



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING MINUTES
March 13, 2024**

1. Call to Order

The meeting was called to order by Chair Stacy Fobar at 2:01 p.m.

2. Roll Call

Members Present via Videoconference: Chair Stacy Fobar; Co-Chair Marcella Sarmiento; Committee Members Alejandro Garcia, Judy Martinez, Kaitlynn Reeves, Shirley Zitting, and Patricia Buchanan.

Committee Members Absent: Committee Member Tanya Fergueson and Board Liaison Sarah Siep.

Others Present via Videoconference: Kara DeArrastia and Victoria Roedig.

3. Approval of Minutes

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

4. Liaison Updates

- a) Campaign Finance Committee – No update provided.
- b) Education Committee – No update provided.
- c) Elections Committee – Linda Mendenhall provided an update to Chair Fobar and stated the committee will meet on March 18 to discuss topics and presenters for the Annual Election Training.
- d) Handbook & Constitution Committee – No update provided.
- e) Legislative Committee – No update provided.

- f) Membership/Mentoring/Region Leaders Committee – Kara DeArrastia stated the committee will meet again in later March or early April. She noted an email will be sent to all members spotlighting a mentor/mentee.
- g) Records Management Committee – Victoria Roedig stated the committee met and are working on finalizing the essential records best practices document with a goal to submit to the Executive Board in March.
- h) Scholarship Committee – Chair Fobar explained there were a total of 12 applications received this year with \$4,000 to give away. The committee will be meeting soon to review the applicants to provide a recommendation to the board.
- i) Executive Board – No update provided.

5. Spring Newsletter article idea – Due Date April 1 (Publishing April 22)

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

- a) President's Message
- b) Best of Listserv
- c) Clerk Resources
- d) Good News (Personal and Professional)
- e) Thank a Peer
- f) New ideas Open Discussion

6. Municipal Clerks week ideas (April)

- a) Volunteer: Shirley, Judy, and Stacy

Co-Chair Marcella Sarmiento volunteered to assist with Clerks week promotions.

7. Social media ideas

Chair Fobar recommended posting upcoming AMCA trainings.

8. Good of the Order/Comments from Committee Members

None.

9. Next Meeting Date: April 10th at 2:00 p.m.

Chair Fobar noted the next meeting date is April 10th at 2:00 p.m.

4. Adjournment

The meeting was adjourned at 2:10 p.m.

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