



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
BOARD MEETING MINUTES
September 27, 2023**

1. Call to Order/Roll Call

Meeting was called to order by President Jennifer Pena at 9:33 a.m.

Board Members Present: Jennifer Pena, President; Carla Reece, Vice President; Sarah Siep, Treasurer; Annie Meredith, Secretary; Terri Roth, Board Director-Small Community

Board Member Absent: none

Attending Association Members: Marcella Carrillo, Communication Committee; Rommel Cordova, Education Committee; Linda Mendenhall & Fatima Fernandez, Election Committee; Denise Archibald, Legislative Committee; Kara DeArrastia, Membership/Mentoring/Regional Leaders Committee; Ben Lane & Victoria Roedig, Records Committee; Crystal Hadfield, Scholarship/Marketing Committee; Sandy Morari, League of Arizona Cities and Towns

2. Minutes

A. Discussion and possible action to approve the August 24, 2023 Executive Board Meeting Minutes.

Vice President Carla Reece made a MOTION to APPROVE the August 24, 2023 Executive Board Meeting Minutes. Board Member Terri Roth SECONDED and it unanimously carried.

3. New Business

A. General AMCA Information

President Jennifer Pena shared that there is general information that the League keeps track of, including the board email and listserv. She shared that she wasn't always using the AMCA and IIMC websites, but the more you get involved and use it, that it is a valuable tool. She recommended that everyone share those resources with their teams. She said that the newsletter that the Communications committee sends out is amazing and the information is valuable. She shared that you can sign up on the IIMC website for upcoming training and Athenian dialogue announcements.

Vice President Carla Reece agreed with President Pena and said that it was a good reminder. She said that IIMC is constantly their content, so it is a good refresher.

Treasurer Sarah Siep said that their website is much more user friendly than it used to be.

President Pena reminded everyone that when sending questions out on listserv, that when you collect the answers to please share them to be posted on the AMCA website. She gave an example of a fees question that went out and that it is great information for the website.

Communications Committee Co-Chair Marcella Carrillo shared that it is one of their committee tasks to submit the listserv information to the League. She said that the committee will reach out to the author and have the results from listserv questions sent to them for posting. She shared that they submitted 9 listserv items to the League in August and September.

B. Committee Application Recruitment Process:

Discussion regarding the annual submittal of Committee applications and member limitations on various Committees.

President Jennifer Pena shared that this year's committee application process was interesting. She reviewed the process on completing and submitting the application. She said that the goal was to have the ability for members to serve on other committees. She shared that the committee chair generally serves for 2-4 years, but the goal is to get people to serve on committees. She said that some people thought they did not have to fill out an application to continue serving on a committee. She asked the group what they think of the current form that was re-done in 2017 and if they should consider changing it.

Secretary Annie Meredith shared that this was the first year her Deputy Clerk signed up for a committee, and that when she listed the ones she was interested in serving on, in her preferred order that she didn't realize she would be getting assigned to all of them. She shared that going from none to a few was a lot for her. She asked if there is a way they can indicate whether or not you are willing to serve on more than one committee, on the application. She recommended having people list their top three. She shared that with her Deputy, she suggested she try them and if it is too much then she can pull back.

President Pena said that the description on the application says "I would like to serve on the following committees in this order."

Vice President Carla Reece said that they can provide some clarification in the application.

Treasurer Sarah Siep agreed.

Education Chair Rommel Cordova agreed.

Treasurer Siep said that she talked with Membership/Mentoring/Regional Leaders Committee Chair Kara DeArrastia and there is confusion around listing the Mentor/Membership committee, and that you must be a Region Leader in order to serve on that committee. She gave an example of confusion in the Regions.

Vice President Reece suggested pulling that one out as a special committee.

President Pena said that they can define it a bit more in the description. She shared that there are a lot of members on some of the committees. She said that the Records committee just finished up a major

project with the records handbook. She shared that this year there were so many people that wanted to serve on the Records committee.

Records Committee Chair Ben Lane shared that there are so many people on that committee that they are having a difficult time trying to coordinate scheduling a meeting.

President Pena said that it is a popular one and asked the group if they want to consider limiting the number of members on certain committees.

Board Member Terri Roth said that she was going to ask if there is a way to put a limit on it.

President Pena said that the Scholarship committee is like that also. She gave an example of the Scholarship committee last year and that they only had 4 scholarships to award. She asked what the groups thoughts were on limiting members to certain committees.

