President’s Message

WE HAVE A PLAN!

Our AMCA Strategic Plan for 2017-2022!

In fiscal year 2015-2016, the Strategic Planning Committee was formed and chaired by Darcie McCracken and co-chaired by Lisa Garcia. 23 Committee members from all over the state, representing municipalities both large and small, participated in the long planning process. Member surveys were conducted to capture and quantify the needs and wants of members as they exist today. The committee analyzed the results and devised a clear list of issues facing the organization. At the November 14, 2016 committee meeting, the top issues facing the organization were established, as well as a three-to five-year action plan.

Our Plan was designed to support the AMCA Board and members and assist in understanding and communicating the short and long-term goals of our association. Our Plan is intended to align, focus, and engage every member in common goals and ensure seamless transitions when the leadership baton is passed annually. Our Plan maps the future, guides decision-making and resource allocations, and requires the involvement of all stakeholders. It requires our clerk community to unite in support of a successful plan.

I am proud to announce that our AMCA Five-year Strategic Plan was approved by the Board of Directors in May 2017 and on its way toward implementation. The AMCA Board will work with designated committees over the next five fiscal years to achieve and maintain the five goals established in the Plan:

Goal 1 – Continue to develop meaningful training and mentorship programs to assist members with professional development, knowledge of core functions of all aspects of the Municipal Clerk’s arena, including special projects, leadership and public speaking.

Goal 2 – Promote the role of the Municipal Clerk.

Goal 3 – Structural Development for AMCA “for the good of the organization.”

Goal 4 – Meaningful Membership.

Goal 5 – Communication.

Our AMCA Strategic Plan document can be viewed at www.azclerks.org

I want to acknowledge and thank those dedicated, hard-working committee members for their outstanding effort and comprehensive work in achieving the goal of assembling this very important planning document for our organization; especially Darcie McCracken and Lisa Garcia for your expertise and follow-through! The committee members are, in no particular order, as follows: Bev Bender, Sue Stein, Lynda Bushong, Tracie Bailey, Lisa Maxwell, Ashlee Coronado, Erica Barba, Eva Wilson, Georgia Luster, Gloria Leija, Hilary Hiser, Janet Pierson, Maria Hernandez, Mary Ellen Dunn, Melissa Drake, Natalie Gilstrap, Rhonda Geriminsky, Sharon Antes, Stacy Anderson, Vicki Vivian, and Virginia Mefford.

I appreciate you all and cannot thank you enough for dedicating your time and knowledge in putting this important piece of AMCA history together. Our Plan will benefit AMCA members for many years to come! You are all awesome!

Sue Stein

AMCA President, 2016-2017
CONGRATULATIONS TO THE FOLLOWING AMCA MEMBERS
FOR THEIR PROFESSIONAL DESIGNATIONS!!!

CERTIFIED MUNICIPAL CLERKS

Michelle Smythe, CMC - Deputy City Clerk - City of Tolleson, AZ.
Valorie McDade, CMC – Golder Ranch Fire District

Town of Fountain Hills Gives Special Recognition to Town Clerk Bev Bender

To read the article in its entirety click here
NEW MENTORING PROGRAM

Are you a new Clerk, feeling a little overwhelmed with all you have to learn?

The Arizona Municipal Clerks’ Association has just what you need. Share Our Services (SOS) Mentoring Program matches new Clerks with experienced Clerks in cities and towns of comparable size with similar duties for mentoring. Mentors can help new Clerks with a variety of questions or concerns dealing with elections, licensing, agendas, minutes, ordinances, resolutions, and many other Clerk responsibilities. These Clerk mentors are willing, ready and able to share their expertise with those who are new to the world of Clerks. Help is just a phone call, fax or e-mail away!

