



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

AMENDED APRIL 17 AT 10:38 A.M. TO ADD 4F

**Thursday, April 20, 2023
2:00 p.m.**

Formed
in 1961

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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 February 15, 2023 Executive Board Meeting minutes.
3. IIMC Update – Lisa Garcia
4. NEW BUSINESS
 - A. Review, discussion and possible action on the 2023-24 fiscal year AMCA budget. (Sandy Morari, League)
 - 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)
 - C. Review, discussion and possible action on the 2023 Scholarship Applications. (Crystal Hadfield, Scholarship Committee Chair)
 - D. Review, discussion and possible action on financial support of the 2024 IIMC Conference. (Darcie McCracken, President)
 - E. Review, discussion and possible action on a Region VIII Joint Conference - East and West. (Darcie McCracken, President)
 - F. Review, discussion and possible action on a Data Collection form for New AMCA members. (Kara DeArrastia, Membership/Mentoring Committee Chair)

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: Discuss – next meeting is scheduled during IIMC conference

9. ADJOURNMENT



Darcie McCracken, AMCA President



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
February 15, 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

Board Members Absent: 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; Ben Lane, Records Management Committee; and Crystal Hadfield, Scholarship Committee

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

2. Minutes

Vice President Pena **MOVED** to approve the January 24, 2023 Executive Board Meeting Minutes; Secretary Siep **SECONDED** the motion. Motion **CARRIED** (4-0)

3. IIMC Update – Lisa Garcia

None.

4. New Business

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

President McCracken commented that the purpose of this item was to review the draft budget and discuss any questions anyone may have.

Vice President Pena asked if any sponsors have been lost.

Ms. Morari responded that sponsorship fluctuates year to year which is common, but we are in good shape. She also commented that she included the foundation endowment and asked if will be an annual contribution or not.

President McCracken said it is a one-time item; however, the money should grow because they pool with other investments. If in the future other Boards feel it should be increased it will be up to them each year.

Vice President Pena asked if we should consider an annual \$200-300 contribution.

President McCracken stated that she will add the annual budget to be approved at a future meeting and will get with IIMC Vice President Garcia regarding the endowment as well.

5. Committee Assignments & Goals

- A. Campaign Finance – No update.
- B. Communications Committee – Chair Stacey Fobar stated that the Spring Newsletter deadline is coming up and the Committee is working on promotional packet for Clerk Week. Additionally, they will be reorganizing listserv archive.
- C. Education Committee – Chair Terri Roth shared that the Committee has the speakers locked in for the Annual Conference and Spring Best Practices will be held April 18-19 virtually and the Committee is working with Matt Lore at the League to secure speakers for that. Meeting next week to review the Agenda and send information to IIMC for points.

Save the date for Spring Best Practices was in the newsletter and will go out in listserv as well.

- D. Election Committee – Vice President Pena commented that the Committee met in December and week of July 24th has been reserved for Annual Training in Fountain Hills.
- E. Handbook/Constitution Committee & Legislative Committee – Treasurer Reece said there are no new updates.

President McCracken stated that the Secretary application form will be updated and Small Population application will be created/updated as well. Will begin asking for applications in March or April.

- F. Legislative Committee – Group is sending out poles on a number of bills that are being tracked for clerks.

President McCracken said HB2808 will have a big impact on Clerks because of updated timeframe.

Secretary Siep said that her Legislative Liaison and lobbyist will be sending in a strong argument against for her municipality.

Vice President Pena added that a survey was sent out to see what the Legislative Committee can do for the membership, please complete if you haven't done so already.

- G. Membership/Mentoring/Region Leaders – Chair DeArastia reminded everyone about the Exit Form and thanked the Board for their approval of that. There will be a link always available on the website outside of the Members Only area so they always access it. Will be meeting in March again. Region 5 did a virtual meeting yesterday which was productive.

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.

- H. Records Management – The Committee will be meeting tomorrow, no updates at this time.
- I. 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. She is still eligible for membership and will continue her role on the Board.

President McCracken 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 10:56 a.m.

