



ARIZONA MUNICIPAL CLERKS' ASSOCIATION EXECUTIVE BOARD MEETING AGENDA

Wednesday, February 15, 2023
10:00 a.m.

Formed
in 1961

Microsoft Teams meeting

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Committee Members: Darcie McCracken, President; Jennifer Pena, Vice President; Carla Reece, Treasurer; Sarah Siep, Secretary; Teresa Riza, Past President

1. CALL TO ORDER/ROLL CALL

2. MINUTES

- A. Discussion and possible action to approve the January 24, 2023 Executive Board Meeting minutes.

3. IIMC Update – Lisa Garcia

4. NEW BUSINESS

- A. Review and discussion on the 2023-24 fiscal year AMCA budget. (Sandy Morari, League)

5. COMMITTEE ASSIGNMENTS AND GOALS

Discussion and possible action regarding providing direction to Committees. Will ask committee chairs to bring back ideas of projects they would also like to work on.

- A. CAMPAIGN FINANCE COMMITTEE (Sharon Antes, Chair; Sherry Aguilar, Co-Chair; Darcie McCracken, Board Liaison)

- B. COMMUNICATION COMMITTEE (Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Carla Reece, Board Liaison)
- C. EDUCATION COMMITTEE (Terri Roth, Chair; Rommel Cordova, Co-Chair; Jennifer Pena, Board Liaison)
- D. ELECTION COMMITTEE (Linda Mendenhall, Chair; Janet Pierson, Co-Chair; Jennifer Pena, Board Liaison)
- E. HANDBOOK AND CONSTITUTION COMMITTEE (Summer Stewart, Chair; Carla Reece, Board Liaison)
- F. LEGISLATIVE COMMITTEE (Denise Archibald, Chair; Summer Stewart, Co-Chair; Jennifer Pena, Board Liaison)
- G. MEMBERSHIP/MENTORING/REGIONAL LEADERS COMMITTEE (Kara DeArrastia, Chair; Annie Meredith, Co-Chair; Sarah Siep, Board Liaison)
- H. RECORDS MANAGEMENT COMMITTEE (Ben Lane, Chair; Cathie Butteweg, Co-Chair; Carla Reece, Board Liaison)
- I. SCHOLARSHIP/MARKETING COMMITTEE (Crystal Hadfield, Chair; Kristen Benavidez, Co-Chair; Carla Reece, Board Liaison)

6. GOOD OF THE ORDER/COMMENTS FROM EXECUTIVE BOARD MEMBERS

7. REMINDERS/DEADLINES

8. NEXT REGULAR EXECUTIVE BOARD MEETING DATE: March 15, 2023

9. ADJOURNMENT



Darcie McCracken, AMCA President



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
January 24, 2023**

1. Call to Order & Roll Call

President McCracken called the meeting to order at 8:02 a.m.

Board Members Present: Darcie McCracken, President; Jennifer Pena, Vice President; Carla Reece, Treasurer; Sarah Siep, Secretary

Board Members Absent: Teresa Riza, Past President

Attending Association Members: Terri Roth, Education Committee; Linda Mendenhall, Election Committee; Summer Stewart, Handbook and Constitution Committee and Legislative Committee; Kara DeArastia, Membership/Mentoring Committee; Ben Lane, Records Management Committee; and Crystal Hadfield, Scholarship Committee

Others Present: Sandy Morari, League of AZ Cities & Towns

2. Minutes

Secretary Siep **MOVED** to approve the November 16, 2022 Executive Board Meeting Minutes; Treasurer Reece **SECONDED** the motion. Motion **CARRIED** (4-0)

3. IIMC Update – Lisa Garcia

None.

4. New Business

A. Discussion and possible action to increase the registration fees for the 2023 AMCA Institute and Academy Sessions by \$25. (Darcie McCracken, AMCA President).

President McCracken announced that the Board has been working with ASU regarding changes in their structure and the person who was supposed to be taking over is still showing as out of office. She spoke with Linda Hess and they have gotten into the weeds of everything she was doing to accomplish the Institute & Academy. Exec Board will buy the snacks and bring them, but they want to manage the registration and she feels we should let them do so this year but perhaps not in future years. The price increase would reflect what other states pay, also we have not had an increase in several years.