If you would like to have a mentor assigned to you, please complete the SOS Mentor/New Clerk Interest Form found here. Completed forms may be emailed to Tracie Bailey, AMCA Treasurer, at tbailey@paysonaz.gov or mailed to:

Tracie Bailey, MMC
AMCA Treasurer
Chief Deputy Town Clerk
Town of Payson
303 N. Beeline Highway
Payson, AZ 85541

If you’re a new Clerk, please take advantage of this wonderful service!
2017 Certified Municipal Clerk (CMC), Arizona Municipal Clerks Institute Program
https://ramseyexecutive.asu.edu/content/certified-municipal-clerk-cmc
2017 AZ Municipal Clerks' Institute Schedule/Brochure

Start and End Dates:
Monday, June 5, 2017 to Friday, June 9, 2017

Time:
8:00 AM - 6:00 PM (M-Th); 8:00 AM - 12 Noon (F)

Registration Information:
Register Now

Registration Fee:
$350 AZ residents; $400 Non-AZ residents

Location:
ASU Downtown Phoenix Campus, 502 E. Monroe St, Mercado, C-building, Room C145, Phoenix 85004

2017 MASTER MUNICIPAL CLERK (MMC), ARIZONA MUNICIPAL CLERKS ACADEMY PROGRAM
HTTPS://RAMSEYEXECUTIVE.ASU.EDU/CONTENT/MASTER-MUNICIPAL-CLERK-MMC
2017 AZ Municipal Clerks' Academy Schedule/Brochure

Start and End Dates:
Tuesday, June 20, 2017 to Thursday, June 22, 2017

Time:
8:00 AM - 5:00 PM

Registration Information:
Register Now

Registration Fee:
$275 AZ Residents: $300 Non-AZ Residents

Location:
ASU Downtown Phoenix Campus, 502 E. Monroe St, Mercado, C-building, Room C145, Phoenix 85004

For more information, please contact:
Linda Hess (602) 496-1305
Email: Linda.Hess@asu.edu
2017 Arizona Municipal Clerks’
Annual Conference and Elections Training

Registration Now Open

July 25-27
Fountain Hills Community Center
13001 N. La Montana Drive, Fountain Hills, Arizona 85268

Registration for 2017 AMCA Conference and Elections Training

If you have any questions regarding the training, please do not hesitate to contact amcainfo@azleague.org or 602-258-5786
Election Recertification News

In January 2016, the Arizona Municipal Clerks’ Association created a recertification process for those seeking to maintain their AMCA Certified Municipal Election Official status. To qualify for election recertification, within the next four (4) years, beginning January 2016, members must:

1) Attend AMCA Elections Training at least two (2) years; OR
2) Attend AMCA Elections Training one (1) year and Arizona Secretary of State’s Election Training/Recertification one (1) year; OR
3) Retake the AMCA Election Certification exam and pass with a 90% pass rate.

For more information on the Election Recertification Guidelines or Recertification Form please click on the following link: http://www.azclerks.org/index.asp?SEC=2DEEAB47-B71B-4F4B-90D3-0A4E81D7B259&Type=B_BASIC

Professional Speaker Recommendation

Do you have a professional speaker in mind for an upcoming AMCA training or conference? Please let us know by filling out an AMCA Annual Conference/Training Professional Speaker Form!!!

For more information please click on the following link: http://www.azclerks.org/index.asp?SEC=1D4AD4B5-C73D-462D-B8E4-5B5CE2F4B591&Type=B_BASIC

AMCA Certificates & Course Review Spreadsheet

Missing a training certificate?

Want to know how many credit hours were awarded by IIMC for a course approved AMCA training/conference?

If you answered YES then you came to the right place!!

The AMCA website has a page to host all the training certificates as well as a spreadsheet with the history of credit hours awarded by IIMC for all course approved AMCA trainings/conferences.

For more information please click on the following link: http://www.azclerks.org/index.asp?SEC=FA86BF96-23B4-4BE9-9120-51A4684D0AA8&Type=B_BASIC
Continuation of Education/Event News

Arizona Election Officer Certification 2017
Re-Certification Registration City/Town Officials

Register Here

Training Locations

**Arizona State Capitol, Executive Tower**
1700 West Washington Street
2nd Floor, Suite 220
Phoenix, AZ 85007

**Coconino County Human Services Building**
420 N. San Francisco Street
Bright Angel Room
Flagstaff, AZ 86001

**Pima County Election Department**
6550 South County Club Road
Tucson, AZ 85715

**Yavapai College**
1100 E. Sheldon Street
Building 3 – Room 119
Prescott, AZ 86301

Arizona Citizens Clean Elections Commission
2017 Roundtable

Please join the Citizens Clean Elections Commission for a voter education discussion with election officials & community organizations from across the state. Topics will include best practices, technology, social media & voter research.

