



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
November 16, 2022**

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: Terri Roth, Education Committee; Linda Mendenhall, Election Committee; Summer Stewart, Handbook and Constitution Committee and Legislative Committee; Ben Lane, Records Management Committee; and Crystal Hadfield, Scholarship Committee

Others Present: None

2. Minutes

Vice President Pena **MOVED** to approve the October 19, 2022 Executive Board Meeting Minutes; Treasurer Reece **SECONDED** the motion. Motion **CARRIED** (4-0)

3. IIMC Update – Lisa Garcia

None.

4. New Business

A. Discussion and possible action to approve changes to the AMCA Handbook and Policy Statements with an effective date of Fiscal Year 2023-2025.

Chair Summer Stewart commented that she submitted the revisions based on the Constitution Amendments which will begin in 23/24 to remove the Past President position and add the Director position as previously approved. There will be future changes to the Handbook based on Constitution changes, so there is an addendum added to the document to reflect that. These changes will not affect current board members as they will ascend through as usual. She added that there was an additional change with the inclusion of an Addendum giving Chairs of each Committee the opportunity to report to Executive Board President if they have a member who is not participating in the Committee. Finally, they included the changes to Education Committee portion of the Handbook based on the Strategic Plan: professional speaker and at least once annually an opportunity for online education.

Treasurer Reece commended the Handbook Committee for putting this together so quickly and thanked them for a job well done.

President McCracken concurred, they knocked it out of the park.

Treasurer Reece **Moved** to approve the changes to the AMCA Handbook and Policy Statements as presented; Past President Riza **SECONDED** the motion. Motion **CARRIED** (4-0)

5. Committee Assignments & Goals

- A. Campaign Finance – Executive Board President McCracken commented that the survey has been released to the membership regarding complaints and would like everyone to participate.
- B. Communications Committee – Executive Board President McCracken stated the Committee met on Nov. 14 and added that the deadline for submission for Winter Newsletter is Dec. 4. The Committee will be adding section for “Local’s Life” beginning with Flagstaff. Looking forward to moving ahead with the changes and adding new content.
- C. Education Committee – Chair Terri Roth shared that she has scheduled the first meeting since taking over for Nov. 22. She has been in touch with previous Chair to obtain information on what has already been done and will be moving forward with Spring Best Practices and other items for next year.

Vice President Pena reminded everyone about the upcoming Athenian Dialogue and Fall Best Practices. The League will resend the registration links for those and Fall Best Practices will be via Zoom

- D. Election Committee – Chair Linda Mendenhall stated that they are working on getting their kick off meeting scheduled for December to discuss what they would like to see for next year and get things going in January 2023.
- E. Handbook/Constitution Committee & Legislative Committee – Chair & Member Summer Stewart commented that under the Legislative Committee portion of the Handbook there is a section regarding a member assigned to serve on the GEHR Committee to review Legislation, but they are finding that many are hesitant to serve on this Committee. Would like to see if the language can be changed to attend meetings, but not be a participating member.

Treasurer Reece said that even if someone is appointed they would not be a voting member, but if the Committee is not able to get someone who is willing to participate she attends and would be happy to continue to be a liaison.

President McCracken said that will work for this year, but asked Ms. Stewart to work on language to address this issue for the next meeting. There is important information that comes out of those and feels it would be beneficial for the membership to have a regular participant.

Ms. Stewart continued that the Handbook Committee plans over the next few years to update the Handbook regularly over the next few fiscal years to address all of the changes taking place for the Executive Board. First Secretary Election will take place this next year.

Legislative Committee will meet again in the beginning of December and will send out the weekly listerve updates once the Legislative Session begins.

President McCracken stated that the Secretary Application should be updated to reflect the election in the coming fiscal year. She also asked if all the qualifications would stand that have previously because of the change in length of commitment and time. Will bring back for January discussion and Agenda Item.

Ms. Stewart thanked the Handbook/Constitution Committee because it has been a lot of work in a very short amount of time.

- F. Membership/Mentoring/Region Leaders – No updates.
- G. Records Management – Chair Ben Lane stated the Committee had their first meeting October 27 to review duties, responsibilities, expectations, and goals. Next meeting will be tomorrow with a focus on looking at the Records Management Handbook which is updated every three years. Will go through and markup to provide to the Board for review and approval.
- H. Scholarship/Marketing – Chair Crystal Hadfield said the Committee met yesterday and a copy of the Scholarship Application was sent out for review with feedback to be provided at the January meeting. March 3 will be deadline for receipt of applications and hope to push them out in the beginning of February. Will include an article in the Newsletter to let everyone know about the Scholarship opportunities we have. Goal set to look into future fundraising which they'll also look into and discuss at the January 11 meeting.

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

President McCracken reminded everyone that there are two surveys out currently, one for the Strategic Plan and one for the Campaign Finance. Strategic Plan has received nine (9) responses and Campaign Finance twenty-two (22). She is asking Sandy to resend these, but it is impossible to create a Strategic Plan with nine responses.

Vice President Pena said she has been looking into options for hosting annual conference somewhere besides Fountain Hills. Spoke with Matt Lore and he referenced the City Manager conference who charge more than we do and have a cost for location, but we still lost money this go around.

President McCracken asked if it was due to the speakers we lost.

Vice President Pena said that was likely it, but we were \$13,000 in the red. So, if that is taken into consideration along with adding on any fees it could potentially be a significant loss.

President McCracken commented maybe only looking at hosting in a different location every five years would be more realistic. She added that she received an email from Linda Hess and the new Institute/Academy contact will be out of the office for an extended time so she will begin working on getting things together for the 2023 Institute/Academy. Darcie is still awaiting a breakdown from them on

what their need and expectation would be related to an analysis of whether registration fees/dues would need to be increased. Is still trying to get more information but will keep the Board posted on the conversations. No agreement has been signed for the coming year yet.

7. Reminders & Deadlines

None.

8. Next Regular Executive Board Meeting Date

Next regular meeting will be on December 21st at 10 a.m. via Teams, but if the only Item is approval of minutes President McCracken will push that out to January. Will ask for agenda items by Dec. 12th.

9. Adjournment

There being no further business, President McCracken adjourned the meeting at 10:37 a.m.



Darcie McCracken, President