Treasurer Reece commented that this is a nominal increase which should hopefully be able to be worked into the budget.

Secretary Siep agreed.

Treasurer Reece **MOVED** to approve the increase in registration fees for the 2023 Institute & Academy Sessions; Vice President Pena **SECONDED** the motion. Motion **CARRIED** (4-0)

B. Discussion and possible action on the Contract with ASU for the Institute and Academy (Darcie McCracken, AMCA President).

President McCracken reported that she included the past contract and report that goes to IIMC for the Institute & Academy. We are contracting with ASU to do the education piece but are also contracting with the speakers to come and speak, so essentially, we are contracting with ASU to simply manage the programs.

Vice President Pena said she sent comments regarding the contract. She feels they are charging a lot and the amount of time they say they spend on it but the Board is still contracting and coordinating with the speakers. We are able to set our educational criteria because of what IIMC lays out.

Ms. Morari stated that finding speakers is always a challenge, but now they have turned the payment to the speakers over to us which has become cumbersome. As they are taking in the registration money, they should be paying their own speakers.

President McCracken agreed, unfortunately we are too late this year to make the changes we really need but it is something that we need to do in the future. Should approve what is in front of us now with the condition that we will be renegotiating in future years. It may be beneficial to investigate NAU, UofA or even Grand Canyon University as an option for an Institute Director.

Secretary Siep asked what a reasonable timeframe would be to looking at other Universities in the state to handle this for us, she feels that it would be beneficial to see if there is someone else that could do this for us and provide more for our clerks.

President McCracken said it would be good to star looking into now. These are options we need to explore because we need to evolve, and ASU is not evolving with us.

Vice President Pena **MOVED** to approve the contract with ASU for June 2023 Institute & Academy; Treasurer Reece **SECONDED** the motion. Motion **CARRIED** (4-0)

President McCracken asked Pena to take the lead on looking into other options.

Vice President Pena will do so.

C. Discussion and possible action on the Exit Form (Kara DeArrastia, Membership/Mentoring/Region Leaders Chair)

Chair DeArrastia addressed the Board regarding the form she created to address the role of Membership/Mentoring Committee to make sure exiting members are recognized. Ensuring to get contact information as well as some open-ended responses to why people may be leaving if they are not retiring.

President McCracken thanked Chair DeArrastia for her time on this. The form really covers everything.

Treasurer Reece concurred and said she did a wonderful job.

Chair DeArrastia said she would make sure the

Vice President Pena **MOVED** to adopt and approve the Exit Form and direct Chair DeArrastia to move forward with the communication plan; Secretary Siep **SECONDED** the motion. Motion **CARRIED** (4-0)

D. AMCA/IIMC Endowment (Darcie McCracken, AMCA President)

President McCracken said the Endowment was accepted and received by IIMC and Clerks may now begin applying for that.

5. Committee Assignments & Goals

- A. Campaign Finance – Co-Chair Sherry Aguilar said the Committee will be meeting Thursday to discuss the 2022 Survey results and look at changes to SOS Election Manual. Want to find out how the Committee can best serve the Membership.
- B. Communications Committee – Chair Michelle Stanley said they have a meeting scheduled for tomorrow but will need to reschedule so she can focus on getting the Newsletter out this week. This year she would like to focus on the Clerk Promotional Packet.

Vice President Pena commented that the Newsletters are looking fantastic.

- C. Education Committee – Chair Terri Roth shared that the Committee met last week and Subcommittees are going through their timelines for upcoming Trainings. Set a recurring meeting for the Third Tuesday of every month. Should have an update for the Annual Conference.

Secretary Siep asked if there has been an update from the Secretary of State's Office for their Recertification yet.

Chair Roth said there has not been.

Vice President Pena said she will reach out and see who the new contact is.

- D. Election Committee – Chair Linda Mendenhall commented that the Committee met last month and will do so again in February. Would like to build on the positive feedback they received from last years training. Will work on breakout sessions again and investigate offering Zoom as well.

President McCracken commented that something like an Election Bingo might be beneficial, who has done an Initiative/Referendum, Campaign Finance Challenges etc. to get people talking about what they have done so we know who our resources are.

