were read by Caithamer. Motion to accept was made by Gebhard and 2<sup>nd</sup> by Dumond. 6 yeas and 0 nays, carried.

The financial report was read by Caithamer. Motion to accept was made by Gebhard and 2<sup>nd</sup> by Drougel. 6 yeas and 0 nays, carried.

#### **Ongoing Business:**

1. The Board reviewed the details for the 2018 MAMC Annual Conference. The dates will be August 15<sup>th</sup> thru August 17<sup>th</sup>, 2108. Vendors will be in the same room as the presentations are being held in this year. Confirmed the speakers and schedule for this year's Conference. Confirmed the Boards contribution of \$300.00 toward door prizes. The Board will be accepting Cemeterian of the Year Award nominations until May 1, 2018. The event meals will be finalized at the next Board meeting.
2. Caithamer explained to the Board that the contract for the 2019 MAMC Annual Conference had been signed by Rowland and himself. The Conference will be held at The Great Wolf Lodge in Traverse City. The dates are August 14<sup>th</sup> thru August 16<sup>th</sup>, 2019.
3. Rowland gave an update on the MAMC survey. Loar-Porter has finished the MAMC survey and has posted it on the website
4. Loar-Porter gave an update on the MAMC website. Loar-Porter read a report from November 2017, showing that the site had 606 "hits" on it in that month. Loar-Porter stated that the website could have a "member's only" part of it. This would make certain area's exclusive to those who join the MAMC. The cost of this trial upgrade would be for 6 months and the cost would be under \$100.00. Motion made by Dumond and 2<sup>nd</sup> by Loar-Porter to move forward with the upgrade. 6 yeas and 0 nays, carried.
5. Rowland and Loar-Porter asked if Caithamer could put the website address, michiganamc.org, on all the yearly forms that are sent out and posted on the website.
6. Drougel spoke to Board on MAMC Bylaws. Drougel talked to the City of Grandville attorney and said that we could change the language in the bylaws ourselves, but should have an attorney approve the changes.
7. Rowland gave an update on the Nonprofit network. Rowland findings were that the MAMC should adopt policies such as, conflict of interest, whistleblower and document of retention.
8. Rowland reported that each Board member should make up a list that shows what jobs they do. This would let incoming Board members to know what could be expected of them.

#### **New Business:**

1. Caithamer reported that the MAMC has filed tax exemption reinstatement paperwork with the IRS. The correct forms have not been filed since Secretary/Treasurer Wayne Speltzer Passed away and the tax exemption has lapsed. The correct forms for the State of Michigan nonprofit have been filed continually and have not lapsed.
2. Caithamer brought forward the thought of extending President Rowland's term 1 year. This would keep continuity through the IRS process. Tabled to next meeting.

3. Rowland stated that Board members Laurie Burns and Suzanne Dodson have resigned. They said job and travel constraints were the reasons.
4. Rowland brought forward the idea of adopting the policies that were discussed earlier.  
Conflict of Interest Policy – Motion made by Loar-Porter and 2<sup>nd</sup> by Drougel. 6 yeas and 0 nays, carried.  
Whistleblower Policy - Motion made by Loar-Porter and 2<sup>nd</sup> by Dumond. 6 yeas and 0 nays, carried.  
Document Retention Policy - Motion made by Loar-Porter and 2<sup>nd</sup> by Gebhard. 6 yeas and 0 nays, carried.
5. Loar-Porter asked that the Board review whether the MAMC should be bonded and/or have liability insurance.
6. Caithamer asked the board for approval to purchase pens with the MAMC name and website information on them. Gebhard said he had a supplier for the pens and would look into it. Motion made by Loar-Porter and 2<sup>nd</sup> by Dumond. 6 yeas and 0 nays, carried.
7. MAMC historian, Melvin Brown, will be invited to the upcoming Conference. Brown indicated that he would like to turn over his MAMC memorabilia to someone new, as he is getting up in age.

The next meeting was set for June 5th, 2018 at the City of Grandville D.P.W. The meeting start time will be at 10:00 a.m.

Motion to adjourn was made by Loar-Porter and 2<sup>nd</sup> by Dumond. 6 yeas and 0 nays, carried.

11:45 a.m. Meeting ended.

Kirk Caithamer  
Secretary/Treasurer  
MAMC