



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EDUCATION COMMITTEE MEETING MINUTES
April 26, 2023**

Committee Members: Lisa Anderson, Kristen Benavidez, Patricia Buchanan, Wendy Henson, Annie Meredith, Janet Pierson, Victoria Roedig, Terri Roth (Chair), Kelly Williams, June Wilson, Rommel Cordova (Co-Chair), Jennifer Pena (Board Liaison), Linda Hess (ASU Institute Director)

1. Call to Order

Meeting was called to order by Chair Terri Roth at 9:02 a.m.

2. Roll Call

The following members were present:

Lisa Anderson, Kristen Benavidez, Wendy Henson, Annie Meredith, Janet Pierson, Victoria Roedig, Terri Roth (Chair), Kelly Williams (arrived at 9:03), Rommel Cordova (Co-Chair), Linda Hess (ASU Institute Director)

The following members were absent:

Patricia Buchanan, June Wilson, Jennifer Pena (Board Liaison)

3. Old Business

- a. Discussion and possible approval of the March 21, 2023, Education Committee minutes.

Kristen Benavidez moved to approve the Education Committee minutes of March 21, 2023; Seconded by Rommel Cordova.

Motion carried unanimously.

4. New Business

- a. 2023 Spring Best Practices – April 18th and 19th – Debrief – Post Session (Surveys/Certificates)

Chair Terri Roth asked if Janet Pierson had an updated on this successful event.

Janet Pierson said she hoped the event was successful and was not sure what happens once the event is over. Ms. Pierson asked who was to send the updated points spreadsheet and points outline document to the League.

Chair Roth said that would be her responsibility once the surveys are completed and the League sends the certificates. Chair Roth would then sign the certificates and send them back to the League.

Ms. Pierson asked if there was anything else she needed to do.

Chair Roth said no.

Ms. Pierson asked if everyone thought it went well.

Chair Roth said she has not seen the surveys yet but has heard positive feedback and a lot of information was given.

Annie Meredith said she thought the event was great and there was some new and good information. Ms. Meredith said she liked the leadership presentation and had some good reminders about how to grow yourself and your team.

Chair Roth thanked Ms. Pierson for taking lead on this event.

Ms. Pierson thanked Chair Roth and thanked the rest of the subcommittee members for their work.

b. 2023 Institute (June 5th – 9th)/ Academy (June 20th – June 22nd)

Chair Roth asked Linda Hess for an update.

Linda Hess said the schedules are complete for both programs. There are currently 38 registered for the Institute and 16 for the Academy.

Kelly Williams asked what the average enrollment is.

Ms. Hess said for the Institute there could be anywhere from 35 to 40 and the Academy starts around 26 but drops to 22 to 25 people.

Lisa Andersen said all of her paperwork has been submitted to IIMC for her CMC and asked if she would be able to attend the Academy.

Ms. Hess said she did an outreach to IIMC but there has been some staff turnover there. Ms. Hess said other individuals have attended the Academy without having their CMC final certification. Ms. Hess said they are earning points so it should not limit anyone.

Chair Roth said it was her understanding that it was a three-year requirement to attend.

Ms. Hess said it is three years to earn the points, but you could earn points anywhere and that could be done less than three years.

Rommel Cordova asked what the registration deadline was.

Ms. Hess said her preference is two weeks prior to the start date of the session because of the ASU ID.

Mr. Cordova said the initial registration email was sent a while back and asked if the League could send another email blast with a link to the program.

Ms. Hess said yes, the registration deadline for the Institute would be May 22 and June 6 for the Academy.

Mr. Cordova said he would work on that.

Ms. Hess said she normally sees an upswing in May for registration.

Ms. Andersen said the dates are wrong on the IIMC website and has last year's dates.

Ms. Hess said she would reach out to IIMC to correct the information.

c. 2023 Summer Athenian Dialogue – July 24th

Chair Roth asked for an update.

Kelly Williams said the League did send out a save the date and would be in person at the community center. The League has the draft flyer, and they are working on finalizing the registration links. Ms. Williams said the facilitator is finalizing the details which would be sent to IIMC for approval.

d. 2023 Annual Conference – July 25

i. Confirmed Presenters – Colleen Biggs and Dustin Jackson

Chair Roth said they have received session approval from IIMC, and she would forward the information on to the League.

e. Other items

Chair Roth asked if there were any other items to present or discuss. There were none.

5. Good of the Order/Comments from Committee Members

Annie Meredith asked if Ms. Roth would be handing out assignments for the Annual Conference.

Chair Roth said yes.

6. Next Meeting Date: May 16, 2023

7. Adjournment

Annie Meredith moved to adjourn the meeting; Seconded by Janet Pierson.
Motion carried unanimously.

The meeting adjourned at 9:17 a.m.

Victoria Roedig, Records Management Program Coordinator – City of Chandler
Minute Taker