



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
October 19, 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

Board Members Excused: Teresa Riza, Past President.

Attending Association Members: Michelle Stanley, Communication Committee; Laura Jara, Education Committee; Linda Mendenhall, Election Committee; Byron Jones, Handbook and Constitution Committee; Denise Archibald, Legislative Committee; Kara DeArrastia, Membership Committee; Ben Lane, Records Management Committee; and Crystal Hadfield, Scholarship Committee

Others Present: Sandy Morari (League of Arizona Cities & Towns), Lisa Garcia (IIMC Vice President)

2. Minutes

Secretary Siep **MOVED** to approve the September 28, 2022 Executive Board Meeting Minutes; Vice President Pena **SECONDED** the motion. Motion **CARRIED** (4-0)

3. IIMC Update – Lisa Garcia

Vice President Garcia said the Foundation continues to work and states continue to put in for endowments. On the website there is a section for the Foundation which shows their status as a 504(c) that can create endowments and allow additional funds for clerk education to be available for specific purposes. They are expanding this opportunity to the Beyond the MMC program as well. Traveling to the mid-year conference in Orlando on Nov. 8-Nov. 13, they are expected to accept the split of Region 8 putting us into Region 8 West. New Mexico will be sworn in in January for a two-year term and Arizona's term will come up after Utah so people need to start thinking about if they qualify and would like to serve on an IIMC Board. Has developed a spreadsheet with a group with some job descriptions and titles for other positions in Clerk's Office that she'll be sharing with IIMC and will report back.

4. New Business

A. IIMC Foundation

President McCracken stated that she reviewed the Policy Book on the website, and AMCA could specify that the money going to this would only be available for AMCA Members (that way it is available for Clerks as well as Deputys). She wasn't able to find what would be available after the first year, but thinks it might be a better idea to put in more than less (ie \$5000 vs \$1000). Restricts funds only to AZ Clerks and this feels like a good idea for our association.

IIMC Vice President Garcia added that every year Board Members do contributions to Foundation and Endowments for each state so this could grow each year. Every time a Clerk gives in the name of the Arizona Endowment our money grows. IIMC still benefits so that is good as well because they focus on education for all Clerks.

Secretary Siep said that she feels the opportunity to give more Clerks the chance to participate in these large conferences is a wonderful thing.

Ms. Morari said she needs to speak with the accountants and the auditors to make sure we are doing this by the book, but she thinks we can come up with the funding.

Treasurer Reece wanted to make sure Clerks can do personal contributions.

IIMC Vice President Garcia confirmed.

Vice President Pena echoed Secretary Siep's comments. This gives some of the outlying communities more opportunity to participate and she really likes this idea.

President McCracken asked if we should wait for action until next month or if we can do it with condition that it is vetted by auditors before signing off.

Ms. Morari confirmed that the Board can take action today as long as it is contingent upon accountant and auditor approval and sign off.

IIMC Vice President Garcia said she will get in touch with the Foundation to let them know what Ms. Morari needs so she can provide all of that information to them. If we can get it to them this year, we'll get credit for all of 2022 and would need check on Nov. 8th.

Ms. Morari said accountants will be in tomorrow so she can discuss with them at that time and get that done ASAP.

If anyone wants to do an independent contribution write a check with Arizona Endowment in the subject line.

Vice President Pena **MOVED** to, upon approval from auditors and accountants, begin endowment through IIMC Foundation in the amount of \$4,500 from AMCA to be sent to IIMC; Treasurer Reece **SECONDED** the motion. Motion **CARRIED** (4-0)

B. Survey Questions

President McCracken asked for input and reviewed existing membership survey questions. They are open ended to allow members to come up with their own ideas about what they want membership to be and what their vision is.

Vice President said she liked the questions because there have been so many changes in membership over the last several years and they will provide us with good information. Her only comment is that one of the questions should maybe be related to Clerk's assuming their position/responsibility and understanding the importance of it, why do we struggle so much with assuming the prestige of the position. She would like to steer the conversation toward that topic, but she needs to think about how that would be asked.

Discussion regarding possible example of "How can the AMCA Help you be comfortable with your seat at the table". This comes up a lot with not only accepting recognition for their work but also in salaries.