**Thursday, July 13th**
8:30 a.m. - 4:30 p.m.
Hyatt Regency Phoenix
122 N. 2nd Street
Phoenix, Arizona 85004
Tel: 1-602-252-1234

**RSVP: ccec@azcleanelections.gov**
City of Mesa

Celebrate Mesa is a free family event that brings the community together to enjoy games, carnival rides, entertainment and the opportunity to connect with the community, educate residents on individual departments and the services they offer.

These events are held twice a year in April and October and brings out 6,000-15,000 residents. The most recent event was held on April 22 and the City Clerk’s office along with the League of Women Voters and the Clean Elections Commission, provided voter registration and education information. The event also provided us the opportunity to talk to residents about future elections as well as educating them on our partner organizations.

AMCA would love to hear about your collaborations with other community partners. Please email your information to agnes.goodwine@mesaaz.gov to feature your story on the next publication.

City of Yuma

- Inaugural Juneteenth Celebration, June 17, 2017, 6pm – 11pm
- Celebrate the Heat on Yuma’s Main Street Block Party, August 18, 2017, 6pm – 11pm

City of Williams

6.10.17  Art Walk 6-9pm Williams Alliance for the Arts

6.15-18.17  Cowpunchers Reunion Rodeo-Rodeo Grounds go to: cowpunchers@outlook.com for more info

7.1.17  World Series of Team Roping Qualifier - Rodeo Grounds

7.1.17  Steam Engine to the Canyon – Grand Canyon Railway go to: www.thetrain.com for more info

7.4.17  4th of July Parade 6pm and Fireworks show at 9pm (weather permitting)

7.15 & 16.17  Turns N Wraps (Dog Agility Competition) at Cureton Park go to: turnnwraps.com for info

7.22.17  Fuller Roping – Rodeo Grounds go to: fullerteamroping@frontier.com for more info

8.4.17  Cool Country Cruise in Williams – Twisters Soda Shop go to: www.route66place.com for more info

8.5.17  Steam Engine to the Canyon – Grand Canyon Railway go to: www.thetrain.com for more info

8.13.17  Bryce Hefner Memorial Roping - Rodeo Grounds 8am
City of Somerton

City of Parker:

June 10th - Annual Parker Area Chamber of Commerce Tube Float, this year marks the events 40th year; some changes have been implemented this year, instead of a 10-mile float this one will begin at Buckskin Mountain State Park and end approximately 4-miles downriver at LaPaz County Park.

City of Glendale

June 10 – Summer Scavenger Stroll – Catlin Court – Historic Downtown Glendale

June 24 – Arizona Toy Con – Glendale Civic Center

July 8 – Glendale’s Annual Christmas in July – Historic Downtown Glendale

Check out all the events here: http://www.visitglendale.com/events/index.html
Thank you to the 2016/2017 Board Members, Region Leaders, Chairs and Co-Chairs, and members of the committees for their participation and hours of service!!! We can’t do it without YOU!

Communications Committee
Agnes Goodwine, Chair

The Communications Committee is looking for volunteers for the 2017/2018 year to help with gathering news articles for the AMCA quarterly newsletter; facilitating news through e-mail blast; and updating the AMCA website. New committee members are always welcome! For questions on how to get involved, please contact incoming Board President Lynda Bushong.

Strategic Planning Committee
Darcie McCracken, MMC., M.Ed.

The Strategic Planning Committee updated and finalized the plan and have forwarded it to the Board for review, adoption and committee assignments. The plan has several key elements including a review of the Mission Statement, AMCA Vision and Objective Statements as well as identifying 5 goals for the Association to focus on for the next 5 years. The plan is geared to be a flexible guide to accomplishing goals and objectives for the Association. The plan is also meant to be updated regularly as the needs and wants of the members change. A huge THANK YOU to all the committee members that assisted in the development of the plan. You did a great job which will leave a lasting impact on the association.

