



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
April 20, 2023**

1. Call to Order & Roll Call

President McCracken called the meeting to order at 10:05 a.m.

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

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

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

2. Minutes

Treasurer Reece **MOVED** to approve the February 15, 2023 Executive Board Meeting Minutes; Past President Riza **SECONDED** the motion. Motion **CARRIED** (5-0)

Membership/Mentoring Committee Chair Kara DeArrastia stated that she needed to leave for a Council Meeting so Items were taken out of order with Item 4.F. being first.

IIMC Update – Lisa Garcia

Vice President Garcia said that she would love to have AMCA preview her goals for her Presidential Year before she sends them to IIMC. Leadership, inclusivity and providing services to all of our members is her model for the year. She has one year to do as much as possible, and it's important to have well thought out/detailed goals. Wants to represent our state well.

4. New Business

A. Review and Discussion on the 2023-24 Fiscal Year AMCA Budget. (Sandy Morari, League)

Ms. Morari commented that there were a few housekeeping updates, but overall the financial state is good and there are no issues.

Past President Riza **MOVED** to approve 23/24 FY Budget; Treasurer Reece **SECONDED**. Motion **CARRIED** (5-0).

B. Review, Discussion and Possible Action on the 2023-24 Fiscal Year Services Agreement with the Arizona League of Cities and Towns (Sandy Morari, League)

President McCracken stated that she authorized a change in the dollar amount to \$10,000 for the full year of service for Ms. Morari.

Past President Riza commented that this is deserved, the league does a lot for us.

Past President Riza **MOVED** to approve the 23/24 Services Agreement; Treasurer Reece **SECONDED**. Motion **CARRIED** (5-0).

C. Review, Discussion and Possible Action on the 2023 Scholarship Applications (Crystal Hadfield, Scholarship Committee Chair)

Chair Hadfield provided a presentation regarding the eight applications received this year. The Committee's recommendation is to award all eight based on revenue from last year.

Treasurer Reece **MOVED** to approve eight scholarship applications; Past President Riza **SECONDED**. Motion **CARRIED** (5-0).

Recipients will be notified next week.

D. Review, Discussion and Possible Action on Financial Support of the 2024 IIMC Conference (Darcie McCracken, President)

President McCracken addressed an email received from the host city requesting financial support for the 2024 Annual Conference. She is unsure how many Arizona Clerks will be attending because of where the conference is being held.

Secretary Siep asked how much they were requesting.

President McCracken said that it is just a general request.

Past President Riza said she would agree that she wouldn't support giving them a lot, but feels we should give them something. Especially since Ms. Garcia will be getting sworn in.

Ms. Garcia said she received the letter as well, and they are asking for money from her municipality. But she said she would support a fundraiser and would sit down with them in Minnesota to see if there is something else they need. She has also told them that she will promote people attending.

President McCracken said maybe we should hold off until after the conversation in Minneapolis takes place.

Treasurer Reece agreed.

President McCracken said it will get moved out to a future meeting (indefinite) and asked Ms. Morari to take a look at what we could do specifically to help them.

E. Review, Discussion and Possible Action Regarding a Region VIII Joint conference – East & West (Darcie McCracken, President)

President McCracken said this would be an East/West Region Conference, general consensus has been that we would be happy to help for volunteerism but hosting in Arizona she doesn't feel like we are ready to host again.

Board consensus for this.

F. Review, Discussion and Possible Action Regarding Data Collection Form for New AMCA Members (Kara DeArrastia, Membership/Mentoring Committee Chair)

This Item was discussed first and Chair DeArrastia presented the draft form which the Committee has reviewed and recommended for approval. General information collection/some open-ended questions as well, want to be able to celebrate them joining the association.

President McCracken described the form.

Treasurer Reece thanked Ms. DeArrastia and the Committee for putting these forms together.

Treasurer Reece **MOVED** to approve form for use,; Past President Riza **SECONDED**. Motion carried (5-0).

