



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EDUCATION COMMITTEE MEETING MINUTES
January 13, 2021**

Committee Members: Lisa Anderson, Denise Archibald, Erin Deskins, Cherry Lawson, Linda Hess (ASU Representative), Annie Meredith, Kelsi Miller, Brooke Painter (Co-Chair), Leah Rhodes, Teresa Riza (Board Liaison), Stacy Saltzburg, Sarah Siep, Michelle Stine (Chair), Kelly Williams

1. Call to Order

Ms. Michelle Stine (Chair) called the meeting to order at 9:30 a.m.

2. Roll Call

The following members were present: Lisa Anderson, Erin Deskins, Cherry Lawson, Linda Hess (ASU Representative), Annie Meredith, Kelsi Miller, Brooke Painter (Co-Chair), Teresa Riza (Board Liaison), Stacy Saltzburg, Sarah Siep (arrived at 9:37 a.m.), Michelle Stine (Chair), Kelly Williams

3. Approval of Minutes

A motion to approve the November 18, 2020 minutes was made by Cherry Lawson and seconded by Annie Meredith. The motion was approved unanimously.

4. New Business

a. Discussion and update regarding the 2021 Spring Best Practice

Ms. Stine reported that the Spring Best Practices Sub-Committee met on January 5, 2021. They decided on April 22, 2021 for the training with April 29, 2021 as a backup. They discussed the following topics for consideration:

- Electronic Notary
- E-Qual – although the Secretary of State is currently offering training so this item may come off.
- Best Practices for online executive sessions
- Virtual meeting best practices
- Open Meeting Law in a virtual setting

- Clerk question and answer panel
- Ideas for reopening after COVID

Ms. Stine has reached out to the League for their input concerning virtual meetings and whether it is best to plan for a full day, half day, or multi-day. The sub-committee's next meeting will be held in early February; they will be discussing the best way to conduct the virtual training, the final meeting topics, and considering the impacts on CMC and MMC points. She asked if there were other topics the committee would like to see considered. Ms. Saltzburg suggested hybrid models that include both virtual and in-person options.

- b. Discussion and possible recommendation regarding the development of a new AMCA Committee to alleviate some of the Education Committee duties/responsibilities

Ms. Stine reported that there have been some suggestions about possibly forming other committees separate from the education committee to help lighten the functions of the education committee. Ideas included separating Best Practices as well as separating out virtual training and in-person training to focus on those specific activities.

Ms. Meredith expressed concern about forming other committees when there has been difficulty getting people to participate in those already in place. What is likely to happen is that those who are already on committees will be doubling or tripling up on committees ultimately does not accomplish the goal of lightening up the responsibilities of the Education Committee.

Ms. Stine acknowledged that the last year has been particularly challenging and she suggested holding off on the topic until things start returning back to normal. She feels that the Board would be supportive of that approach. Ms. Riza confirmed that the Board would be supportive of revisiting the topic in the future. She also suggested that the topic be a discussion point each year as things evolve. Ms. Stine added that some of the items on the list of new responsibilities could be considered with the understanding that others may have to wait.

The committee agreed to table the item at this point and bring it back up at a later time.

Ms. Stine also suggested that some of the responsibilities could be assigned to other committees. For example, some of the more virtual items may be better suited for the communication committee. It could also be a partnership with Education Committee providing the information but the Communication Committee distributing and maintaining.

Ms. Williams asked if there had been any timeframes placed on the responsibilities and adding them to the handbook. Ms. Stine explained that many of them were ideas that were

suggested at various meetings and she does not believe that there were any timeframes assigned.

Ms. Riza confirmed that there were not due dates assigned and that the Board is not looking to add them to the handbook as responsibilities of the committee but rather ideas for things the committee could work on. She agreed that there could be some coordination with other committees, and she is confident that the Board would be supportive of that. She suggested that the committee look at prioritizing the items and working from that perspective. Ms. Stine indicated that she would send the list out to the committee for them to provide suggested rankings.

5. Items to be communicated to the Communication Committee

Ms. Stine reviewed the items that the Communication Committee is looking for to include in the newsletter. She encouraged the committee members to submit items if they are able. The deadline to submit material to the Communication Committee is February 19, 2021.

Ms. Stine also reported that the winter newsletter went out and the Education Committee article that was included was well received.

6. Good of the Order/Comments from Committee Members

Ms. Stine reported that the Annual Conference sub-committee will be meeting February 19, 2021 to discuss conference planning next steps. The Spring Best Practices sub-committee will be meeting in early February. Ms. Meredith added that the Athenian Dialogue sub-committee will be meeting today as well.

7. Future Meetings:

The next Education Committee meeting is scheduled for February 17, 2021 at 9:30 a.m.

8. Adjournment

There being no further business Ms. Stine adjourned the meeting at 9:56 a.m.

Submitted by: Stacy Saltzburg
Minute Taker