The first five people to call or email Darcie McCracken at DMcCracken@glendaleaz.gov or Agnes Goodwine at agnes.goodwine@mesaaz.gov and tell us about one of the feature articles on the newsletter will receive a $5.00 Starbucks gift card.
Legislative Committee
Michael Claspell, Chair

Throughout the 2017 Legislative Session, the AMCA Legislative Committee provided League Conference Call summaries by posting them on the AMCA website and distributing them via the ListServ. At the time this piece was submitted (May 4, 2017), the League had been focused on the state budget and expected a final agreement in the next day or two. The final Conference Call of the 2017 Legislative Session was then scheduled to take place on Monday, May 15, 2017. During that call, the League intends to provide a summary of the new legislation impacting Clerk operations.

As we look to the future, the start of a new Fiscal Year in July, and a new Legislative Session in January 2018 (it’s right around the corner), the Legislative Committee remains committed to providing timely and valuable information to the AMCA membership. The Committee appreciates any feedback regarding the Conference Calls with the League and invites suggestions that will help enhance the efficacy of future Conference Calls.

On a final note, for those who have never served on an AMCA committee or may be contemplating such service, please consider the Legislative Committee. If you have any questions about the Committee, please contact co-Chairs Michael Claspell (michael.claspell@mesaaz.gov) or Cris Meyer (cris.meyer@phoenix.gov).

Constitution Committee
Kandace French

The Constitution Committee has met via teleconference and through emails throughout the year to finalize some changes in the Constitution that will be presented to the membership at the Annual Meeting in July, 2017. Stay tuned to hear/read more!!

Records Management Committee
Ben Lane, Chair

The Records Management Committee are busy revising and updating the Records Management Handbook. Additional information will be highlighted in the Fall Newsletter. Stay tuned!
Montréal, Québec, Canada was the host site for the 71st IIMC Annual Conference. A total of fourteen Clerks from Arizona were in attendance. The conference provided various breakout sessions, general session speakers, and Athenian Dialogues.

One of the Athenian Leadership Society Dialogue was on Amelia Earhart, which was facilitated by City Secretary and IIMC Past President Mary Lynne Stratta, MMC. Ms. Stratta will also be facilitating an Athenian Dialogue for AMCA members on Monday, July 24, 2017 from 8:30 a.m. – 4:00 p.m.

**Highlights from the 71st Annual IIMC Conference**

- 889 municipal clerks were in attendance from all parts of the world

- Parade of Flags Ceremony featured flags from Belgium, Israel, the Netherlands, South Africa, Udite, England, Scotland, Bermuda, and the United States

- Main sponsors were Laserfiche and Municipal Code Corp.

- “Uncrapify Your Life!” – general session keynote speech - HILARIOUS

- “The Authenticity Advantage: How to Fly your Freak Flag” – second keynote speech

- Fabulous concurrent education sessions over a three-day period; i.e., Politics of Organizational Communication; Safety through Strategy at City Hall; Communicate with Attitude; How’s the EGO in your workplace; Goal Alignment and Accountability; Achieving Balance in a Burnout World; to name only a few!

- Region 8 meeting was held to hear updates from IIMC Directors (Liz Burke) and State Presidents (Sue Stein)
- “The Streets of Montreal” event featured a black and white theme, music to dance to, wandering magicians with eclectic cuisine indigenous to the city and a Sugar Shack!

- Annual Banquet featured a festive evening with Spidey, a magician, mentalist and hypnotist who provided a spectacular magic show to end the evening on a high note!

- 14 clerks from Arizona attended: Sue Stein, Bev Bender, Lynda Bushong, DeeAnn Mickelsen, Agnes Goodwine, Sherry Aguilar, Maria Gonzalez, Julie Bower, Diane Russell, Liz Burke, Kelly Williams, Vanessa Bueras, Carrie Dyrek, and Rhonda Geriminsky.

- The AZ Clerks had a great time dining at the Vargas Steakhouse on our free evening! It was a great opportunity to spend time together outside of training venues. We shared stories and had a lot of laughs and giggles during dinner.

- (Lynda was upgraded to a 2-story suite with a living room, dining room and stairway leading to the bedroom and second bathroom– oh, and it had a doorbell!!)