Darcie McCracken, President

DRAFT

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	<i>Board approved a \$5 annual fee increase on all registration fees, except Athenian Dialogues (adopted 4/24/19).</i>
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	<i>Increase fees by \$25 for June 2023</i>
Gifts, Donations & Misc Fundraising	900	900	456	(444)	500	<i>Raffle and other donations</i>
Interest Income	40	40	18	(22)	40	
Membership Dues	23,000	23,000	24,480	1,480	25,000	<i>Board approved a \$5 increase for FY23 (4/15/21). Suggest \$5 increase every other year (odd years) - next increase FY25.</i>
Scholarship Fundraising	1,100	1,100	2,235	1,135	2,000	<i>Gift Basket fundraiser</i>
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	n/a	<i>One time only start-up contribution</i>
IIMC Director & Region Rep	0	5,000	5,000	0	5,000	<i>Region Rep expenses to be included here</i>
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 @ \$375)	700	1,050	1,400	350	1,125	<i>Late submission (FY22 books closed). Submitted in Nov - trouble getting certificate from ASU (\$350)</i>
Academy (3 @ \$300)	275	825	900	0	900	<i>Increase all I & A rates by \$25 for FY24.</i>
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	10,000	
Financial Services	5,790	6,108	6,108	0	7,093	<i>Accounting-\$2160; Audit Review-\$3,948 FY24 Accounting-\$3,050; Audit Review-\$4,043</i>
Supplies	4,142	5,000	4,045	(955)	5,000	<i>Includes Cvent (increased costs) & Verisign accts; lapel pins, etc</i>
Web Hosting / Listserv	990	960	1,095	135	960	<i>Listserv-\$300; Website hosting fee-\$660; domain name-\$135 for 3 yrs</i>
Total Support Services	17,122	18,435	17,615		23,053	
Total Expense	43,061	83,415	83,082	-879	88,183	
Revenues Over (Under) Expenditures	46,679	6,325	1,502	2,528	4,057	

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

	Ending Balance *	FY	Rev over Exp	Bank Account Balances as of June 30, 2022:
Total fund balance as of July 1, 2022 **	\$147,582	21-22	\$13,638	Checking \$81,877.70
Total fund balance as of July 1, 2021 **	\$133,944	20-21	\$18,022	Savings \$89,680.53
Total fund balance as of July 1, 2020	\$115,922	19-20	\$4,183	\$171,558.23
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.

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.

April 19, 2023

Darcie McCracken, President
Arizona Municipal Clerks Association
1820 West Washington Street
Phoenix, AZ 85007

Dear Ms. McCracken

This letter is an agreement to continue the relationship established formally in January 2012 between the League of Arizona Cities and Towns (**League**) and Arizona Municipal Clerks Association (**AMCA**). As **AMCA** continues to grow in membership and services for its members, this agreement will allow the **League** to provide quality staff support.

The **League** will provide the following services:

- Provide general administrative support
- Processing membership renewal and new member marketing and processing
- Conference/Training Planning and coordination for Election Conference and two (2) other trainings
- Coordination of corporate sponsorship program
- Coordination of accounting, audits, tax, legal contracts as needed
- Submit Corporation Commission filings
- Provide strategic planning and budgeting support
- Administration and maintenance of AMCA ListServ
- Administration and maintenance of AMCA website
- Process Election Recertifications
- Coordinate record keeping and document storage
- Format and send email blast communications

The annual fee for services will be **\$10,000**. On a monthly basis, AMCA will pay the League 1/12 of \$10,000 plus the full cost of copying/printing, postage, credit card processing and online registration fees. This agreement does not dictate that any specific League staff member will provide any particular service. *Accounting services are invoiced and paid directly to the accounting firm, separate from this contract.*

This agreement begins July 1, 2023 and if during that or subsequent fiscal years, the level of service is adjusted, the League and the AMCA board will agree to the proper adjustment in the above amount. Each year thereafter, League staff will work with the AMCA board to incorporate any anticipated change in service levels and contract amounts.

Please sign below to agree to the above terms. We at the League look forward to many more great years providing high quality service to AMCA.