5. Committee Assignments & Goals

- A. Campaign Finance – Chair Sharon Antes said there was a meeting on April 13 but it was brief and will have another on April 27. Have set a timeline for what can be presented as suggestions to amend the section of the SOS Election Procedures Manual. Christina is helping with this as well, Whitney from Phoenix is on the Committee and has been very active/helpful. Their recommendations will come to the Board then the League to present to the SOS office. Need clarifications in that chapter.
- B. Communications Committee – Chair Michelle Stanley said the spring newsletter should be out next week, then April 30-May 5 is Clerk Week. The Committee has requested a

Proclamation for Clerk Week, Co-Chair is in charge of social media piece for the week. Summer newsletter and annual survey will come out as well.

- C. Education Committee – Chair Terri Roth said the Committee will meet next week to review feedback from Spring Best Practices/issue certificates. Submitted Session forms for Annual Conference and awaiting approval.

President McCracken said the sessions went really well yesterday.

Ms. Roth commented on the great presentations from President McCracken and Ms. Garcia as well.

- D. Election Committee – Chair Linda Mendenhall said the Committee met last month and is getting speakers/topics together and will meet again next week. Plan to do interactive trainings and would like to add a Zoom component if possible. Many new Clerks and Deputy Clerks want to have a “how to prepare for elections” session as well. Should have outline/topics after their next meeting.
- E. Handbook/Constitution Committee & Legislative Committee – Chair Summer Stewart said the Committee met last week to discuss further changes for the updates to the Executive Board (these will be made annually). Also asked about re-distribution of the duties of the Executive Board members because in the next fiscal year there will no longer be a Treasurer.

President McCracken said she would like the Committee to take a stab at that because even this year they will need to redistribute Committee responsibilities.

Ms. Stewart said she will get with President McCracken to discuss how best to allocate those.

President McCracken also suggested setting out the future revisions for each fiscal year until where we get to the final phase.

- F. Legislative Committee – Member Summer Stewart said they received feedback from members who responded positively to the weekly summary of the League calls. Reached out to the League and requested they share the recordings of the weekly calls to everyone which they will be doing (along with a summary and transcript).

President McCracken said we are close to the wire regarding the posting/publishing bill should be going to the Committee of the Whole and may have to split. Asked that clerks write a letter expressing how this would benefit our cities and towns/the public. She will share information as we get closer.

- G. Membership/Mentoring/Region Leaders – Chair DeArrastia said at the March 20th Meeting members discussed their regular updates on activities in their regions. Still no Region 7 Member has stepped up to fill vacant role, she has spoken with Region 6 and Region 9 members about inviting those members to their meetings. The Committee approved the New Member form, and discussed Best Practices for succession planning in the Clerk’s Office. The final Committee Meeting will be Monday May 22nd.

President McCracken asked if there has been any interest in Region 7.

Ms. DeArastia said not at this time. She is going to speak with Region 5 and 6 to see if they can invite the members to participate in their meetings. Wants to make the members feel welcomed so she will work on that.

Secretary Siep discussed the point process that Region I Leader Fatima Fernandez and Prescott Deputy City Clerk Jennifer Wiita worked on and stated that Region I members who attend the May meeting and complete assessments will receive education points for doing so.

- H. Records Management – Vice Chair Cathie Buttewig said the Committee has approved updates and will be presenting the updates at the next Board Meeting.
- I. Scholarship/Marketing – Chair Crystal Hadfield thanked the Board for awarding the eight applicants and the Committee is now moving onto fundraising.

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

None.

7. Reminders & Deadlines

None.

8. Next Regular Executive Board Meeting Date

Next Meeting is Scheduled during IIMC Conference, McCracken asked if we move it out to the next week, May 24th at 3 pm. If that works. Board consensus to move the meeting to later in the week.

9. Adjournment

There being no further business, President McCracken adjourned the meeting at 2:46 pm



Darcie McCracken, President