- Our Arizona State Basket received many silent auction bids and was extremely popular!!!
IIMC Conference Scholarship Recipient

Lynda Bushong, AMCA Vice President

WOW! That is what I have to say about my 1st IIMC Annual Conference. The conference was hosted by Montreal, Canada with 899 attendees from around the world. Each day was packed with different sessions of a multitude of topics it was amazing to see the interaction and networking of clerks from far and near.

Our days began at 7:30 a.m. and were non-stop until 5:30 p.m. or later. I attended several sessions where I felt the speaker was talking directly to me. They were extremely motivating and just made you want to be the best you can be! The opening ceremony included an amazing parade of flags and an award ceremony recognizing several clerks for their many efforts. After lunch that day, we listened to Jeff Havens give a presentation on how to “Un-crapify your Life!” He was hilarious and hit a lot of good points regarding communication. I think my favorite session was related to goal alignment and accountability. The speaker was very interactive with the audience and made me do some critical thinking about my own goals, both professional and personal.

There were two hosted dinners; one night was designated as black or white attire and many dressed the part of Parisians with French berets and scarves. Attendees danced the night away after a feast on chicken sliders, poutine (a Quebec dish made with French fries, brown gravy and cheese curds) and lobster/duck/shrimp mac & cheese!

Montreal has a religious history and offers a beautiful skyline of old and new architecture. I found it interesting, and very practical, that they have complete shopping centers underground due to the cold weather. And although my trip was one that I will remember for a very long time..... it was great to come home to Arizona (even though it was over 100 degrees)!!

I am very appreciative to get the opportunity to experience a conference of this caliber and I would highly encourage all members to take advantage of the scholarship programs offered through AMCA and IIMCA and place this conference on your Got-To-Do list.
FUTURE IIMC CONFERENCES

2018 - Norfolk, Virginia
May 20- May 23
Deadline July 1, 2017
Call for Presentations Form 2018

2019 - Birmingham, Alabama
May 19- May 22
Deadline July 1, 2018
Call for Presentations Form 2019

2020 - St. Louis, Missouri
May 17- May 20
Deadline July 1, 2019
Call for Presentations Form 2020

2021 - Grand Rapids, Michigan
May 9 - May 12
Deadline July 1, 2020
Call for Presentation Form 2021
Helpful Links

IIMC Athenian Leadership Society

IIMC Educational Programs/Guidelines – click here

IIMC Constitution

IIMC News Digest May 2017

AMCA Bob Ramsey education

AZ League of Cities and Towns

AZ League’s YouTube Channel
What would bring professionals from all over the United States to a symposium in New York City? What Works Cities was launched by Bloomberg Philanthropies in 2015 as an initiative to help mid-sized cities improve their services by sharing data (documents and information) with the public. The symposium allowed for a sharing of ideas and best-practices to allow cities/towns to move forward with their own Open Data initiatives and programs with the guidance and support of Bloomberg Philanthropies partners. Sessions provided included Beyond the Portal and Policy, People Participation: Beyond Checking the Box, Open Data Standard Roundtable, The Scrappy City, and Improving Police-Community Relations as well as more analytical sessions such as Algorithm Transparency Roundtable and Getting Started with Advanced Analytics. There were 13 sessions offered not including the plenary sessions.

While the City of Glendale has just started our journey, Scottsdale and Mesa have operating portals. Tempe and Gilbert are also working on their own portal/engagements with What Works Cities. Glendale’s main partner for the Open Data piece is the Sunlight Foundation.

What does Open Data mean?
Open data is more of a change in philosophy to take what normally would require a public records request and proactively placing the information and records on the web accessed via a portal that is easily searchable and allows documents and information to be downloaded in a machine-readable format and that doesn’t require signing on or paying for downloads. Open Data allows a city/town to tell the story around the data in addition to making the data available.

What does Open Data mean for Clerks?
First and foremost, it should reduce the number of requests for public records because the public is going to be able to locate the information easily on your website and through your portals. It will also help our citizens to be more engaged with us and give them insights into how we make decisions while allowing for more transparency by opening government up for review and analysis.

Glendale’s status
Currently we have received the initial approval from Council to move forward with a resolution regarding Open Data. One of our next steps will be to post the Open Data resolution on an open collaboration website (we will be using https://mymadison.io/). Once posted we want our community members to read the resolution and offer their feedback. We will use that feedback to assist us as we create the administrative policy which will outline the elements of our Open Data program. We will also create our portal and we have begun identifying the datasets that will be published. We have identified a small segment of our stakeholders and will be engaging them with a survey about the records being requested and what will be done with the records. With the survey results, we will better identify additional datasets for publication and the best way to present those datasets.

