



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

**Wednesday, May 11, 2022, at 11:00 a.m.
Teleconference**

Committee Members: Annie Meredith, Janet Pierson, Karla Lange, Kelly Williams, Kelsi Miller, Lisa Anderson, Sarah Siep, Terri Roth, Cherry Lawson (Co-Chair), Laura Jara (Chair), Darcie McCracken (Board Liaison), Linda Hess (ASU Institute Director)

1. Call to Order

Chair Jara called the meeting to order at 11:01 a.m.

2. Roll Call

The following members were present: Annie Meredith, Janet Pierson, Karla Lange, Kelly Williams, Lisa Anderson, Sarah Siep, Cherry Lawson (Co-Chair), Laura Jara (Chair), and Linda Hess (ASU Institute Director).

The following members were absent: Kelsi Miller, Terri Roth, and Darcie McCracken (Board Liaison)

3. Old Business

- a. Discussion and possible approval of the March 30, 2022 Education Committee minutes.

Motion (Meredith/Anderson): To approve the March 30, 2022, Education Committee minutes. Voice vote: **approved unanimously.**

New Business

- a. Review and discuss Spring Best Practices Survey results

Chair Jara reported there was lots of good feedback from the Spring Best Practices survey. Julie Karins, Goodyear City Manager, was very inspiring and the Campaign Finance complaint process presentation was most popular. Other comments included providing the WIFI password and noise from the kids next door.

- b. Discuss Summer Athenian Dialogue and recommend book choice

Chair Jara stated that she did not get many responses to her email for input regarding the book choice for the 2022 Summer Athenian Dialogue; however, from those that responded, *Dare to Lead: Brave Work. Tough Conversations. Whole Hearts* received the most votes. **Williams** reported that the Athenian

Subcommittee, comprised of Williams, Anderson and Siep, have been working to plan an in-person Athenian Dialogue for Monday, July 25th which is the Monday prior to the Annual meeting and Elections Training. The committee reached out to the two facilitators that were on the list for the Spring Athenian Dialogue. Dr. Jane Long, a past presenter, responded that she was interested and available on July 25th and the subcommittee recommends moving forward with Dr. Long. A number of books were recommended by Dr. Long and the committee narrowed it down to the four sent to the Education Committee for input. **Meridith** added that her City Manager has used the *Dare to Lead* book for a book club he does with his senior leadership team. They are currently reading her second book because they liked the first one so well. A senior leadership retreat was also facilitated based on the *Dare to Lead* book.

Motion (Siep/Pierson): To choose the book *Dare to Lead: Brave Work. Tough Conversations. Whole Hearts* as the book choice for the 2022 Summer Athenian Dialogue. Voice Vote: **approved unanimously.**

c. Discuss 2022 Institute/Academy details and provide updates

Hess reported that 36 people have signed up for the Institute and 23 for the Academy. **Hess** stated that one presenter had to drop out of the Institute leaving an unfilled timeslot from 1-5 on June 7th. **Hess** has reached out to many individuals but has been unable to fill the time slot and may just put herself in that spot. **Hess** stated that she has heard back from constituents with feedback on speakers, but most charge fees that exceed what the Institute can afford to pay. **Hess** does not repeat seminars for three years so years 1-3 have new material. **Chair Jara** stated that at the last Athenian Dialogue Mary Lynn Strada said she would be available by Zoom to do a session on telling your story as a Clerk. **Hess** stated that she was approved to bring someone in by Zoom. **Chair Jara** will reach out to Strada and copy Hess to see if she is available. **Hess** stated she can split the timeslot with this presenter if needed.

Discuss Annual Conference details and provide updates

Chair Jara provided the following update:

- She is currently working on agendas and speaker bios.
- One of the speakers, Maureen G. Mulvaney (MGM), attended the Spring Best Practices, has sent out a *Save the Date* email, and is asking everyone to wear red. **Chair Jara** apologized if this was incorrect protocol.
- The elections training will be at the Fountain Hills Community Center. Matt Lore, League of Arizona Cities and Towns, will send out information regarding hotels.

The Committee assisted **Chair Jara** in filling out a pre-organizational bio requested by MGM, specifically: demography of AMCA, Major product or service of organization, Describe the current leadership/attitude of party expert, challenges of organization/industry, any jargon MGM should know

about, what makes the participants most proud of our organization (AMCA), any issues to address, sensitive issues to avoid, results anticipated from presentation and what would make it special for our group.