Sincerely,



Tom Belshe
Executive Director

Darcie McCracken
President, AMCA

ARIZONA MUNICIPAL CLERKS' ASSOCIATION EXECUTIVE BOARD COMMUNICATION

TO: Darcie McCracken, President
FROM: Crystal Hadfield, Scholarship Committee Chair
SUBJECT: Request to Award Scholarships
MEETING DATE: April 20, 2023

Purpose:

Scholarship Awards

Summary and Recommendations

The Scholarship Committee has met and has the following recommendations:

Approve awarding scholarships to all eight applicants as follows:

Harryette Michelle Stanley – Academy
Patricia Buchanan – Institute
Beth Sanchez – Institute
Ian Newcomb – Institute
Sara Burchill – Institute
Tami Mayes – Institute
Kathy Clements – Institute
Cara Smothers – Institute

Decisions from the Board

Based on the revenue generated last year, and the strong applicants we received this year, the Committee recommends awarding all eight applicants a scholarship.

Attachments

Scholarship Application Scores

Contact Name and Number:

Crystal Hadfield
(520) 766-4203 – Office
(520) 507-0981 – Cell
chadfield@willcox.az.gov

Scholarship Applications Scoring - Average

Name	Applied For	Score 1	Score 2	Score 3	Score 4	Score 5	Score 6	Score 7	Score 8	Score 9	Score 10	Score 11	Average
Harryette Michelle Stanl	Academy	21	20	19	20	20	21	20	22	22	22	18	20.45
Patricia Buchanan	Institute	23	22	12	19	25	19	22	23	25	20	24	21.27
Beth Sanchez	Institute	20	19	20	21	18	19	22	20	21	19	N/A	19.90
Ian Newcomb	Institute	23	16	18	24	20	17	23	23	24	24	23	21.36
Sara Burchill	Institute	24	19	24	21	21	24	20	20	18	20	18	20.82
Tami Mayes	Institute	17	20	23	16	18	19	19	20	18	15	18	18.45
Kathy Clements	Institute	24	20	24	18	19	21	20	22	19	N/A	19	20.60
Cara Smothers	Institute	24	23	27	20	18	25	20	20	20	22	21	21.82

From: [Lisa Garcia](#)
To: [Darcie McCracken](#)
Subject: Fwd: 2024 International Institute of Municipal Clerks (IIMC) Conference - May 19-22, Calgary, Alberta, Canada
Date: Friday, March 17, 2023 3:20:01 PM
Attachments: [image001.png](#)

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From: Bonnie Hilford <Bonnie.Hilford@lethbridge.ca>
Sent: Friday, March 17, 2023 3:06:37 PM
To: Lisa Garcia <Lisa.Garcia@florenceaz.gov>; ldholmes@LasVegasNevada.gov <ldholmes@LasVegasNevada.gov>; meeteetse@tctwest.net <meeteetse@tctwest.net>; amcainfo@azleague.org <amcainfo@azleague.org>
Subject: 2024 International Institute of Municipal Clerks (IIMC) Conference - May 19-22, Calgary, Alberta, Canada



Dear Vice-President Garcia, International Institute of Municipal Clerks,
President McCracken, Arizona Municipal Clerks' Association, and
IIMC Region VIII Directors Holmes and Johnson:

YAHOO! I am Bonnie Hilford, past IIMC Canadian Director, and proud and excited Host for the upcoming [2024 International Institute of Municipal Clerks \(IIMC\)](#) Conference taking place May 19-22 in Calgary and we are excited and honored to host you, Vice-President Garcia, as incoming President during this conference. As you know, the IIMC represents Municipal Clerks from, not only Canada and United States, but countries around the world with over 15,000 members to which some are AMCA members. It is expected that the conference will be a sold-out event to 1,000 attendees with the location being a desirable destination. We want to make this an awesome experience as well as a successful IIMC Conference that showcases Calgary, Alberta and Canada, and its culture and energy. This annual conference is usually held in the USA and the last Canadian conference was in Montreal in 2017, which was a huge success.

This conference provides many direct benefits to attendees, including:

- The location of Canada makes conference attendance very cost-effective;
- Increased exposure to best practices from around the world;
- Quality education programs;
- Numerous opportunities for networking and sharing of processes; and
- Learning about the Certified Municipal Clerk and Master Municipal Clerk Designations, and earning education points as a conference delegate.

