



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

**November 9, 2021**

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

Meeting was called to order by Chair Laura Jara at 09:05 a.m.

2. Roll Call

The following members were present: Laura Jara, Janet Pierson (joined at 9:08 a.m.), Annie Meredith, Lisa Anderson, and Cherry Lawson (joined at 9:09 a.m.). Guests in attendance were: Jennifer Pena and Lucinda Aja.

3. Old Business

- a. Discussion and possible approval of the October 5, 2021 Education Committee minutes. Chair Jara asked if the group wanted to postpone approving the minutes due to lack of attendance in the meeting. The group agreed to postpone the approval of the minutes until the next meeting.

4. New Business

- a. Update on Fall Best Practices. Chair Jara gave an update on the Fall Best Practices. She shared that at the last check there were 40 people registered. She said that she is just waiting on one presenter presentation and that she will be re-submitting the clerk's roundtable topic to IIMC for reconsideration of MMC points.
- b. Review tentative dates for Spring Best Practices and Annual Conference. Chair Jara said that she presented the tentative dates for the Spring Best Practices (April 5, 7, 12, or 14) and Annual Conference (July 19-21 or 26-28) to the board for consideration. She said that the committees for those events will determine the final date.
- c. Discuss hybrid training options (virtual/in-person). Chair Jara said that they talked about this at the AMCA board meeting and she was wondering what the group thought about doing hybrid trainings. She said she is aware that there are cities/towns that are still not able to travel and that sometimes it is difficult to be able to send all of her staff to a training.

Member Lisa Anderson said that she thinks that it is a good idea.

Member Cherry Lawson said that she agrees and that more people may be able to attend if it is offered virtually.

Chair Jara said that she knows for her office that more people would be able to attend if they could participate from the office. She said she would need to check into the requirements from IIMC for virtual participants to be able to get credit.

Member Annie Meredith said that the only thing she is aware of from IIMC virtual trainings is that you have to be on camera the whole time and an active participant.

Member Lawson said that they have been doing hybrid meetings in her community.

Chair Jara said that she will look into it.

Jennifer Pena said that Member Meredith covered it when she said that they just require your camera be on and that you are an active participant. She said that they have had issues with bandwidth when people are trying to participate and they were only able to join by phone.

Chair Jara said that she will get with Ashley at IIMC. She said she isn't sure how they will assign fees for those attending in person versus virtually.

d. Review Education Committee Goals/Outstanding Goals from 2021 Annual Report

Chair Jara reviewed the committee goals and outstanding committee assignments. She asked if anyone remembered a request to create an online training for succession planning. No one recalled that request. She continued to review the goals and objectives.

Member Lawson asked about our upcoming trainings and who the target audience is, new clerks or other clerks who may need a refresher.

Chair Jara said both.

Member Meredith said that because of the nature of the questions we get, the feedback you receive can be situational and not something another clerk has experienced.

Chair Jara suggested possibly holding an annual "new clerk" training and refreshers for other clerks on hot topics.

Member Janet Pierson said that as often as laws are changing, there is always something new.

Member Meredith said that you can also get a variety of information based on the individual city and their processes.

Member Pierson said that it may be a good idea to use previous list serve questions as best practice and conference topics.

Chair Jara asked if they track list serve questions.

Member Lawson said that she keeps all of her emails and tracks the answers on spreadsheets.

5. Good of the Order/Comments from Committee Members

Member Lawson shared that they are currently doing interviews for her office.

Member Meredith asked if anyone on the call was going to be utilizing E-Qual for the upcoming elections.

Chair Jara said that Goodyear is using it and they have started to see emails that people are creating petitions.

Member Pierson said that Yuma is going to be using it and that they are in the beginning stages.

Member Anderson said that they are waiting for the redistricting maps to be done before they start so they know where the boundaries are.

Member Meredith shared that they will be rolling it out and are in the set-up stage right now.

Member Lawson asked if it was well received by the cities.

Chair Jara said yes.

Member Pierson said yes, that they had candidates asking for it.

Member Lawson said that she is not sure what they will do. She asked if everyone was starting to do their candidate packets this early.

Chair Jara said that they have received requests for the packets now and they just inform people that there may be updates and forms that have to be replaced.

Member Pierson said that it is the same in Yuma.

6. Next Meeting Date: December 2021

7. Adjournment

Chair Jara adjourned the meeting at 9:42 a.m.

Submitted by: Annie Meredith  
Minute Taker