



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
EXECUTIVE BOARD MEETING AGENDA  
Wednesday, July 19, 2023  
10:00 a.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 June 28, 2023 and June 30, 2023 Executive Board Meeting minutes.
3. IIMC Update – Lisa Garcia
4. NEW BUSINESS
  - A. Review, discussion and possible action to accept the application and select a Small Population Board Member.
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

- A. Annual Meeting – July 25, 2023

8. NEXT REGULAR EXECUTIVE BOARD MEETING DATE: TBD by incoming President

9. ADJOURNMENT



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Darcie McCracken, AMCA President



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
EXECUTIVE BOARD MEETING MINUTES  
June 28, 2023**

**1. Call to Order & Roll Call**

President McCracken called the meeting to order at 10:02 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: Cathie Butteweig, Rommel Cordova, Kara DeArrastia, Kelly Williams, Ben Lane, Linda Mendenhall, Michelle Bailey (formerly Stanley), Terri Roth, Crystal Hadfield

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

**2. Minutes**

Secretary Siep **MOVED** to approve the April 20, 2023, and May 24, 2023 and June 9, 2023 Executive Board Meeting Minutes; Treasurer Carla **SECONDED** the motion. Motion **CARRIED** (5-0)

**3. IIMC Update – Lisa Garcia**

None.

**4. New Business**

**A. Review and Possible Action to Ratify the IIMC Region 8 – West By-Laws (Darcie McCracken, President)**

President McCracken said approval of this will represent an agreement to adhere to the bylaws for Region 8-West.

Past President Riza **MOVED** to ratify; Vice President Pena **SECONDED** the motion. Motion **CARRIED** (5-0)

**B. Review, Discussion and Possible Action to Approve Changes to the Handbook and Policy Statements Document (Rommel Cordova, Handbook/Constitution Committee Member)**

Member Cordova provided a background regarding the drafted changes to the Constitution including removal of Past President and Treasurer on the Executive Board to be replaced by Small and Large Population Representatives. These changes were approved and so the Committee has since been working on revisions to approve and establish updated succession for those future positions as well as redistributing roles and responsibilities for future Board Members. He called out that a liaison role for the Constitution/Handbook Committee was listed twice and that will be corrected.

Vice President Pena concurred that Board Liaison for Constitution/Handbook should stay under Treasurer for the next fiscal year.

Member Cordova stated they are also seeking feedback from the Board Members on any of the revisions to Roles/Responsibilities they would like to cover that have not been included.

President McCracken said that those additional changes will come forward in the next fiscal year.

Treasurer Reece said she felt Member Cordova hit the high points well, and there will be future discussions regarding the Director roles and Board Liaisons being aligned with what they do.

Vice President Pena **MOVED** to approve changes to Handbook/Policy statements noting Board Liaison for Handbook/Constitution Committee will remain with Treasurer; Secretary Siep **SECONDED** the motion. Motion **CARRIED** (5-0)

### **C. Review, Discussion and Possible Action to Approve Changes to the Handbook and Policy Statements Document Regarding the Records Committee (Ben Lane, Records Management Committee Chair)**

Chair Lane stated that the Committee met last week and discussed their section of the Handbook. Changes were made last year, but upon further review they would propose removal of Item 7 because it is covered in Item 3 and update the revision date.

Treasurer Reece **MOVED** to approve changes to the Handbook and Policy Statements document regarding the Records Committee; Vice President Pena **SECONDED** the Motion. Motion **CARRIED** (5-0)

### **D. Review, Discussion and Possible Action to Award an Honorary Lifetime Membership to a Retired Member (Darcie McCracken, President)**

President McCracken said that Surprise City Clerk Sheri Aguilar has retired and she would like to put forward the option to award her an honorary lifetime membership. Ms. Aguilar lead the organization through a very difficult time and a situation that left us in a precarious financial situation. She has served

the organization and clerk profession with dedication and integrity and has been a go to for so many Clerks and that should be rewarded.

Vice President Pena agreed. She is glad to see that Ms. Aguilar is being nominated for a lifetime membership.

Treasurer Reece said she fully supports this.

