



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EDUCATION COMMITTEE MEETING MINUTES
September 19, 2023**

Committee Members: Lisa Anderson, Kristen Benavidez, Patricia Buchanan, Rommel Cordova (Chair), Corinne Ferguson, Fatima Fernandez, Wendy Henson, Natasha Kennedy, Patricia Leyva, Judy Martinez, Janet Pierson (Co-Chair), Victoria Roedig, Kristi Salskov, Kelly Williams, June Wilson; Board Liaison: Carla Reece; Academy/Institute Director: TBD

1. Call to Order

Meeting was called to order by Chair Cordova at 9:01 AM

2. Roll Call

The following members were present: Lisa Anderson, Kristen Benavidez, Patricia Buchanan, Rommel Cordova (Chair), Corinne Ferguson, Fatima Fernandez, Wendy Henson, Natasha Kennedy, Patricia Leyva, Judy Martinez, Victoria Roedig, Kelly Williams, June Wilson; Board Liaison: Carla Reece (joined call at (9:05 am)

The following members were absent: Janet Pierson (Co-Chair), Kristi Salskov

3. Old Business

a. Discussion and possible approval of the August 15, 2023, Education Committee meeting minutes.

On motion of Kelly Williams, seconded by Judy Martinez and carried unanimously to approve the August 15, 2023, minutes.

4. New Business

a. Subcommittee Assignments

Chair Cordova briefly discussed the subcommittee assignments and asked everyone to email him if they would like to be assigned to a subcommittee. Chair Cordova will send an updated list to everyone in a few days.

Chair Cordova and Jennifer Pena met with representatives from ASU to discuss future programs. It was noted during the meeting that the Education Committee should take a more involved part in scheduling speakers and choosing topics. Jennifer has reached out to IIMC asking for any assistance with presentations and speakers.

b. 2023 Summer Athenian Dialogue/Annual Conference Surveys

Chair Cordova stated there was a lot of good feedback received on the latest survey.

c. 2023 AMCA Education Survey results – Feedback from members

Chair Cordova stated there were quite a few suggestions for future sessions received.

d. 2023-24 Education Trainings:

- Fall Best Practices
- Athenian Dialogue

Chair Cordova stated Lynda Bushong and Janet Pierson contacted IIMC regarding the delays in designation processing. They were told the organization is short-staffed which is causing the delays. Lynda also asked if they had a representative who would be willing to provide a presentation at a future program regarding the designation process. Jennifer asked members to email her if they have issues with hearing back from IIMC. Fatima Fernandez stated a presentation from IIMC on the designation process would be helpful for new members but not necessarily enough for more than an hour session. Carla Reece stated IIMC gave a presentation approximately ten years ago that was beneficial and suggested finding ways we can assist IIMC with their process. June Wilson stated it was previously discussed that free training was available on the IIMC website and it is difficult to locate. June stated this may be another good topic for their representative to discuss. A suggestion was made to include the online elections manual as a training topic. Records management and the preparation of essential records were also suggested as beneficial topics for future sessions.

Patricia Leyva left the meeting at 9:27 am.

Wendy Henson offered to reach out to the Arizona State Library, Archives and Public Records division to see if they would like to provide a speaker for a future session. Kelly Williams stated she has a PowerPoint on essential records and Chair Cordova asked if she would like to be a presenter. Kelly agreed to participate and maybe collaborate with someone from the State on the topic. Succession planning was another topic suggested for training. Fatima asked if anyone had a contact at the Secretary of State's office that may be able to provide notary training. Chair Cordova stated he would add that topic to the list of suggestions.

Chair Cordova stated the Fall Best Practices is tentatively scheduled for late November/December with the Athenian Dialogue to follow the week after.

e. Meeting Minutes Rotation Schedule

Chair Cordova asked for volunteers who can be added to the schedule to email him. Lisa Anderson volunteered for one of the spots.

- f. Other items:
- Institute/Academy
 - Future discussion items
 - AMCA Board Retreat

Chair Cordova stated the AMCA Board retreat was taking place on the 27th and he would provide updates to the committee when he returns.

5. Good of the Order/Comments from Committee Members

There were no further comments.

7. Next Meeting Date: October 17, 2023

8. Adjournment – Meeting adjourned at 9:43 am.

Wendy Henson
Minute Taker