Chair Mendenhall said this would help with networking and knowing who our subject matter experts are.

- E. Handbook/Constitution Committee & Legislative Committee – Chair & Member Summer Stewart commented that she has nothing to report at this time on Handbook/Constitution, she said that the Legislative Calls with the League began this week and weekly email blasts will be going out shortly.

President McCracken said Byron Jones resigned as the Co-Chair so if something does come up that she needs help with to let the Board know.

Ms. Stewart commented that she thinks some training on Chair and Co-Chair training for the Committees would be beneficial for the membership as an idea for the Education Committee.

Vice President Pena said this is something she could do after the annual conference for people who are interested.

President McCracken said there could also be a 20 to 30-minute segment during the Spring Best Practices or the Annual Conference. She added that SB1006 related to publishing requirements will have a huge impact on clerks. It has passed out of the first Committee which is great. Also added that exhibits don't have to be posted.

- F. Membership/Mentoring/Region Leaders – Chair DeArrastia commented that she loves the idea of the Chair and Co-Chair training for the membership. Committee met last week and received updates from regions and finalized the Exit Form that was approved today. Doing a Best Practices topic at each meeting as well to engage everyone in what is going on, this month it was weekly or monthly meetings with Councilmembers as well as personal and professional goals. Region 7 Leader position is still vacant. Next meeting will be Monday, March 20 at 2 pm.
- G. Records Management – Chair Ben Lane advised that the Committee will be meeting tomorrow morning. Currently working on updating the Handbook on the Association website, he set up a Teams site for the Committee that allows everyone to access the Handbook and make edits that are tracked and once those are done, he will present to the Executive Board for approval.
- H. Scholarship/Marketing – Chair Crystal Hadfield commented that the Committee met Jan. 11th and reviewed the application, will be updating the dates and making the form fillable to make things easier on clerks who wish to apply. Discussed fundraising ideas and a possible hard ask at the end of the fiscal year which would be tax deductible. Reminded everyone to think about baskets for the annual conference as well. Scholarship application will be available by the end of the month and due March 3rd.

President McCracken said making a donation an option would be something the Committee could ask for each year.

Vice President Pena said perhaps it could be added to the application to renew membership each year in the same way that IIMC does.

Ms. Morari said the donations are not tax deductible because of the 501 status of the Association.

6. Good of the Order & Comments from Executive Board Members

Treasurer Reece announced that she is moving to Cave Creek to be the Deputy Town Clerk and HR Specialist. Still eligible for membership and will continue her role on the Board.

President McCracken said that it is always important to take care of yourself and do what is best for you and your family. She reminded everyone that Clerk Conversations will be tomorrow afternoon and will send an email to the membership as well.

7. Reminders & Deadlines

None.

8. Next Regular Executive Board Meeting Date

Next regular meeting will be on February 15th at 10 a.m. via Teams.

9. Adjournment

There being no further business, President McCracken adjourned the meeting at 8:56 a.m.

Darcie McCracken, President

AMCA FY 2023-2024 PROPOSED BUDGET (working document)

