



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EDUCATION COMMITTEE MEETING MINUTES
MARCH 21, 2023**

Committee Members: Lisa Anderson, Kristen Benavidez, Donna Black, 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 Terri Roth (Chair) at 9:02 a.m.

2. Roll Call

The following members were present: Lisa Anderson, Kristen Benavidez, Patricia Buchanan, Wendy Henson, Janet Pierson, Victoria Roedig, Terri Roth (Chair), June Wilson, Rommel Cordova (Co-Chair), Linda Hess (ASU Institute Interim Director). Jennifer Pena joined at 9:07 a.m. and Annie Meredith joined at 9:10 a.m.

The following members were absent: Donna Black, Kelly Williams

3. Old Business

a. Discussion and possible approval of the February 23, 2023, Education Committee minutes

A motion was made by Committee Member Anderson, seconded by Committee Member Wilson to approve the February 23, 2023, Education Committee meeting minutes as presented. Voice vote: The motion passed unanimously.

4. New Business

a. 2023 Spring Best Practices – April 18th and 19th

Committee Member Pierson stated the program has been finalized, information sent to the League yesterday and the registration should open soon.

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

ASU Interim Institute Director Hess stated there are already sixteen registrations for the Institute and ten registrations for the Academy. Ms. Hess stated she has received wonderful information from AMCA leadership regarding presenters for both events. She is available for anyone with questions.

c. 2023 Summer Athenian Dialogue – July 24th

Committee Member Anderson stated the flyer is complete and sent to the League, the assessment, outline, and certificate will go to IIMC for approval. They are hoping to have open registration available by mid-May.

d. 2023 Annual Conference – July 25th

Committee Chair Roth stated Dr. Dustin Jackson will be presenting at the Annual Conference and she proceeded to read Dr. Jackson's biography and background information on his presentation. Committee Chair Roth asked if Committee Member Anderson if she had an update on Colleen Biggs for the Annual Conference and Ms. Anderson stated she had not; she was under the impression the spot had been filled by another presenter. Co-Chair Cordova stated he provided Ms. Biggs' information in today's agenda because Committee Member Meredith has not been successful in reaching Mr. Humphrey and getting a response from him. Co-Chair Cordova stated a presenter is needed for the afternoon session and asked if anyone had suggestions for discussion. Committee Member Anderson stated she would reach out to Ms. Biggs to see if she is still available and will include all committee members in the communication. Co-Chair Cordova stated a back-up plan should be made in the event Ms. Biggs is not available. Chair Roth agreed and stated she will send committee members the speaker forms to review after the meeting. Committee Member Buchanan stated she had information on a speaker who discusses City Clerk, Council and City Manager communication. Committee Member Buchanan advised she would ask Clerk Lisa Garcia if she could move forward on that speaker.

e. April 2023 meeting date – Reschedule due to conflict with Spring Best Practices session

Discussion was held on changing the date of the April 2023 meeting due to the conflict with Spring Best Practices.

A motion was made by Committee Member Wilson to change the date to April 26th, seconded by Ms. Anderson.

f. Other items

No other items for discussion.

5. Good of the Order/Comments from Committee Members

Chair Roth thanked Co-Chair Cordova for taking over the committee last month while she had a few personal issues to take care of. Committee Member Meredith offered assistance if any is needed in the future.

7. Next Meeting Date: April 26th, 2023

8. Adjournment

Wendy Henson, Deputy City Clerk – City of El Mirage

Minute Taker