



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING MINUTES
April 17, 2024**

1. Call to Order

The meeting was called to order by Chair Stacy Fobar at 2:02 p.m.

2. Roll Call

Members Present via Videoconference: Chair Stacy Fobar; Co-Chair Marcella Sarmiento; Committee Members Alejandro Garcia, Kaitlynn Reeves, Shirley Zitting, Patricia Buchanan, Tanya Ferguson, and Board Liaison Sarah Siep

Committee Members Absent: Committee Member Judy Martinez.

Others Present via Videoconference: Romel Cordova, Crystal Hadfield, Ben Lane, and Victoria Roedig.

3. Approval of Minutes

Motion was made by Shirley Zitting to approve the March 13, 2024, Committee Meeting minutes; seconded by Marcella Sarmiento. The motion passed unanimously.

4. Liaison Updates

- a) Campaign Finance Committee – No update provided.
- b) Education Committee – Romel Cordova provided an update that the Committee is currently working on upcoming trainings to include the AMCA Institute and Academy in June 2024. He announced that the Athenian Dialogue will be held on July 22nd and the Annual Conference on July 23. Romel reported that the Spring Best Practice training scheduled for April 23rd will be rescheduled as the presenter has a conflict.
- c) Elections Committee– No update provided.
- d) Handbook & Constitution Committee – No update provided.

- e) Legislative Committee – Ben Lane provided an update that the Committee met to review pending legislation and are trying to send weekly summaries of the league’s legislative calls.
- f) Membership/Mentoring/Region Leaders Committee – No update provided.
- g) Records Management Committee – Ben Lane announced that the Essential Records Best Practice Guide has been completed and is posted on the AMCA website. The Committee is now turning their attention to the AMCA Records Retention Schedule.
- h) Scholarship Committee – Crystal Hadfield announced that the Committee awarded all 12 scholarships, and an announcement will be sent to all members regarding the basket raffle.
- i) Executive Board – Sarah Siep stated at the last meeting Ben Lane provided a great presentation on Essential Records, they discussed the Region VIII meeting to be held in Colorado in 2025, and the April board meeting has been rescheduled to April 25th.

5. Spring Newsletter article idea – Publishing April 22

Chair Stacy Fobar reviewed the planned articles for the Spring Newsletter.

6. Municipal Clerks week ideas (May)

Chair Stacy Fobar stated she would send the resources to the League for inclusion on the website.

7. Social media ideas

Kaitlynn Reeves stated she would post about the AMCA Institute and Academy.

8. Good of the Order/Comments from Committee Members

None.

9. Next Meeting Date: May 8th at 2:00 p.m.

Chair Fobar noted the next meeting date is May 8th at 2:00 p.m.

4. Adjournment

The meeting was adjourned at 2:20 p.m.

Minute Taker: Marcella Sarmiento, City Clerk, City of Avondale