



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EDUCATION COMMITTEE MEETING MINUTES
February 17, 2021 @ 9:30 a.m.
Teleconference**

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

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, Denise Archibald, Erin Deskins, Linda Hess (ASU), Annie Meredith, Kelsi Miller, Brooke Painter, Leah Rhodes, Stacy Saltzburg, Sarah Siep, Michelle Stine (Chair), and Kelly Williams.

3. Approval of Minutes

A motion to approve the January 13, 2021, meeting minutes was made by Annie Meredith, seconded by Erin Deskins. The motion was approved unanimously.

4. New Business

a. Discussion and update regarding the 2021 AMCA Institute and Academy

Ms. Linda Hess (ASU) reviewed the 2021 AMCA Institute and Academy schedules and said she is working on finding presenters for the session blocks that do not have a confirmed presenter at this time and requested feedback and suggestions from committee members on possible presenters and/or topics to fill either a two or four hour block. She said one session that has been popular in the past has been a clerk panel and requested feedback and ideas from the group on clerks that may be interested in participating in a panel session.

Ms. Hess reported that there are currently 29 registered for the Institute and 12 registered for the Academy. She said both sessions will be held in-person and will be adhering to the COVID-19 guidelines and restrictions.

Ms. Stine asked committee members to email her with any ideas for presenters and/or session topics for Ms. Hess.

b. Discussion and update regarding the 2021 Athenian Dialogue

Ms. Stine reported that the 2021 Spring Athenian Dialogue will be held virtually on Tuesday, April 13 and Wednesday, 14, 2021, from 9:00 a.m. to Noon (two half-day sessions). She said the Athenian Dialogue subcommittee is recommending Ms. Ellen Freeman Wakefield as the facilitator and that the virtual dialogue fees be reduced from \$85 to \$50 for early-registration (members), \$95 to \$60 for registration (members), and \$100 to \$65 for registration (non-members). Ms. Stine said the subcommittee requested feedback from committee members on several book choices (included as an attachment), with *Leading with Emotional Courage* being the book selected for the 2021 Spring Athenian Dialogue.

Ms. Meredith said she was in favor of reducing the fees for the Athenian Dialogue, as the overall expenses for a virtual dialogue are less and still cover any facilitator costs.

The committee was in favor of the recommendations as proposed by the subcommittee.

c. Discussion and update regarding the 2021 Spring Best Practice

Ms. Stine reported that the 2021 Spring Best Practices will be held virtually on Thursday, April 22 and Thursday, April 29, 2021 (two half-day sessions/three hours each). She said the session topics on April 22, would cover best practices/procedures for online executive sessions and virtual meeting with League attorneys/staff, and lessons learned from the last election with an elections committee/clerk panel. She said the session topic on April 29, would cover updates/overview of the electronic liquor license process and temporary extension of premises during COVID-19 with the Arizona Department of Liquor Licenses and Control (Ms. Risa Williams).

Ms. Meredith asked what hours were being proposed, to which Ms. Stine said the subcommittee is tentatively looking at 9:00 a.m. to Noon on both days. Ms. Siep asked if participants had to register for both days, to which Ms. Stine said she would follow up with the League to see whether registration could be split.

There was discussion regarding reducing the fees for the virtual Spring Best Practices to \$45 for members and \$55 for non-members. The committee was in favor of reducing the fees to \$15 for members and \$20 for non-members per day.

Ms. Stine said she would work with the League on the registration and sending out a save-the-date for the Spring Best Practices, as well as sending all the materials to IIMC for education points.

d. Discussion and update regarding the 2021 Annual Conference

Ms. Stine reviewed the conference survey results as follows:

Question 1: Do you foresee any travel / training budget restrictions that may prevent you from attending the 2021 AMCA Annual Conference in July?

Yes: 28.18% (31 Responses)

No: 71.82% (79 Responses)

Question 2: Would you be able to attend a virtual 2021 AMCA Annual Conference if there was a fee to attend?

Yes: 95.45% (105 Responses)

No: 4.55% (5 Responses)

Question 3: How much time could you commit to attending a virtual conference if each three (3) hour session was divided over several weeks?

3 Hours: 15.89% (17 Responses)

6 Hours: 14.02% (15 Responses)

9 Hours: 22.43% (24 Responses)

12 Hours: 24.30% (26 Responses)

More than 12 Hours: 23.36% (25 Responses)

Question 4: Please rank in order of importance to you the following AMCA Annual Conference topics?

Professional Speakers: 2.96 (107 Responses)

Elections Training: 3.53 (108 Responses)

Networking: 2.25 (106 Responses)

Vendor Presentations: 1.26 (106 Responses)

The committee reviewed the results of the survey and discussed where the subcommittee was in terms of planning the venue/location, sessions/topics, and presenters. Ms. Stine noted that they are still unsure whether the conference will be held in-person or virtual this year, and added that the conference subcommittee has received several professional speaker proposals for this year's proposal with some of the costs for a virtual presentation coming in close to if not more than the costs for an in-person presentation. She said there also may be some challenges with COVID-19 travel restrictions.

Ms. Stine said she would be looking for direction and guidance from the AMCA Board at their next meeting on whether the committee should proceed with planning a virtual or in-person conference this year.

5. Communications Committee Comments/Ideas

Ms. Stine reminded committee members to submit items for the newsletter.

6. Good of the Order

Ms. Stine reported that the AMCA Board will be holding their meeting on February 18, 2021.

7. Next Meeting

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

8. Adjournment

There being no further business Ms. Stine adjourned the meeting at 10:08 a.m.

Submitted By: Kelly Williams
Minute Taker