



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES OF
MAY 24, 2023**

1. Call to Order & Roll Call

President McCracken called the meeting to order at 3:05 p.m.

Board Members Present: Darcie McCracken, President; Jennifer Pena, Vice President; Carla Reece, Treasurer

Board Members Absent: Sarah Siep, Secretary

Attending Association Members: Sharon Antes, Campaign Finance Committee; Rommel Cordova, Education Committee; Linda Mendenhall, Election Committee; Kara DeArastia, Membership/Mentoring Committee; Ben Lane and Cathie Butteweg, Records Management Committee; and Crystal Hadfield, Scholarship Committee

Others Present: Lisa Garcia IIMC representative; Sandy Morari, League of AZ Cities & Towns

2. Minutes

President McCracken stated the minutes will be brought back for approval at the June Board meeting.

3. IIMC Update

Vice President Garcia announced last week was the IIMC conference held in Minneapolis Minnesota. There were amazing educational sessions and speakers. She announced IIMC is starting its strategic planning sessions and requested AMCA members to send any ideas or items they wish IIMC to consider. Send those to her as soon as possible. She will present these to the full IIMC Board, which consists of 24 members and any changes require a 2/3 vote of the board.

Vice President Pena inquired about the request for assistance with the 2024 IIMC conference. Incoming President Garcia stated Canada had sent a request to each state within Region 8 requesting financial assistance to host the conference. She stated Canada has strict laws and cannot do fundraising events, but they are able to accept contributions. She is considering assembling a basket that would be bid on at the AMCA annual conference with those funds going directly to Canada for assistance in hosting the conference.

Ms. Garcia stated that a few Region 8 states are struggling financially and have not bounced back from COVID yet, a few larger states said they would help, but have not indicated whether it would be a financial or other type of contribution.

Some states have indicated they will award a scholarship to a member, which not only shows the value of this educational opportunity but the value of an IIMC conference.

AMCA could consider these options as well. Chair Hadfield indicated she would take the suggestion to the Education Committee.

4. **New Business**

- A. Review, discussion and possible action on proposed revisions to the Records Management Manual/Records Officer Handbook Template. (Ben Lane, Records Committee Chair)

President McCracken had Chair Lane review the recommended changes.

Chair Lane stated this handbook started years ago and they review it every 3 years. It is a template that other governmental entities can utilize when either updating or creating a records management policy. It is built in such a way that the entire manual can be used, or sections can be extracted that would apply to an organization's needs,

The following recommendations were as follows:

1. Updating Statutory references.
2. Updating web links.
3. Adding "County" to existing "City" and "Town" references.
4. Removing reference of "municipality" altogether or replacing with "state or local agency" or "government agency" or "organization".
5. Removing reference of "Council" and "Council Reports" altogether or replacing with "governing body" or "legislative reports" respectively.
6. Clarifying that Records Manager and Records Administrator are interchangeable terms.
7. Removing Scottsdale-specific references. The template was originally based on the Scottsdale Records Management Manual and included several references to Scottsdale-specific policies and authorities, such as Administrative Regulations and personnel hang files.
8. Expanding definition of personal identifying information (PII) and provided additional guidance on how to properly redact and destroy PII.
9. Adding further clarification regarding why records may need to be kept longer than the State recommended retention period.
10. Clarifying process on how to destroy records that are not on an approved retention schedule.
11. Adding recommendation that division staff review offsite records that are slated for destruction before the records are destroyed by the vendor.
12. Updating list of vendors still providing microfilm services in Arizona.
13. Clarifying that permanent records can be imaged if the file format can be upgraded over time.
14. Revising the guidance related to the review of retention schedules, which should be reviewed at least annually instead of every two years.
15. Clarifying that drafts are most likely subject to public records requests.
16. Removing references to "mayor" and replacing with "governing body chair".
17. Adding guidance to explain that cloud servers should ideally be located in different states for Essential Records purposes.

18. Adding Appendix G – “Collection Development and Acquisitions” – this is a gift management policy that can be applied to collections acquired by the jurisdiction. This policy was drafted by the Records Management Committee and approved by the Executive Board during the 2021-22 meeting year.
19. Recommending minor grammatical and punctuation revisions throughout document.

They are seeking approval of the final document and then get it uploaded to the AMCA website in both a PDF and Word version.

Executive Board members thanked Ben and the committee members for doing such extensive work on the template.