	FY 22 Actual	FY 23 Budget	Expected FY23*	Over/ (Under) Budget	PROPOSED FY 2024	NOTES
Income						
Conferences & Trainings						
Annual/Elections Conference	22,000	22,000	16,945	(5,055)	22,000	Board approved a \$5 annual fee increase on all registration fees, except Athenian Dialogues (adopted 4/24/19). Increase fees by \$25 for June 2023
Fall Training	2,600	2,600	2,560	(40)	2,600	
Spring Training	2,600	2,600	2,600	0	2,600	
Athenian Dialogues	4,500	4,500	2,790	(1,710)	4,500	
Institute & Academy (June)	25,000	25,000	25,000	0	25,000	
Total Conferences & Trainings	56,700	56,700	49,895		56,700	
Gifts, Donations & Misc Fundraising	900	900	456	(444)	500	Raffle and other donations
Interest Income	40	40	18	(22)	40	
Membership Dues	23,000	23,000	24,480	1,480	25,000	Board approved a \$5 increase for FY23 (4/15/21). Suggest \$5 increase every other year (odd years) - next increase FY25.
Scholarship Fundraising	1,100	1,100	2,235	1,135	2,000	Gift Basket fundraiser
Sponsorships	8,000	8,000	7,500	(500)	8,000	
Total Income	89,740	89,740	84,584	1,649	92,240	
Expense						
Awards	1,447	2,000	1,121	(879)	2,000	
Board Expenses	1,694	1,500	1,500	0	1,500	
Conferences & Trainings						
Annual/Elections Conference	907	22,000	27,861	5,861	22,000	
Fall Training	0	1,800	250	(1,550)	1,800	
Spring Training	519	1,800	1,800	0	1,800	
Athenian Dialogues	93	3,000	350	(2,650)	3,000	
Institute & Academy	17,434	20,000	20,000	0	20,000	
Total Conferences & Trainings	18,953	48,600	50,261		48,600	
IIMC & Regional Conferences						
IIMC Foundation Endowment	0	0	4,500	4,500	5,000	NEW - Will this be an annual contribution?
IIMC Director & Region Rep	0	5,000	5,000	0	5,000	Region Rep expenses to be included here
Registration Fees	550	1,720	1,720	0	1,720	
Accommodations / Lodging	1,073	1,200	1,200	0	1,200	
Transportation	297	1,350	1,350	0	1,350	
Meals	0	235	235	0	235	
Total IIMC & Regional Conferences	1,920	9,505	9,505		9,505	
Scholarships						
Institute (3 @ \$350)	700	1,050	1,400	350	1,125	Late submission (FY22 books closed). Submitted in Nov - trouble getting certificate from ASU (\$350)
Academy (3 @ \$275)	275	825	900	0	900	Increase all I & A rates by \$25 for FY24.
IIMC (2 @ \$600)	950	1,200	600	(600)	1,200	
Misc Scholarships (3 @ \$100)	0	300	180	(120)	300	
Total Scholarships	1,925	3,375	3,080		3,525	
Support Services						
Administrative	6,200	6,367	6,367	0	6,494	Annual 2% increase
Financial Services	5,790	6,108	6,108	0	7,093	Accounting-\$2160; Audit Review-\$3,948 FY24 Accounting-\$3,050; Audit Review-\$4,043
Supplies	4,142	5,000	4,045	(955)	5,000	Includes Cvent (increased costs) & Verisign accts; lapel pins, etc
Web Hosting / Listserv	990	960	1,095	135	960	Listserv-\$300; Website hosting fee-\$660; domain name-\$135 for 3 yrs
Total Support Services	17,122	18,435	17,615		19,547	
Total Expense	43,061	83,415	83,082	-879	84,677	
Revenues Over (Under) Expenditures	46,679	6,325	1,502	2,528	7,563	

* Final number in black; estimated or unknown number in blue.

	Ending Balance *	FY	Rev over Exp
Total fund balance as of July 1, 2022 **	\$147,582	21-22	\$13,638
Total fund balance as of July 1, 2021 **	\$133,944	20-21	\$18,022
Total fund balance as of July 1, 2020	\$115,922	19-20	\$4,183
Total fund balance as of July 1, 2019	\$111,739	18-19	\$6,428
Total fund balance as of July 1, 2018	\$105,311	17-18	\$3,272
Total fund balance as of July 1, 2017	\$102,039	16-17	\$8,629
Total fund balance as of July 1, 2016	\$93,410	15-16	\$9,284
Total fund balance as of July 1, 2015	\$84,126	14-15	\$15,062
Total fund balance as of July 1, 2014	\$69,064	13-14	\$12,494
Total fund balance as of July 1, 2013	\$56,570	12-13	

* Audited Figures

**Fund balance to be used for possible future Region Meeting expenses and maintaining a \$50,000 reserve.

Bank Account Balances as of June 30, 2022:

Checking	\$81,877.70
Savings	\$89,680.53
	\$171,558.23

Please Note: The total bank balance and ending balance figures will not be the same since deferred revenue is not included in the audited ending balance figure. Deferred revenue would include, for example, conference registration fees and sponsorship money collected before the June 30 fiscal year end for the Annual Conference in July.