Vice President Pena commented on a book called "the Confidence Code" that addresses these scenarios. Could be a training topic.

President McCracken will work with Vice President Pena to finalize the additional question and then get the survey out to the membership.

Board consensus to move forward with that.

C. Bidding Process to host Annual AMCA Conference & Elections Training

President McCracken stated that it would be good to start looking at hosting the Annual Conference in different locations around the state. As of now, it is too late for 2023 but for 2024 it would be good to begin planning and discussing the options. There may be additional costs for travel for those in the Phoenix area, but would bring tourism dollars to new areas, etc.

Vice President Pena said she likes the concept of looking into this. We should compare ourselves to the City Manager Associations that moves their Conferences each year, and City Attorney Associations do the same. But, we will need backup so they can't argue expenses. She will take the lead on this since it will fall into her term as President.

President McCracken commented that it might be good to have an Ad Hoc Committee to work on this or perhaps put something out on the listserve, but she'd be happy to have Vice President Pena spearhead whatever that may look like.

Vice President Pena commented that it would be good to get input from the Clerks but let them know they don't need to do any research on it, she can provide them with the information.

President McCracken said any city or town that would be interested could have a tourism group put together a packet for what that would look like. A list of pros/cons would be helpful as well.

5. Committee Assignments & Goals

1. Campaign Finance – Executive Board President McCracken stated that a survey will be coming out shortly, and the Committee will be focusing on creating a partnership with the SOS Office related to the Elections Manual.
2. Communications Committee – Chair Michelle Stanley said Fall Newsletter will be out next week. She added that they will be reorganizing archive lists on website.
3. Education Committee – Chair Laura Jara shared that as of next Friday she will no longer be in the City Clerk’s Office as she is moving to Parks & Recreation Department Management Assistant position, so the Committee will need a new Chair. They are asking for ratification of the Athenian Dialogue from the Board. Currently the facilitator still needs to approve the flyer and they changed the deadline date for early bird registration to Friday October 28th. Also, she will be sending out cover sheet for Fall Best Practices which will be held virtually December 6-7.

Vice President Pena **MOVED** to ratify the book and financials associated with the Athenian Dialogue; Secretary Siep **SECONDED** the motion. Motion **CARRIED** (4-0)

4. Election Committee – Executive Board Vice President Pena said the Committee has not met yet, but she is expecting an update from Chair Mendenhall soon.
5. Handbook/Constitution Committee – Vice Chair Byron Jones said the Committee had their first meeting last Thursday and reviewed follow-up from Board Retreat regarding Strategic Plan updates to be included in the Handbook. Also discussed the new Executive Board makeup and how a situation would be handled if a position is vacated, need to address how the Secretary position would be filled and will get more into that. The Director at Large positions that will be created, need to decide if larger cities or small cities will be filled first. Likely would want to fill the small cities position first as they are not as well represented.

Consensus from the Board to appoint the small cities representative first.

6. Legislative Committee – no updates
7. Membership/Mentoring/Region Leaders – Chair Kara DeArrasatia said the Committee’s next meeting is scheduled for Monday Nov. 21st over Teams. She has submitted four different articles for the Fall newsletter which included: 1) Promoting the mentoring program, 2) Informing members they can attend meetings in neighboring regions, 3) Encouraging members to let new employees know they can join AMCA, and 4) Encourages members to advise her of any new hires, retirements, etc.
8. Records Management – Chair Ben Lane stated the Committee’s first meeting will be next Thursday at 2 pm. He would like to permanently have the meetings on the 3rd Thursday of the month in the mornings moving forward but they will coordinate that next week. Also during the meeting, the Committee will discuss expectations and possible projects for the year.
9. Scholarship/Marketing – Chair Crystal Hadfield said the Committee had their first meeting last month and will be meeting again Nov. 15 to discuss goals and timelines.

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

None.

7. Reminders & Deadlines

None.

8. Next Regular Executive Board Meeting Date

Next regular meeting will be on November 16th at 10 a.m. via Teams.

9. Adjournment

There being no further business, President McCracken adjourned the meeting at 10:51 a.m.



Darcie McCracken, President