



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EDUCATION COMMITTEE MEETING**

**Wednesday, February 17, 2021
9:30 a.m.
Teleconference at (800) 582-3014
Participant Code: 63006808#**

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 Liaison), and Teresa Riza (Board Liaison)

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

Discussion and possible approval of the January 13, 2021 minutes (see attachment)

4. NEW BUSINESS

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

- a. Institute and Academy Schedules / Topics & Presenters Needed (see attachments)

6. Discussion and update regarding the 2021 Athenian Dialogue

- a. Virtual Athenian Dialogue on Tuesday, April 13 and Wednesday, April 14 (two half day sessions (3 hours))
- b. Facilitator Recommendation: Ms. Ellen Freeman-Wakefield
- c. Fee Recommendation: Reduce Virtual Athenian Dialogue fees from \$85 to \$50 for Early-Registration (Members), \$95 to \$60 for Registration (Members), and \$100 to \$65 for Registration (Non-Members).
- d. Book Recommendation(s): Creating Magic, Leading with Emotional Courage, Girls of Atomic City and Cure for Stupidity (see attachment)

7. Discussion and update regarding the 2021 Spring Best Practice

- a. Spring BP will be held on Thursday, April 22nd and Thursday, April 29th (two half day sessions (3 hours))
- b. April 22nd topic - Best Practices/procedures for online Executive Sessions and Virtual Meetings – Presenter(s) League attorneys/staff and Lessons learned from the last elections – Presenter(s) Elections Committee / Clerks panel
- c. April 29th topic - updates/overview regarding electronic Liquor License process and temporary extension of premises during COVID – Presenter Risa Williams with ADLLC
- d. Fee Discussion/Recommendation: Reduce fees for Virtual Spring Best Practice currently \$45 for Members and \$55 for Non-Members
- e. Recommending an interactive Q & A with presenter and attendees for each topic

8. Discussion and update regarding the 2021 Annual Conference

- a. Conference survey update (attachment may be added on or before 2/17)

COMMUNICATION COMMITTEE COMMENTS/IDEAS

9. GOOD OF THE ORDER –

10. NEXT MEETING – Wednesday, March 17th @ 9:30 am

8. ADJOURNMENT



**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

2021 Arizona Municipal Clerks' Institute

June 7-11, 2021

Day/Date	Time	Topic	Facilitator
Monday, June 7	8:00 a.m. – 8:30 a.m.	Introductions, Program Overview, KTAP	Linda Hess, Institute Director
		5-6 p.m., M-Th: Daily Topic Discussion	Linda Hess, Institute Director
<i>Monday, June 7?</i>	<i>8:30 a.m. – 12:30 p.m.?</i>	Anatomy of a Dysfunctional Team	Janet Boberg
<i>Monday, June 7?</i>	<i>1:30 p.m. – 5:30 p.m.?</i>	Ethics and Integrity in Public Service	Blake McClelland
Tuesday, June 8	8:00 – 10:00 a.m.	(2 Hour Session): Public Records and Open Meeting Law	Danee Garone, Staff Attorney, Arizona Ombudsman – Citizens' Aide
<i>Tuesday, June 8?</i>	<i>10-12?? Schedule after Danee Garone</i>	(2 Hour Session): Records Management	Ben Lane: 1/20/21 – sent email confirming date/time.
<i>Tuesday, June 8</i>	<i>1-5</i>		
<i>Wednesday, June 9th?</i>	<i>8:00 a.m. – 12:0 p.m.?</i>	Colors Workshop	Aaron Peterson
Wednesday, June 9 th	1:00 p.m. – 5:00 p.m.	The High Cost of Low Morale	Sheila Murphy
Thursday, June 10	8:00 a.m. – 12:00 p.m.	Building Connections for Success	Nicole Lance
Thursday, June 10	1:00 p.m. – 3:00 p.m.	(2 Hour Session): Elections	Hilary Hiser
<i>Thursday, June 10</i>	<i>3:00 p.m. – 5:00 p.m.</i>	(2 Hour Session):	
<i>Friday, June 11?</i>	<i>8-12</i>	A Culture of Building Trust	Patrick Ibarra

