



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
Thursday, November 14, 2022
11:00 a.m.**

Microsoft Teams :

[Click here to join the meeting](#)

Meeting ID: 291 416 809 818

Passcode: G3Gp6D

Or call in (audio only):

[+1 929-352-1911,,324813843#](tel:+19293521911324813843)

Phone Conference ID:

324 813 843#

Committee Members: Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Donna Black, Patricia Buchanan, Sara Burchill, Marcella Carrillo, Kara DeArrastia, Christy Estavillo, Wendy Henson, Judy Martinez, Sheryl Rabin, Terri Roth, June Wilson and Carla Reece (Board Liaison).

1. Call to Order
2. Roll Call and Introductions
3. Liaison Updates
 - a.) Campaign Finance – Sharon Antes/Sherry Aquilar
 - b.) Education – Laura Jara/Rommel Cordova
 - c.) Elections – Linda Mendenhall/Janet Pierson
 - d.) Handbook & Constitution – Summer Stewart/Byron Jones
 - e.) Legislative – Denise Archibald/Summer Stewart
 - f.) Membership/Mentoring/Region Leaders – Kara DeArrastia/ Annie Meredith
 - g.) Records Management – Ben Lane/Cathie Butteweg
 - h.) Scholarship – Crystal Hadfield/Kristen Benavidez
 - i.) Executive Board- Carla Reece
4. Old Business
 - a.) Discussion and possible approval of the September 14, 2022 Meeting Minutes. (see *attachment*)
5. New Business
 - a.) Discussion of Executive Board direction from last Board meeting.
 - b.) Discussion of a Supplemental Newsletter for informal and personal stories (tentative title *The Clerks Insider "Inside Scoop"*). (see *attachment*)
 - c.) Update from and discussion of Subcommittees:
 - i. Listserv subcommittee (see *attachment*)
 - ii. Website subcommittee
 - iii. Social Media subcommittee
6. Good of the Order/Comments from Committee Members
7. Next Meeting Date: December 2022 (a *scheduler poll* will be emailed to the committee)
8. Adjournment



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
MINUTES OF SEPTEMBER 14, 2022**

Committee Members: Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Patricia Buchanan, Marcella Carrillo, Kara DeArrastia, Christy Estavillo, Wendy Henson, Judy Martinez, Sheryl Rabin, Terri Roth, June Wilson and Carla Reece (Board Liaison).

1. Call to Order

The meeting was called to order by Chair Michelle Stanley at 9:00 a.m.

2. Roll Call and Introductions

The following members were present: Michelle Stanley, Stacy Fobar, Patricia Buchanan, Marcella Carrillo, Kara DeArrastia, Christy Estavillo, Wendy Henson, Judy Martinez, Sheryl Rabin, and Terri Roth. (not present: Donna Black, Sara Burchill, June Wilson and Carla Reece)

3. Liaison Updates

a.) **Campaign Finance** – Sharon Antes reported there was no update at this time, but noted the Committee planned to schedule a meeting soon.

b.) **Education** – Laura Jara reported that the Committee met September 7th to review the timeline for upcoming education events such as Best Practices and the Annual Conference, as well as feedback submitted. Ms. Jara noted half the membership wanted in-person trainings for networking, but half the membership requested virtual training so the Education Committee planned to provide options for both types of training throughout the year. Ms. Jara stated she was working on the form to send out request for speakers and encouraged everyone to submit recommendations. Ms. Jara reported that Linda Hess was no longer the ASU Institute Director and noted the new director for the AMCA Institute and Academy would be Dr. Michelle Hill.

c.) **Elections** – There was no update.

d.) **Handbook & Constitution** – Byron Jones reported that the Committee had not met yet, but a meeting would be scheduled in October. Mr. Jones stated the focus for the year would be implementing the Constitution changes that had been approved and any direction from the Executive Board.

e.) **Legislative** – Denise Archibald reported that the Committee was planning their first meeting in October and noted the Legislature was not yet in session.

f.) **Membership/Mentoring/Region Leaders** – Kara DeArrastia reported that the first Committee meeting would be September 19th over Microsoft Teams. Ms. DeArrastia noted

there were returning Region Leaders and new volunteers this year with all nine regions having representation this year. Ms. DeArrastia stated new projects for the year would include recent AMCA Handbook changes, an exit form for members that leave the association, retaining the membership and making sure everyone felt welcomed and involved across the State. Ms. DeArrastia commented it was great seeing photos from field trips and region activities and hoped to have an even more productive year.