President McCracken **MOVED** to award an honorary lifetime membership to Retirement Member Sheri Aguilar; Motion **SECONDED** by Treasurer Reece. Motion **CARRIED** (5-0)

## 5. Committee Assignments & Goals

- A. Campaign Finance – President McCracken stated that the Committee provided feedback to the SOS Handbook and it sounds like some of the suggestions are being considered. They are looking at having the Committee do the same next year.
- B. Communications Committee – Chair Michelle Bailey said the Summer Newsletter will be out next month and will have great articles as well as the annual survey.
- C. Education Committee – Chair Terri Roth shared that the Committee met yesterday and is on track for the conference, they have 14 registrants for the Athenian Dialogue and there will be a book exchange table. She thanked Rommel Cordova for the education survey which went out to the Organization and will share that feedback with the Committee tomorrow. She added that she is still waiting on an update from Linda Hess for the Institute/Academy.
- D. Election Committee – Chair Linda Mendenhall stated that they had a meeting on Monday to finalize the schedule for the July 26/27 education forums. During the Conference the County Elections Director will discuss security to kick off the July 26 meeting, There will be an “Elections 101” Panel with five members and day will end with Campaign Finance discussions. She added that she is excited to have Tucson involved in that. discussion. Thursday will be a presentation from Nancy Davidson and close with a panel discussion and the e-quality system.

President McCracken asked to have Nancy Davidson cover the Surprise case in more detail during her presentation.

- E. Handbook/Constitution Committee & Legislative Committee – No additional update.
- F. Legislative Committee – President McCracken said that she has been informed that the legislature is looking to adjourn sine die on August 2<sup>nd</sup> which would make SB1161 effective in November.

- G. Membership/Mentoring/Region Leaders – Chair DeArrastia said there is no specific Committee update. Tempe City Council appointed first female City Manager at their meeting last night. She added that she attended Sheri’s retirement celebration last week and she was one of the first members who welcomed her to the Organization, and she wholeheartedly agrees with her having a lifetime membership.
- H. Records Management – Chair Ben Lane said that the Committee met last Thursday and discussed the revisions to the Policy Handbook and had a roundtable discussion regarding Commercial Records Requests. This was their last meeting of the fiscal year and it was a good year for the Committee. He added that Cathie Butteweig will be retiring later this year, she’s been on the Records Committee for many years and has been great to work with and a great Co-Chair.

President McCracken agreed and thanked Cathie for her dedication to the organization.

Secretary Siep thanked Ben and Cathie for their presentation to the Region I Clerks in May and the extra time in helping the assessments get completed.

- I. Scholarship/Marketing – Chair Crystal Hadfield commented that she is beginning to receive photos of raffle items and they will be meeting on July 10 to get everything finalized before the annual conference.

President McCracken said she is looking forward to the baskets.

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

Vice President Pena announced that Pinal County Elections Officer has resigned her position after less than one year.

## **7. Reminders & Deadlines**

President McCracken said that the Annual Committee Reports from Committee Chairs are due and she will send out a reminder. The Board’s Education Summit will take place tomorrow and the next Board Meeting will be July 19 with Annual Meeting at Conference the following week.

Vice President Pena said she only has one application for the Small Community Board Position with the filing deadline this Friday so a meeting of the Board should be convened to make that decision.

President McCracken said she will schedule a meeting for Friday afternoon and take the minutes as Secretary Siep is unavailable to participate.

## **8. Next Regular Executive Board Meeting Date**

Next regular meeting will be on July 19, 2023.

## **9. Adjournment**

There being no further business, President McCracken adjourned the meeting at 10:42 a.m.

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Darcie McCracken, President

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**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
EXECUTIVE BOARD MEETING MINUTES  
JUNE 30, 2023**

**1. Call to Order & Roll Call**

President McCracken called the meeting to order at 5:03 p.m.

Board Members Present: Darcie McCracken, President; Jennifer Pena, Vice President; Teresa Riza, Past President

Board Members Absent: Carla Reece, Vice President; Sarah Siep, Secretary

**2. New Business**

A. Review, discussion and possible action on applications for:

a. Small Population Board Member

The Board discussed the two applications and determined that an election would need to be called.

It was moved by Past President Riza and seconded by Vice President Pena to call an election and send the two applicants names to the qualified voters of the AMCA. The motion carried unanimously.

**3. Good of the Order & Comments from Executive Board Members**

None.

**4. Reminders & Deadlines**

Annual reports are due no later than July 7, 2023.

**5. Next Regular Executive Board Meeting Date**

The next meeting is scheduled for July 19, 2023 at 10 a.m.

**6. Adjournment**

There being no further business, President McCracken adjourned the meeting at 5:06 pm

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Darcie McCracken, President