- d. Discuss and make recommendations and updates to the Education Committee section of the Annual Report

Chair Jara stated she failed on the AMCA Strategic Plan Goals part of the Annual Report.

Outstanding Strategic Plan Goals

Goal 1:

- AMCA Board to present at the next AMCA meeting for approval by the membership - Ongoing
- Make the signup list available at Clerk's trainings and post on the Clerks' website – Ongoing
- Schedule a training session at the League of Arizona Cities and Towns Conference/or other training – Ongoing

Goal 2:

- Expose and promote the role of City Clerk's by having clerks speak at conferences such as the Arizona City Managers Association and the Government Finance Officers Association – Ongoing - in conjunction with the Membership/Mentoring /Region Leaders Committee
- Develop a professional speaker's bureau to promote professional working relationships – Ongoing – in conjunction with the Membership/Mentoring /Region Leaders Committee
- Develop a list of topics for the topics that could be presented at various conferences. The subject matter should be related to how the clerk's office ties into various departments or organizations – Ongoing
- Provide Leadership Empowerment Session at the AMCA Conference

Goal 4:

- Provide a yearly Athenian Dialogue opportunity - Ongoing

Discussion

- Goal #1, to develop a meaningful training and mentorship program, was accomplished through the Fall/Spring Best Practices and Athenian Dialogue.
- Goal #1, bullet 2, will work to get that going
- Goal #1, bullet 3, leave as ongoing.
- Goal #2, bullets 1, 2 and 3, **Chair Jara** will work on.

- Goal #2, bullet 4, will be accomplished at the Annual meeting with speaker MGM
- Goal #4 will be accomplished with the 2022 Summer Athenian Dialogue

Chair Jara reported that in regards to the Fall and Spring Best Practices, she would like to offer one in person session and one virtual session. Discussion was held regarding the pros and cons of holding hybrid and/or virtual sessions. **Meredith** suggested recording the trainings as an option for those who are unable to attend. **Chair Jara** will look into this option and how participants can obtain credit for watching the recorded training.

Remaining Outstanding Committee Assignments

- Discussion and possible development of a new AMCA Committee to help with the workload of Education Committee duties and responsibilities
- Create a guide or presentation regarding CMC & MMC expectations / process
- Develop an online training regarding succession planning
- AMCA Best Practices training sessions to include information related to the League Legislative Conference calls; the process for introducing legislative changes through the League and the route a bill takes to become law
- Develop a YouTube video regarding how a bill becomes a law
- Continue discussions and research to decide the feasibility of offering recorded trainings as an option to receive education points in-place of attending virtual and/or in-person event(s). Below is a summary of the research/discussions on this topic:
 - Assessment assignments
 - Deadline for viewing a recording and submission of assessment assignment
 - Who would be responsible to complete and follow-up with assessment, points and certificate for the participants viewing the recording?
 - Will this effect attendance at virtual and/or in person events?
 - Which events will qualify?

Discussion

- Bullet #1, **Chair Jara** stated that when she took this over from the previous Chair, they mentioned to her to be sure this continues to be a talking point.
- Bullet #2, IIMC may already have a guide and video on their website and we can refer people to it.
- Bullet #3 **Lawson** is currently working on a succession plan and will speak with **Chair Jara** offline about it.
- Bullet #5, discuss how there is a Schoolhouse Rock video about how a bill becomes a law.
- Bullet #6, Chair Jara, as previously discussed, will continue to look into this option.

5. Good of the Order/Comments from Committee Members

Lawson asked if there was an ethics committee within AMCA. **Lawson** discussed recent press regarding Clerk misconduct in other States with elections and the like. **Lawson** would like to be proactive rather than reactive should an issue with one of our Clerks arise which reflects on us all. **Hess** stated that IIMC does have an Ethical Standards Committee. **Chair Jara** will speak with AMCA Board liaison McCracken regarding bringing it to the AMCA board for discussion.

4. Next Meeting

Chair Jara may hold another meeting next month.

5. Adjournment

There being no further business, **Chair Jara** adjourned the meeting at 11:55 p.m.

Submitted by: Janet Pierson
Minute taker