- g.) **Records Management** – Ben Lane reported that the Committee planned to meet in October. This year's focus would be reviewing and maintaining the records management manual on the AMCA website. Mr. Lane explained there was a records management manual template that cities and towns could use and it was reviewed every three years to ensure it was updated with any new State laws related to records or any new guidance. Mr. Lane noted carryover projects from last year were to finalize the AMCA retention schedule and a Committee succession plan. Mr. Lane stated another project was a guide related to best practices for social media, email retention, and instant messaging.
- h.) **Scholarship** – Stacy Fobar noted the Committee's first meeting was September 14th following the Communications Committee meeting.
- i.) **Executive Board** – Ms. Stanley noted Carla Reece had emailed a message to read for the update. Ms. Reece stated she had an unexpected conflict this morning. Ms. Reece stated the next Executive Board meeting was a couple week out and would be a retreat. Ms. Reece expressed her deep respect and appreciation for all who have stepped forward to serve.

4. Old Business

- a.) Discussion and possible approval of the May 11, 2022 Meeting Minutes.
Ms. Fobar moved to approve the minutes, seconded by Ms. DeArrastia. The motion to approve was approved unanimously.

5. New Business

- a.) Review of the Committee Responsibilities for 2022/2023 and a request for volunteers.
Ms. Stanley reviewed the 2022-2023 committee responsibilities, noting it was best to go over the required projects before bringing up new ideas. Ms. Stanley asked for volunteers to help with specific projects and explained there were some projects like editing the newsletter that would always be a group task. Ms. Stanley reviewed the minutes taker rotation schedule.

Judy Martinez volunteered to continue helping with the CMC and MMC designations, social media, and the website review. Kara DeArrastia volunteered to help with the CMC and MMC designations, social media, and the website review. Ms. DeArrastia suggested adding reorganizing the Listserv Archives to the project list because there were too many listed and it was difficult to navigate. Ms. DeArrastia volunteered to help create themes to organize it by. Wendy Henson volunteered to help with the Listserv Archives. Stacy Fobar volunteered to continue helping with social media y posting bi-weekly discussion prompts on Facebook and sharing jobs on LinkedIn. Marcella Carrillo commented she was happy to volunteer on any task if Ms. Stanley wanted to divide tasks out. Ms. Stanley stated she would add Ms. Carrillo to the website review group. Teri Roth also volunteered to help with the website

review. Ms. Stanley explained the website review had two parts: first to ensure that all information had been updated from one fiscal year to the next, and second to review the resources available were up-to-date. Ms. Stanley asked anyone interested in volunteering to email her.

b.) Discussion of the AMCA Fall Newsletter.

Ms. Stanley reviewed the 2022-2023 newsletter submission and publication calendar, noting that she had received permission from the Executive Board to push publication back one month in order to give the new committee sufficient time to put it together. Ms. Stanley encouraged everyone to submit Best Practices and Work/Life Balance articles and asked that education and training opportunities be shared.

6. Good of the Order/Comments from Committee Members

There were no comments.

7. Next Meeting Date: October 2022

8. Adjournment

Ms. Stanley adjourned the meeting at 9:38 a.m.

H. Michelle Stanley
Minute Taker

The Clerks Insider

“THE INSIDE SCOOP”



Did you know Agnes is a Yoga instructor?

AGNES GOODWINE

DEPUTY CITY CLERK, MESA

Some of the sample text in this document indicates the name of the style applied. To get started right away, just tap any placeholder text (such as this) and start typing

“LEVEL UP TRIBES”



Did you know Agnes has her own podcast?



A LOCAL’S LIFE IN... PAYSON, AZ

Fav event: In June, We use to have this mudrun every year in until Covid killed it.

