



Formed in 1961  
61<sup>st</sup> Year in Operation

**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
EXECUTIVE BOARD MEETING MINUTES**

**Thursday February 24, 2022  
12:00 p.m.**

*Held virtually via Zoom*

1. CALL TO ORDER/ROLL CALL

President Riza called the meeting to order at 12:02 p.m.

Board Members present: Teresa Riza, President; Darcie McCracken, Vice President; Jennifer Pena, Treasurer; Carla Reece, Secretary

Absent: None

Attending Association Members: Education Committee Chair Lara Jara (Goodyear); Handbook and Constitution Committee Chair Byron Jones (Tucson Airport Authority); Legislative Committee Chair Kelsea Holian (Peoria); Membership/Mentoring/Regional Chair Kara DeArrastia (Tempe), Records Committee Chair Ben Lane (Scottsdale);

Others Attending: Matt Lore (League of Arizona Cities and Towns); Sandy Morari (League of Arizona Cities and Towns)

2. NEW BUSINESS

A. 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.

1. CAMPAIGN FINANCE COMMITTEE (Lynda Bushong, Chair; Tracie Bailey, Co-Chair; Darcie McCracken, Board Liaison)

No update provided.

2. COMMUNICATION COMMITTEE (Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Jennifer Pena, Board Liaison)

No update provided.

3. EDUCATION COMMITTEE (Laura Jara, Chair; Cherry Lawson, Co-Chair; Darcie McCracken, Board Liaison)

a. 2022 Annual Conference Speaker Approval

Education Committee Chair Lara Jara presented the Speaker proposal for the 2022 Annual AMCA Conference. She explained that the two keynote speakers, Jody Urquhart and Maureen G. Mulvaney had been selected by the Committee. Speaker biographies and fee structures have been provided in the agenda packet for the Executive Board review.

Secretary Carla Reece **MOVED** to approve the 2022 Annual Conference Speaker as presented, **SECONDED** by Treasurer Jennifer Pena. Motion **CARRIED** 4-0.

b. Amended Spring Athenian Dialogue

Chair Jara presented the recommendation of the Committee for the Spring Athenian Dialogue, scheduled for April 18, 2022. Previously, the Facilitator, Mary Lynn Stratta had been approved based on a virtual fee structure. The option to now host an in-person forum has been opened and the amended registration fee structure. The featured book, The Girls of Atomic City: The Untold Story of the Women Who Helped Win World War II will be the focus of the Athenian Dialogue.

Vice President Darcie McCracken **MOVED** to approve the 2022 Annual Conference Speaker as presented, **SECONDED** by Secretary Carla Reece. Motion **CARRIED** 4-0.

4. ELECTION COMMITTEE (Linda Mendenhall, Chair; Sheryl Rabin, Co-Chair; Darcie McCracken, Board Liaison)

Vice President Darcie McCracken indicated that Election Committee Chair Linda Mendenhall had submitted a brief written update noting that the Annual AMCA Elections Training would include modules for Elections on day one and Campaign Finance would be covered on day two. The Committee meets again in March and will provide further updates on training topics for each day at a future Executive Committee meeting.

5. HANDBOOK AND CONSTITUTION COMMITTEE (Byron Jones, Chair; Summer Stewart, Co-Chair; Darcie McCracken, Board Liaison)

Handbook and Constitution Committee Chair Byron Jones updated the Executive Committee on the status of the changes that will be proposed to the membership to realign the Executive Committee Officers to current needs, chief example being the

Treasurer office, since the League now handles those functions. There was also discussion regarding the possibility of direct election for each office or maintaining the current automatic ascension and election of the Secretary position as future changes that could be explored.

6. LEGISLATIVE COMMITTEE (Kelsea Holian, Chair; Summer Stewart, Co-Chair; Teresa Riza, Board Liaison)

Legislative Committee Chair Kelsea Holian provided a brief update advising the Executive Committee that bills currently before the Arizona legislature with impacts to Election Law, Open Meeting Law and other bills affecting Clerk functions and duties continue to be tracked in partnership with the League of Arizona Cities and Towns.

7. MEMBERSHIP/MENTORING/REGIONAL LEADERS COMMITTEE (Kara DeArrastia, Chair; Fatima Fernandez, Co-Chair; Carla Reece, Board Liaison)

Membership/Mentoring/Regional Leaders Committee Chair Kara DeArrastia briefly updated the Executive Committee advising that work continues to develop a general handbook to guide Arizona Municipal Clerks in the common functions of their job. Additionally, the recommended changes for the Committee had been received from Vice President McCracken.

8. RECORDS MANAGEMENT COMMITTEE (Ben Lane, Chair; Cathie Butteweg, Co-Chair; Jennifer Pena, Board Liaison)

Records Management Committee Chair Ben Lane thanked AMCA Executive Committee Treasurer Jennifer Pena for her assistance in collating the existing League records retention schedule with the ASLAPR retention schedule. He noted there are still some document types being reviewed to ensure they are assigned to the correct ASLAPR record series. Additionally, a general template is being created to address items, artifacts, and gifts that become municipal property and how to inventory and preserve such items. A future project will also include the development of Social Media best practices from a records management perspective.

9. SCHOLARSHIP/MARKETING COMMITTEE (Crystal Hadfield, Chair; Amy Putnam, Co-Chair; Jennifer Pena, Board Liaison)

Treasurer Jennifer Pena updated the AMCA Executive Committee on the AMCA Scholarship application process. The deadline for application has recently been extended and the Scholarship/Marketing Committee recommendations will be brought before the Executive Committee for consideration at a future meeting.

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

Vice President Darcie McCracken advised that the Ad-Hoc Committee intends to provide an update the next AMCA Executive Board meeting.

4. REMINDERS/DEADLINES

A. Executive Board Secretary Application

Treasurer Jennifer Pena reminded attendees that the applications for the Executive Board Secretary are due April 18<sup>th</sup> and the election would be held in May.

5. NEXT REGULAR EXECUTIVE BOARD MEETING DATE: March 17, 2022

6. ADJOURNMENT

The meeting adjourned at 12:32 p.m.

  
\_\_\_\_\_

Teresa Riza, AMCA President