Past President Riza **MOVED, SECONDED** by Treasurer Reese to approve the updates and revisions to the Records Management Manual Officers Template. **Motion Passed unanimously (4-0).**

Linda Mendenhall, Chair of the Elections Committee had to leave the meeting early so she announced the committee is still looking at different topics for presentations. She hopes to present a final agenda of presenters and topics at the next Executive Board meeting.

5. COMMITTEE ASSIGNMENTS AND GOALS

A. Campaign Finance Committee:

Chair Sharon Antes reported they are in a holding pattern at the moment. They are waiting for the Elections Procedures Committee to have a final decision on a few matters. Once that is resolved they will have an update.

B. Communications Committee: No update at this time.

C. Education Committee:

Vice Chair Rommel Cordova commented on the Spring Best Practice session that was held in April and that there were some issues with the education certificates, but Chair Roth is working on correcting those. The Institute currently has 40+ registered and the Academy has 20+ registered. The Athenian Dialog is scheduled for Monday, July 24th and the registration link was provided to the membership a while back. There will be an announcement coming soon regarding the AMCA Annual Conference. There are two speakers confirmed and the educational course review has been approved by IIMC.

He announced that IIMC will be announcing the new portal on their website that will allow those who are filing for their CMC and MMC to submit their applications and supporting documents online.

President McCracken stated an education survey came out today. Responses and data from that survey will be used at the Educational Summit this summer, scheduled for June 29th. The goal is to start talking about what our members would like to see as far as training and education.

She attended the institute directors meeting at the IIMC conference where the discussion was on the shift from college institutions no longer wanting to be the institute director between IIMC and state clerk associations.

She spoke to the Utah and Colorado Institute Directors who generously offered to help and support us the best they can. She stated we need to have these conversations because ASU is shifting staff around and changing their job duties and they may no longer be the liaison for AMCA with IIMC. More discussion on this will take place at the Education Summit being held in Goodyear on Thursday, June 29th.

D. Handbook and Constitution:

President McCracken stated they are working on updating the change to the Executive Board positions.

E. Legislative Committee:

President McCracken stated the AMCA members have indicated they like the follow-up provided by the committee after the League's Monday calls. The Legislature is currently on break and expected to return within the next week or two.

F. Membership/Mentoring/Region Leaders:

Chair DeArrastia stated they held their final meeting on May 22nd. They discussed the mentoring program and would like it to **be a topic during the Board Retreat** to discuss the mentoring program framework, what it means to current members, how it will be beneficial to new members, how experienced members can help whether it be a more formal framework or in some cases be more of an informal mentoring to others. They discussed the fundraising baskets for the Regions and ways they could create short 1–2-minute video montages to promote why members should serve on the AMCA Board or its committees.

G. Records Management Committee:

Chair Lane said he will be working with the League to send them the final PDF and Word version of the Records Management Handbook.

H. Scholarship Committee:

Chair Crystal Hadfield discussed the eight applications they received and that all eight were awarded by the Board. The applicants have been sent letters to let them know they received the scholarship and she thanked the Board for awarding all eight.

The committee talked about the scholarship baskets and timeline for sending the basket descriptions and pictures. The deadline to submit the information is June 30th, and they plan on opening the site for bidding on July 11th.

They discussed additional fundraising activities during the Annual Conference which included 50/50 raffle. Each day they will start the raffle over, which means any tickets bought on day 1 will be discarded after the winner is chosen. Then day 2 will start the sales over. During the basket online auction, there will be an opportunity for people to give just a donation to the scholarship committee. They will hold their last meeting on July 10th to finalize any outstanding business.

6. Good of the Order

None.

7. Reminders & Deadlines

President McCracken addressed the matter of the Annual Report the President assembles and asked the Chairs for a timeline as to when they think they could send her their annual business report. There is a template form online, but Darcie will email it to the Chairs.

Clerk of the Year and Deputy Clerk of the Year submittals are due June 9th. The Board will meet via phone to vote on them.

8. Next Regular Executive Board Meeting Date

The next Executive Board meeting is scheduled for June 21st, but due to the AMCA Academy and Sherry Aguilar's retirement this meeting will be moved to June 28th.

9. Adjournment

There being no further business, President McCracken adjourned the meeting at 3:53 p.m.



Darcie McCracken, President

Jennifer Pena
Minute Taker