2021 Arizona Municipal Clerks' Academy

June 15-17, 2021

Day/Date	Time	Topic	Facilitator	FACILITATOR AVAILABILITY
		<i>(1/2 Hour)</i> Program Overview/Introductions	Linda Hess	
Tuesday, June 15: 8:30 a.m.-12:30 p.m. Tuesday, June 15: 1:30 p.m.-5:30 p.m. Wednesday, June 16: 8:00 a.m.-12:00 p.m. Thursday, June 17: 8:00 a.m.-12:00 p.m.		Leadership? Supervision?	Kim Humphrey??	
Wednesday June 16, 2021	Afternoon 1- 3 p.m.	<i>(2 Hour Session):</i> Election Signature Challenges and Council Vacancies	Sue Stein	YES
Wednesday June 16, 2021	Afternoon 3- 5 p.m.	<i>(2 Hour Session):</i>		
Tuesday, June 15: 8:30 a.m.-12:30 p.m. Tuesday, June 15: 1:30 p.m.-5:30 p.m. Wednesday, June 16: 8:00 a.m.-12:00 p.m. Thursday, June 17: 8:00 a.m.-12:00 p.m.		Fraud in the Workplace – Proactive vs. Reactive	Pat Walker; tentative for additional speaker	YES
Tuesday, June 15: 8:30 a.m.-12:30 p.m. Tuesday, June 15: 1:30 p.m.-5:30 p.m. Wednesday, June 16: 8:00 a.m.-12:00 p.m. Thursday, June 17: 8:00 a.m.-12:00 p.m.		1) Role of resolutions and ordinances in a municipality, including an overview of the League policy committee and resolutions process AND 2) Defining how the City/Town Clerk's office is engaged at the legislative level (how new laws affect the clerk's office).	Rene Guillen, Deputy Director, League of Arizona Cities and Towns	YES
Tuesday, June 15: 8:30 a.m.-12:30 p.m. Tuesday, June 15: 1:30 p.m.-5:30 p.m. Wednesday, June 16: 8:00 a.m.-12:00 p.m. Thursday, June 17: 8:00 a.m.-12:00 p.m.		Bridging the Gap Between Strategy & Execution (Decision Making)	? 2/8/2021: Kerby Rapp no longer available	
Thursday June 17, 2021	Afternoon 1-3 p.m.	<i>(2 Hour Session):</i> ADA Compliance: Policy Development; Attendance at Meetings	Nanette Odell, ADA Compliance Specialist, City of Tempe	YES
Thursday June 17, 2021	Afternoon 3-5 p.m.	<i>(2 Hour Session):</i> Strategic Advantage of Self-Care	Nicole Lance	YES

AMCA 2021 SPRING ATHENIAN DIALOGUE BOOK CHOICES

Creating Magic: 10 Common Sense Leadership Strategies from a Life at Disney

AUTHOR

Lee Cockerell

DESCRIPTION

The secret for creating “magic” in our careers, our organizations, and our lives is simple: outstanding leadership – the kind that inspires employees, delights customers, and achieves extraordinary business results.

GENRE

Leadership

BOOK SIZE

(Paperback: 288 pages)

The Girls of Atomic City: The Untold Story of the Women Who Helped Win World War II

AUTHOR

Denise Kiernan

DESCRIPTION

At the height of the World War II, Oak Ridge, Tennessee, was home to 75,000 residents, consuming more electricity than New York City. But to most of the world, the town did not exist. Thousands of civilians – many of them young women from small towns across the South – were recruited to this secret city, enticed by solid wages and the promise of war-ending work.

GENRE

Biography

BOOK SIZE

(Paperback: 416 pages)

Leading with Emotional Courage: How to Have Hard Conversations, Create Accountability and Inspire Actions on Your Most Important Work

AUTHOR

Peter Bregman

DESCRIPTION

What makes leadership hard isn't theoretical, it's practical. It's not about knowing what to say or do. It's about whether you're willing to experience the discomfort, risk, and uncertainty of saying or doing it. The most critical challenge of leadership is having emotional courage.

GENRE

Leadership

BOOK SIZE

(Hardcover: 272 pages)

The Cure for Stupidity: Using Brain Science to Explain Irrational Behavior at Work

AUTHOR

Eric M. Bailey

DESCRIPTION

Every day you're driven nuts by the people around you making common sense errors and irrational decisions. Imagine what life would look like if you didn't have to waste time and energy dealing with stubborn, clueless, argumentative, defensive, or apathetic coworkers! Thank goodness Eric Bailey translates decades of brain science research into every-day language, helping you break through common communication barriers that will improve every relationship in your life. Whether you work in the executive suite or on the front-line, this book will teach you how to cure the stupidity all around you.

GENRE

Self Help

BOOK SIZE

(Paperback: 194 pages)