Vice President Reece suggested asking the committee chairs what is manageable or needed. She said that they don't want to set it too high or too low.

Board Member Roth said that she is in support of that.

President Pena reviewed the areas of confusion when signing up to serve on committees.

Board Member Roth suggested having people indicate on the application, how many they want to serve on.

Records Committee Chair Ben Lane said that he is happy to have people serving on the committee. He said that people are welcome to just listen in as well. He said that the hard thing with a large group is finding a time to meet, and having a quorum to get things approved. He suggested letting people know that they can listen in and ask questions without being a member of the committee.

League Representative Sandy Morari asked how that will work with IIMC and the points they give for serving on a committee. She asked if it would be limiting people, if they reduce the number of people allowed to serve on each committee.

President Pena asked how many members they currently have. She said that she is also going to look into the quorum requirements for committees, since they are not a government agency.

Vice President Reece said she thinks there was something stated in the bylaws about that. She said that they can evaluate that.

President Pena said that she will look and see if they need a quorum.

League Representative Sandy Morari shared that there are currently 234 people through FY23.

President Pena said that they can add that to the application as well, that if they just want to listen in, to contact the Chair.

Education Committee Chair Rommel Cordova suggested that a Committee overview be a discussion topic at the Spring Best practices or in a clerk's conversations to help people understand.

C. Attendance/Assessment in Survey Monkey

Discussion regarding sign-in process at Annual Conference

President Jennifer Pena shared that the League has to manually enter attendance from everyone when they attend the summer conference. She said that it is a time-consuming process.

League Representative Sandy Morari said that since it is manual data entry, that it leaves more room for mistakes and that it can be time consuming to go back and forth. She said that they would like to utilize survey monkey for attendance and the conference survey. She shared that you could access it at the conference or put it on the back of the badges in a QR code.

President Jennifer Pena shared that she understands, and gave an example of registering late for the Athenian Dialogue and not getting the assessment.

League Representative Sandy Morari said that with security, that sometimes they have issues getting things through.

President Pena summarized the way the survey monkey link would work.

League Representative Sandy Morari said that she would just download the information in an excel spreadsheet and the information to the committee chair to review and approve for points.

Legislative Committee Chair Denise Archibald said that she thinks it is a great idea. She shared that Microsoft forms also has a similar functionality.

Vice President Carla Reece made a MOTION to APPROVE the use of Survey Monkey for tracking attendance and survey completion. Treasurer Sarah Siep SECONDED and it unanimously carried.

D. 2023 Education Survey

President Jennifer Pena shared that there are a few things from the agenda that will be moved to the next meeting since IIMC Representative Lisa Garcia is out of town. She said that they will go over sponsorships as a budget line item, as well as the education survey that was sent out. She suggested everyone review the survey and they will discuss the educational opportunities, as well as the Institute and Academy.

Education Committee Chair Rommel Cordova shared that the survey has been helpful and that the committee is using it as a guide to build the best practice trainings. He said that they will share it with ASU as well for topics at the Institute and Academy.

E. IIMC to offer 1 educational session a quarter for free to AMCA/IIMC members

President Pena said that there is a free educational opportunity in IIMC that Lisa Garcia helped set up. She said that it would be a great opportunity to get some education points at no charge.

F. Committee Responsibilities and Assignments

Review and discussion regarding committee responsibilities related to the compilation of the annual report.

G. Committee Assignments and Goals

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

1. CAMPAIGN FINANCE COMMITTEE: Board Liaison Terri Roth shared that they met on the 20th. She said that there was discussion on removal of political signs in city right of ways. She shared that the City of Phoenix has something that addresses it in their charter. She said that Hope Olguin is leaving the County Elections office and moving to the Secretary of State's office.

2. COMMUNICATIONS COMMITTEE: Chair Marcella Carrillo shared that they have met twice so far this year and are working on their Fall newsletter. She said that they plan to highlight a different municipality in every newsletter. She shared that they will also be continuing with the Clerk in the Spotlight section of the newsletter. She said that they do reach out to the listserv authors and asked for everyone's assistance in compiling the information into the template. She shared that their next meeting will be on October 11th. She said that she will also include the AMCA general information that was included in the board meeting packet.

President Jennifer Pena shared that years ago there was a survey done about what are your hidden talents and/or what you specialize in.

Co-Chair Carrillo said that she will see if she can find that information.

