



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

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

1. Call to Order

Meeting was called to order by Michelle Stine (Chair) at 9:31 a.m.

2. Roll Call

The following members were present: Denise Archibald, Erin Deskins, Cherry Lawson, Linda Hess (ASU), Kelsi Miller, Brook Painter (Co-Chair), Leah Rhodes, Teresa Riza (Board Liaison), Michelle Stine (Chair).

The following members were absent: Annie Meredith, Stacy Saltzburg, Sarah Siep, and Kelly Williams.

3. Approval of Minutes

A motion to approve the February 17, 2021 meeting minutes was made by Erin Deskins, seconded by Brooke Painter. The motion was approved unanimously.

4. New Business

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

Ms. Linda Hess (ASU) provided an update on the AMCA Institute and Academy. Ms. Hess stated she had established dates and times for the presenters at the Institute and Academy. Linda added, she was working on the clerk panel and would reach out to the committee for ideas and/or a list of clerks interested in participating in a panel session. Ms. Hess stated her goal was to have the schedules done by April 1, 2021.

Ms. Hess reported that there were currently 33 registered for the Institute and 22 registered for the Academy. Both sessions would adhere to the COVID-19 guidelines and restrictions. Linda asked committee members to reach out to her if they had any questions.

Michelle Stine reported refreshments and snacks would be provided at the AMCA Institute and Academy.

b. Discussion and update reading the 2021 Athenian Dialogue

Michelle Stine stated registration was currently open and packet material was sent out. Currently, there were 18 registered for the Athenian Dialogue. Ms. Stine thanked Kelly Williams and the Athenian Dialogue sub-committee for their assistance.

c. Discussion and update regarding the 2021 Spring Best Practice

Michelle Stine reported the AMCA Board had approved the curriculum and fee for the Spring Best Practice. The AMCA board approved twenty-five dollars per session to be consistent with other AMCA trainings. A save-the-date was sent out on March 10, 2021 and registration would start on March 25th, 2021. The 2021 Spring Best Practice would be held virtually on April 22nd and April 29th. Ms. Stine noted she was currently working on the bios for the clerk panel. Michelle stated she may require assistance with committee members introducing the guest speakers and would send an email to the committee requesting assistance.

d. Discussion and update regarding the 2021 Annual Conference

Michelle Stine stated the AMCA Board had approved a virtual conference for 2021. The AMCA Board determined the professional speaker portion of the conference would not be held in 2021 but would resume in 2022 as an in-person event. Additionally, the AMCA Board approved twenty-five dollars per day. Ms. Stine and Teresa Riza (Board Liaison) stated the conference was still scheduled to take place the week of July 27th, 2021. Ms. Stine will update the committee if the conference dates change.

5. Communications Committee Comments/Ideas

Michelle Stine asked the committee if anyone had items to submit for the newsletter or any items, ideas or comments for the Communication Committee.

There were no comments.

6. Good of the Order/Comments from Committee Members

Michelle Stine reported that the AMCA Board would be holding their next meeting on March 18, 2021.

7. Next Meeting

The next Education Committee meeting was scheduled for April 14, 2021 at 9:30 a.m.

8. Adjournment

There being no further business, Michelle Stine adjourned the meeting at 9:47 a.m.

Submitted By: Leah Rhodes
Minute Taker