We want to ensure that when Clerks from around the world attend this conference they are shown the utmost in hospitality and bear witness to what Canadian Clerks have to offer, and we hope that we will see many AMCA and Region VIII members at the conference.

It is a great honor and major undertaking to bring an event of this caliber to Canada. The Host Conference Committee, consisting of myself and eight other volunteer Clerks from Alberta, are in the midst of planning and promoting this conference. The responsibilities are below to which we are provided no funding from IIMC and our Provincial Government does not allow fundraising with raffles.

- Marketing the conference and providing promotional materials (brochures, banners, pins, flags, decor)
- Opening reception entertainment
- Opening ceremony - entertainment/O Canada signer, emcee
- All Conference Event - entertainment, decorations, things to do
- Banquet – entertainment, decorations
- Volunteer recognition
- Donor recognition
- Gifts for the 26 Board or Directors
- Items for the delegate swag bags (1000)
- IT equipment/photocopier/supplies for IIMC staff

We are requesting AMCA/Region VIII to consider providing a financial donation to our Conference Host Committee to help with the above expenses. We would be appreciative to receive any amount and as well will acknowledge your contribution.

If you have any questions or require further information, please feel free to contact me. Thank you so much for your consideration and I look forward to hearing from you and seeing you in 2024!

Bonnie Hilford
Host, 2024 International Institute of Municipal Clerks (IIMC) Conference
May 19-22, Calgary Alberta



Bonnie L. Hilford, B.COMM CMC
City Clerk & Returning Officer | City of Lethbridge
P: 403.320.4083, C: 403.894.4092
E: bonnie.hilford@lethbridge.ca
A: 2nd Floor, City Hall 910-4th Avenue South,
Lethbridge, AB, T1J 0P6
lethbridge.ca

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ARIZONA MUNICIPAL CLERKS' ASSOCIATION EXECUTIVE BOARD COMMUNICATION

TO: Darcie McCracken, President

FROM: Kara DeArrastia, Membership/Mentoring Committee Chair

SUBJECT: Data Collection Form to Send to New AMCA Members

MEETING DATE: April 20, 2023

Purpose:

Receive approval from the Executive Board on the "New Member Information Collection Form" to learn about individuals who have recently joined the AMCA (see Attachment).

Summary and Recommendations:

The July 2022 revision of the AMCA Handbook tasked the Membership/Mentoring Committee with developing a data collection form and sending the form to new AMCA members. The Membership/Mentoring Committee Chair is also tasked with submitting completed data collection forms to the Communications Committee Chair for inclusion in an upcoming AMCA Newsletter and/or for other communication outlets such as websites and social media as appropriate.

At their meeting on March 20, 2023, Membership/Mentoring Committee members reviewed a proposed form drafted by the Committee Chair and agreed to present the form for consideration and approval by the Executive Board.

Decisions from the Board:

Request approval by the Executive Board for the Membership/Mentoring Committee Chair to move forward with the following steps:

- Work with League of Arizona Cities and Towns (League) staff to get the New Member Information Collection Form formatted into a fillable PDF file (similar to the design of the [AMCA Membership Exit Interview Form](#)).
- Send out the Form to the new AMCA members who have joined since the beginning of April this year.
- Include the Form in the Welcome Packet of materials sent to new AMCA members.

Attachments:

New Member Information Collection Form

Contact Name and Number:

Kara DeArrastia
(480) 350-8947

New Member Information Collection Form

To get to know our new members in the Arizona Municipal Clerks' Association (AMCA), we would like to know about your professional background and why you decided to join the municipal clerk profession. Please take a few minutes to fill out this form. Your completed form will be provided to the Communications Committee Chair for inclusion in an upcoming AMCA Newsletter and/or for other communication outlets such as the AMCA's website at www.azclerks.org and the AMCA's Facebook and LinkedIn groups.

1. First Name _____
2. Last Name _____
3. Job Title _____
4. Municipality _____
5. # of years at current organization _____

6. Why did you join the Clerk's office?

7. What is your favorite part of working in a Clerk's office so far?

8. Where did you used to work and what did you do?

9. Where are you originally from?

10. What is a fun or interesting fact about you?

The AMCA thanks you for joining the Association!

Return completed form along with a photo of yourself to Kara_Dearrastia@tempe.gov.