3. EDUCATION COMMITTEE: Chair Rommel Cordova shared that they are hoping to have a virtual Fall Best Practices and Athenian Dialogue in November or December. He said that they are working on cleaning up their speaker database. He shared they are also working with Linda Hess regarding the Institute and Academy, and having more committee involvement in those. He said that they plan to do another education survey next year.

President Jennifer Pena said that they do have a contract with ASU for this year, but it is looking like they don't have the staff. She said that she is working with IIMC to find some solutions. She shared that we are not the only ones losing our Institute director.

4. ELECTION COMMITTEE: Chair Linda Mendenhall shared that they have not yet had their first meeting, but should be having one in the fall. She said that the committee will be looking at the annual elections training and doing a clerk's panel again. She said that they will also be working on succession planning. She shared that Fatima Fernandez is her co-chair and that she is preparing her to be the chairperson. She said that she likes what Sandy Morari brought up about attendance, because at the annual elections training people don't always check the right boxes. She said that they are considering having Campaign Finance on its own day.

President Jennifer Pena said that the committees are just starting to meet, and asked the Committee Chairs to bring forth things to the board that they want to implement. She said that they saw some interesting lawsuits this year with campaign finance, and to talk about those real-life experiences is good.

Chair Mendenhall said that they also need to find clerk's that are willing to speak at the conference. She said that people want to hear their stories and real-life experience.

5. HANDBOOK AND CONSTITUTION COMMITTEE: President Jennifer Pena said that last year there were a lot of changes with the changes to the board.

Co-Chair Rommel Cordova shared that the board has formally adopted those changes. He said that the committee wants the board to review the current roles and tasks so they can be adjusted.

Vice President Carla Reece offered to take that on and give recommendations to the board.

President Pena shared that when compiling the annual report, that she noticed that certain committees have responsibilities that don't fit.

League Representative Sandy Morari said that she found a fix and gave it to President Pena, regarding mentorship committee responsibilities. She said that they already maintain that data, so it can be removed.

6. LEGISLATIVE COMMITTEE: Chair Denise Archibald shared that they will have their first meeting in October. She said that they have set up a file in share point/one drive for committee information. She said that they send out a weekly email to the membership during the session. She said that they will start meeting and see how the new legislative session goes.

President Jennifer Pena asked if anyone had trouble accessing the one drive.

Chair Archibald said that she is trying to switch it over to share point. She asked if there was a way to get a sub-site for each committee on the AMCA website. She said that it would be helpful for succession planning to keep all of the information there. She said that there are templates from the past, but it would be nice to have a site that everyone could access.

President Pena said that the committees are listed with agendas and minutes, but maybe another page that they could list video on.

League Representative Sandy Morari said that there are templates on the website and that they could add to it.

Chair Archibald said she was thinking something more like a site that is committee specific.

Secretary Annie Meredith suggested a folder for each committee to keep all of their templates and meeting documents in.

President Pena said that there is a folder with general agenda and minutes templates. She said that they keep the most current templates there so that everyone is using the same format.

League Representative Sandy Morari said that they have agenda packets, minutes, and forms for the Executive Board and committees. She said that they can add to that.

President Pena asked all committee chairs to take a look and see what is there and what is needed. She asked that they send their suggestions to the board.

Education Committee Chair Rommel Cordova asked how working files for committee chairs are kept, historically from previous people. He said that it would be helpful to have sub-folders for committees.

Vice President Carla Reece said that sometimes working files are helpful.

League Representative Sandy Morari said that the forms are all in the members only section. She shared that the agendas and minutes are public.

Education Chair Rommel Cordova said that he is thinking more of working documents within the committee, and correspondence they have from IIMC.

President Pena said that they used to transition a box, but now they can share stuff electronically. She asked at what point it becomes irrelevant.

Education Chair Rommel Cordova said that the current and historical information isn't centrally located. He gave an example of when someone leaves and the information is needed to be passed on.

League Representative Sandy Morari said that they don't want to add too much stuff, but that the League can save whatever is requested.

President Pena shared that she found a Municipal Clerk handbook from 1989 and asked if Sandy Morari could find the file in the Leagues historical records. She said that she has been talking for years about going back to an Arizona Clerk's handbook that each municipality can update for their specific department. She asked if the question is what do we keep versus what the League keeps. She recommended talking about what that records keeping looks like.

Communications Committee Co-Chair Marcella Carrillo shared that they also have their own one drive for the communications committee through Avondale. She said that another option is a Google account for each chair person and the email and password would be shared with the chair and co-chair. She said that she created one and they are trying it out. She said that for succession planning, there are working documents that they don't want others to see or to have them posted on the website. She shared that some of them are committee task specific. She said that she will bring it back to the communications committee.