So how does New York fit into this story?
I'm so glad you asked...
I had the opportunity to attend the What Works Cities Summit in New York City, March 27-29. Since I’d never been to New York City, I flew in a day early so that I could see the sights. It rained. And it was cold. I had to buy a jacket before I went as I knew a light jacket wouldn’t do it. And it was awesome! I saw the Statue of Liberty,
Ground Zero, the 9-11 Memorial and Museum, a real-life New York-Soup-Nazi-deli, as well as, Times Square and Broadway. I've included a couple photos.

If you have any questions about Open Data or my trip, just give me a call.

One of the World Trade Center Buildings

The last piece removed from what used to be the twin towers. Signed by those who worked to remove what was left of the buildings.

View from the South Fountain at Ground Zero. Poignant reminder that these aren’t just names on a really-big water feature, but a memorial to the people who lost their lives on 9-11.
World Trade Center Buildings – very tall – on this cloudy day we couldn’t see the top of the building.

A symbol of our freedom and the beacon that guides people to our shores. The slight haze to the photo due to the moisture in the air, makes it almost seem dream-like, and almost hovering above the water.
“What can I do to *IMPROVE* my *attitude*?” This is one of the most asked questions I get. Being positive *most* of the time allows you to enjoy life more.

Here are 20 practical ideas to help you get a positive attitude and keep it.

1. **Be Yourself** – Do more of the things you love. It is the only way to be happy.
2. **Improve Yourself** – If you’re improving, even a little bit, you’ll be more positive.
3. **Help Others** – Nothing makes a person feel better than helping others in need. When you help others, you can’t help but be more positive.
4. **Take an Attitude Inventory** – Your attitude and those around you.
5. **Birds of a Feather** – You will eventually become like the people you hang around. Keep yourself in the company of positive thinking people. Distance yourself from the doom and gloomers, find more positive people to spend time with.
6. **Be Selective** – Of information you get. Garbage in, Garbage out.
7. **Be a Doer** – Rather than a watcher. Take a walk rather than watching The Biggest Loser.
8. **Be an Attitude Warrior** – If you don’t defend your attitude, who will?
9. **Don’t Be Perfect** – Bad crap happens to good people. Don’t expect to be positive 100% of the time, just try to be positive as often as possible.
10. **One of Those Days** – It’s OK to have one of those days, just not five years in a row.
11. **Choose** – You’re responsible for our own attitude; others do not control how you think. Decide to be positive and make it happen.
12. **Relax** – Don’t fight a challenging situation, it only makes it worse. Relax, breathe and accept it.
13. **Affirmations** – Think positive thoughts and say positive things to yourself. If might seem goofy but it works!
14. **Be Grateful** – For what you have. There is always something to be grateful for.
15. **Laugh** – Bring more laughter into your life. It is a powerful way to improve your attitude.
16. **Pray or Meditate** – For a couple of minutes every day. You’ll be surprised how positive this can be.
17. **Celebrate** – Your own successes and the successes of those around you as often as you can.
18. **Have a Plan** – It lets you stay focused on where you are going instead of getting bogged down in the day to day drama.
19. **Control Your Environment** – You make choices everyday about where you live, the work you do, and where you go. If your environment isn’t supporting your positive attitude, change it.
20. **Be Selfish** – Take care of YOU first. Give yourself permission to make YOU a priority.

Book Matt to help make a difference in someone’s attitude and in someone’s life.
Joie Booth 563.451.7868 joie@mattbooth.com or Matt Booth 563.590.9693 matt@mattbooth.com
We thank the sponsors listed below for their support of the AMCA. Be sure to click on the image to be directed to their website.

DEADLINE FOR NEWSLETTER ITEMS

The deadline for the Fall 2017 publication issue is September 7, 2017. Please send your articles and events to Agnes Goodwine, agnes.goodwine@mesaaz.gov or Pamela Galvan at pgalvan@williamsaz.gov

THANK YOU!