



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
EDUCATION COMMITTEE MEETING MINUTES  
August 15, 2023**

Committee Members: Lisa Anderson, Kristen Benavidez, Patricia Buchanan, Rommel Cordova (Chair), Corinne Ferguson, Fatima Fernandez, Wendy Henson, Natasha Kennedy, Patricia Leyva, Judy Martinez, Janet Pierson (Co-Chair), Victoria Roedig, Kristi Salskov, Kelly Williams, June Wilson; Board Liaison: Carla Reece; Academy/Institute Director: TBD

1. Call to Order

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

2. Roll Call

The following members were present: Rommel Cordova (Chair), Janet Pierson (Co-Chair), Patricia Buchanan, Corinne Ferguson, Fatima Fernandez, Wendy Henson, Natasha Kennedy, Patricia Leyva, Judy Martinez, Victoria Roedig, Kristi Salskov, Kelly Williams, and June Wilson.

The following members were absent: Lisa Anderson, Kristen Benavidez, and Board Liaison: Carla Reece.

Chair Cordova went over some housekeeping items and gave an overview on what the committee would entail for the upcoming year. He introduced himself as Chair of the committee and Janet Pierson as Co-Chair, Carla Reece as Board Liaison and stated the Academy Institute Director will attend the meetings when a new person is designated.

3. Old Business:

a. Discussion and possible approval of the June 27, 2023, Education Committee meeting minutes.

On motion of Kelly Williams, seconded by Janet Pierson and carried unanimously to approve the June 27, 2023, minutes.

4. New Business:

a. Education Committee Overview:

- Roles/Responsibilities + Membership Participation
- 2022-23 Education Committee Annual Report + Committee Goals

- Subcommittee Assignments
- 2023 AMCA Education Survey results

Chair Cordova stated the Education Committee overview included in the email he sent out and he would be sending the materials for the committee's roles and responsibilities. He explained that everyone would be working together planning the trainings for the association throughout the year for the following items: the Fall Best Practices, Athenian Dialogue, the Spring Best Practices, Annual Conference with Athenian Dialogue and then the Institute and Academy. He stated that there was not an assigned Institute Director for the Institute and Academy but that he and President Pena would be meeting with ASU to that role in the program and should have more information by next month. Chair Cordova discussed member participation on subcommittees and asked everyone to serve on at least one subcommittee, provide feedback, and be engaged in each meeting. Chair Cordova touched base on the Annual Report covering what the Education Committee did and outlined the responsibilities for the committees, Chair and Co-Chair. He highlighted the accomplishments from the past year and explained that the next annual report would be brought before the committee for review and approval before submitting to President Pena.

Chair Cordova stated the committee in charge of the spreadsheet of presenters that was used for training and asked if anyone could assist with cleaning it up and maintaining it. Corinne Gerguson and Wendy Henson offered to assist with updating that spreadsheet.

Chair Cordova said at the education summit a survey was reviewed and the feedback was that virtual and hybrid educational opportunities were popular and the request to reach out to retired clerks for assistance with trainings and serving on panels.

Chair Cordova gave an overview of last year's subcommittees and asked everyone to submit their first and second choice of the subcommittee they would like to serve on by next Friday, August 25th. He discussed the different committees and some of the responsibilities including providing articles for the newsletter for the communications/outreach committee. He shared some ideas for the newsletter including sharing information for upcoming trainings, and programs that could help people earn points for education or professional contribution experience points.

Chair Cordova stated the education survey was sent in the email for review and would serve as a guide as programs are planned. Janet Pierson stated she reviewed the survey and took notes on similar answers to help focus on those items when planning the training for the year. Chair Rommel stated the feedback was beneficial and helpful for them. Janet Pierson mentioned that one request was that the survey should be sent yearly.

b. Review/Discuss 2023 Summer Athenian Dialogue/Annual Conference

Chair Cordova stated they were still waiting for the results of the surveys for the events.

c. Review/Discuss 2023 Fall/Winter Trainings:

- Fall Best Practices

Chair Cordova discussed holding a virtual two-day training like last year and the consensus was that was the preferred format.

- Athenian Dialogue

Chair Cordova asked if it was possible to have a Fall/Winter Athenian Dialogue. Kelly Williams stated that it should work and the subcommittee could schedule a call to discuss the date and whether it would be virtual or in person.

Patricia Leyva asked Chair Cordova to explain what was the committee's ultimate goal. Chair Cordova explained that there would be assignments with timelines and subcommittees would meet accordingly to complete those assignments. He added that when the main committee meets the subcommittees would give updates and the group would discuss any issues or concerns and that everyone would be collaborating. Fatima Fernandez asked if when the committee analyzed the survey data was that how topics were chosen. Chair Cordova explained that the survey was used as a guide to help prevent them from repeating topics in training. He added that the purpose of the survey was to help determine helpful topics and presenters for the yearly training. Janet Pierson stated that the committee was hands on and that everyone would be helping with picking topics, contacting speakers, setting dates and times for the trainings. She added that it was exciting to have a say in what was going to be provided to the members. Fatima Fernandez asked if the subcommittee had to prepare minutes from their meetings. Chair Cordova explained that only the Committee meetings required minutes and the Subcommittees would give verbal updates during the Committee meetings. He added that the involvement from everyone would be required because there was a lot of work to be done. Victoria Roedig stated that being on a subcommittee required some work but not an over-the-top amount of work and there were worksheets to help make sure things were not missed. She added that last year was her first year and it was a little intimidating, but it was fine. Janet Pierson said that this year she was hoping to work ahead of time for trainings and try to bring the topics that most people would like to participate in.

- d. Review/Discuss Minutes Sign-Up List  
Chair Cordova asked anyone who was interested or able to serve as the Minutes note taker to email him and he would update the list. Fatima Fernandez offered to cover February and Kristi Salskov offered to cover January.
- e. Other Items:
  - Future discussion items  
None
  - AMCA Board Retreat  
None
5. Good of the Order/Comments from Committee Members  
Chair Cordova reminded everyone to email their subcommittee preferences to him by Friday, August 25<sup>th</sup>.
6. Next Meeting Date: September 19, 2023

Adjournment

Chair Cordova adjourned the meeting at 9:44 a.m.

June Wilson  
Minute Taker