President Pena said that is a good idea and that she loves to hear new ideas. She said that they will bring this item back for discussion.

7. MEMBERSHIP/MENTORING/REGIOINAL LEADERS COMMITTEE: Vice President Carla Reece shared an update from Chair Kara DeArrastia. She said that they have met and that their meeting calendar is on the AMCA website. She said that they are focusing on the mentoring aspects of the committee and shared some questions they will be asking the committee members.

President Jennifer Pena shared that Chair DeArrastia has done a wonderful job on reconstruction of that committee. She said that IIMC also has a mentorship program.

8. RECORDS MANAGEMENT COMMITTEE: Chair Ben Lane shared that they use a shared environment for the Records committee as well. He said that they started using Microsoft Teams last year to edit the records management manual. He said that he agrees on the importance of being able to share documents. He said that they are planning to have their first meeting in October and that he will send out that date by the end of the week. He said that he has a new co-chair this year, Victoria Roedig. He said that he is excited about having a new co-chair. He shared that this year the committee is working on completing an update to the AMCA records retention schedule. He said that they are working on developing a best practices document for essential records. He shared that these are the records that your jurisdiction needs in the event of a disaster. He said that each municipality is supposed to provide an update every 5 years. He shared that email retention is all over the place for cities and towns, so they are working on developing best practices for that as well. He said that he is also working on succession planning this year for the Records committee.

President Jennifer Pena said that she loves the manual Chair Lane is creating.

Vice President Carla Reece said that Chair Lane took over the committee in 2017 and has done great work with the committee.

Chair Lane said that he enjoys chairing this committee.

9. SCHOLARSHIP/MARKETING COMMITTEE: Chair Crystal Hadfield shared that they had their first meeting yesterday and went over an update on the most recent fundraising. She said that they raised over \$4,500 for scholarships. She shared that they are looking at their goals for this year, to include promoting the scholarship application and fundraising in the middle of the year. She said that they are considering a service-oriented fundraiser and asked the board for feedback on that. She said that they have also talked about changing the application to include a requirement that the recipient send a thank you.

President Jennifer Pena asked what mid-year is.

Chair Hadfield said December.

President Pena said that the scholarship application requires that if the individual receiving a scholarship has not served on a committee, that they are required to after receiving the award. She asked if anyone is tracking that.

Chair Hadfield said that she can work with the board on that.

Board Member Terri Roth volunteered to work with her on that. She asked how far back they want to track.

President Pena suggested 3 years and the board agreed with that timeframe. She asked Chair Hadfield if they were planning to have a scholarship article in the Fall newsletter.

Chair Hadfield said that she sent that to Communications Chair Stacy Fobar yesterday.

Chair Fobar said that she is going to put it in as a separate thing and not a committee update.

President Pena said that Co-Chair Carrillo is looking for people with hidden talents, and that might help with her fundraising idea.

4. Good of the order/comments from executive board members

President Jennifer Pena asked if there were any comments from members.

Records Committee Chair Ben Lane said that having Campaign Finance training on its own day would be helpful. He shared that he prefers just the training part and not the breakout groups. He said that since it is such a complex issue, he would prefer just the nuts and bolts.

Vice President Carla Reece suggested doing a separate workshop for those that want an interactive practicum.

Elections Chair Linda Mendenhall said that is a great idea. She shared that people also want a Zoom option for Elections training.

President Pena said that she will work with Chair Mendenhall on doing a Zoom option in Fountain Hills for Elections training. She said that she agrees that they need to slow it down so the participants have a chance to digest it.

Board Member Terri Roth said that they do put a lot of information into one session.

Chair Mendenhall said that it used to be only 2 hours and that it is a hot topic that takes time. She said that it would be a great best practices topic.

Scholarship Chair Crystal Hadfield thanked the League for all of the help that Matt Lore and Sandy Morari give.

President Jennifer Pena also thanked the League for all of their support.

5. Reminders/deadlines

President Jennifer Pena shared that the deadline for submitting an article for the newsletter is October 2nd. She also reminded everyone that the Elections certificates are on the AMCA website.

6. Next regular executive board meeting date: October 25, 2023, 10:00 a.m.

7. Adjournment

President Jennifer Pena adjourned the meeting at 11:03 A.M.

Annie Meredith, Board Secretary
Minute Taker