



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

**Tuesday, November 22, 2022, at 10:00 a.m.
Teleconference**

Committee Members: Lisa Anderson, Kristen Benavidez, Donna Black, Patricia Buchanan, Wendy Henson, Annie Meredith, Janet Pierson, Sheryl Rabin, Victoria Roedig, Terri Roth (Chair), Kelly Williams, June Wilson, Rommel Cordova (Co-Chair), Jenifer Pena (Board Liaison), Dr. Michelle Hill (ASU Institute Director)

1. Call to Order

Chair Roth called the meeting to order at 10:12 a.m.

2. Roll Call

The following members were present: Lisa Anderson, Wendy Henson, Annie Meredith, Janet Pierson, Sheryl Rabin, Terri Roth (Chair), Rommel Cordova (Co-Chair) and Linda Hess (ASU Institute Director).

The following members were absent: Kristen Benavidez, Donna Black, Patricia Buchanan, Victoria Roedig, Kelly Williams, June Wilson, Jennifer Pena (Board Liaison) and Dr. Michelle Hill (ASU Institute Director)

3. Old Business

- a. Discussion and possible approval of the September 7, 2022 Education Committee minutes.

Motion (Henson/Rabin): To approve the September 7, 2022, Education Committee minutes. Voice vote: **approved unanimously.**

4. New Business

- a. Review/Discuss Minutes Sign-up Sheet

Chair Roth directed attention to the sign-up sheet for minutes. **Anderson** agreed to help, if necessary, since the October meeting she was signed up for was cancelled.

Anderson thanked **Chair Roth** for stepping up to Chair the Education Committee after the departure of Chair Jara.

- b. Review/Discuss Fall Best Practices

Henson stated that she, Kristen Benavidez and Victoria Roedig are on the Fall Best Practices subcommittee. Their presenter has submitted his presentation and is just waiting on a test run.

Hess reported that she has reached out to presenters and many are not available. She requested names and contact information of anyone that might be interested.

Cordova advised that he and Ben Lane have submitted their overview form and bios and are finalizing their PowerPoint for their Boards and Commissions presentation.

c. Review/Discuss Athenian Dialogue and Timeline

Roth will reach out to Kelly Williams for a status on the Athenian Dialogue presentation.

Anderson reported that there has been a lot of positive feedback regarding the virtual format and stated there has been discussion about Best Practices being offered as one virtual and one in-person training each year.

d. Review/Discuss professional Speaker RFP

Meredith will forward the form to **Roth**. **Cordova** may have the email regarding the two speakers that declined. **Cordova** reported that the budgeted amount for speakers is under \$3,000.

e. Review/Discuss Strategic Plan and Goals

Roth stated that the survey has gone out but is unsure if it has been completed. **Roth** will reach out to Sandy at the League to find out.

5. Good of the Order/Comments from Committee Members

Meredith reported that she and Jara were working on revising the speaker form in an attempt to more readily gather the information required for IIMC to determine credit hours based on the value of what was being offered by the speaker. **Meredith** will forward the draft to **Roth**.

Hess reported that the 2023 Institute and Academy dates are June 5-9 and June 20-22 respectively.

6. Next Meeting

Chair Roth will look to see if a recurring date had previously been set for the committee. The next meeting will likely be in January at 10:00 a.m., which seems to be a good time for the committee members.

7. Adjournment

There being no further business. **Motion** (Anderson/Cordova): To adjourn the meeting. Voice vote: **approved unanimously**. The meeting adjourned at 10:30 a.m.

Submitted by: Janet Pierson, Minute taker