Favorite place to eat: Rim Country BBQ

Fav activity: atv trail riding - fav trail Pyette

Listserv Questions & Answers

Agendas

ListservArchive2020 Council Agenda Preparation Practices.pdf

ListservArchive2020 Process for Placing Items on the Agenda.pdf

ListservArchive2022 Agenda software.pdf

Boards, Commissions, and Committees

ListservArchive2020 Board or Committee Orientation Handbooks.pdf

ListservArchive2020 Board or Committee Time Waiting for Quorum.pdf

ListservArchive2020 Board or Committee with No Quorum.pdf

ListservArchive2020 PSPRS Board Members.pdf

ListservArchive2022 Board and Commission minutes to Council.pdf

ListservArchive2022 Logos for Boards and Commissions.pdf

Clerk's Office

ListservArchive2020 Population and Number of Clerks Employed.pdf

ListservArchive2022 Jobs performed as a City Clerk.pdf

Council Appointments

ListservArchive2022 Appointed as a Clerk by the Council.pdf

Council Meetings

ListservArchive2020 Vendors to Stream Council Meetings.pdf

ListservArchive2022 Roberts Rules.pdf

ListServArchive2022 Council Code of Conduct.pdf

COVID

ListservArchive2020 Council Meetings Open or Closed to the Public (Covid19).pdf

ListservArchive2020 Council Swearing-In Ceremony during Covid-19.pdf

ListservArchive2021 In Person Meetings Responses.pdf

Elections

ListservArchive2020 Ballot Argument Fees.pdf

ListservArchive2020 Ballot-by-Mail Post Election Report.pdf

ListservArchive2020 Canvass of General Election if Council Members were Elected in Primary.pdf

ListservArchive2020 Election Question Responses.pdf

ListservArchive2020 Election with Candidates Equal to Positions for Charter Cities.pdf

ListservArchive2020 Political Signs After the Election.pdf

ListservArchive2020 Sales Tax Election Notice and Postcards.pdf

ListservArchive2020 Spanish Translation for Election Documents.pdf

ListservArchive2021 Frequently Asked Questions for Voters(Gilbert Response).pdf

ListservArchive2021 Frequently Asked Questions for Voters(Marana Response).pdf

ListservArchive2021 Frequently Asked Questions for Voters(Phoenix Response).pdf

ListservArchive2022 Staggered Council terms.pdf

ListservArchive2022 General Plan Update Cost Estimate.pdf

ListservArchive2022 E-Qual Submittals.pdf

ListservArchive2022 Campaign Sign Enforcement.pdf

ListservArchive2022 Request for the candidate(s) to speak at a political meeting.pdf

ListservArchive2022 Post statement of interest forms online.pdf

ListservArchive2022 Provide Precinct Map to Candidates.pdf

Electronic Signatures/Signing

ListservArchive2020 Electronic Signatures on Final Plats.pdf

ListservArchive2020 Electronic Signature Software.pdf

ListservArchive2020 Electronic Signing of Permanent Records.pdf

ListservArchive2022 Electronic Signature.pdf

Finance

ListservArchive2020 City Flags for Sale.pdf

Holidays

ListservArchive2020 Columbus Day or Indigenous Peoples Day.pdf

ListservArchive2022 Juneteenth.pdf

Human Resources/Personnel

ListservArchive2020 Pay Scale Sample.pdf

ListservArchive2020 Streets Supervisor Interview Questions.pdf

Licenses

ListservArchive2022 Bingo License.pdf

Loyalty Oath

ListservArchive2020 Loyalty Oath to Newly Elected Municipal Officials (besides Magistrate).pdf

Minutes

ListservArchive2020 Council Meetings Minutes Approval during Mayoral Transition.pdf

ListservArchive2020 How to Approve Draft Minute at the Final Committee Meeting (US Census).pdf

ListservArchives2022 Executive Session Minutes.pdf

Notary

ListservArchive2020 Charges for Notary Service.pdf

ListservArchive2020 Notarizing Contracts.pdf

Open Meeting Law

ListservArchive2020 Email Disclaimer Do Not Reply to All and Public Record.pdf

Ordinances

ListservArchive2020 Bee Keeping Ordinances.pdf

Policy and Procedures

ListservArchive2020 Extension of Premises Administrative Policy Approval.pdf

ListservArchive2022 Notification to Council members of events.pdf

ListservArchive2022 Recommendations on how to handle citywide complaints.pdf

Proclamations

ListservArchive2020 Proclamation for Out-Going Council Members.pdf

Records

ListservArchive2020 Archival Social and Social Media Legal Requirements.pdf

ListservArchive2020 Best Practice to Archive a Recorded Document.pdf

ListservArchive2020 Electronic Recording of Documents.pdf

ListservArchive2020 Microfilm Company to store permanent documents.pdf

ListservArchive2020 Planning and Zoning Case Files Organized.pdf

ListservArchive2020 Public Records Requests Performance Measures FY2020.pdf

ListservArchive2020 Save and Retrieve Text Messages.pdf

ListservArchive2020 Vendors for Permanent Archival Boxes.pdf

ListservArchive2022 Commercial Requests.pdf

ListservArchive2022 Who Signs Contracts.pdf

Voting

ListservArchive2022 Need for a Quorum for a Vote.pdf