



AGENDA
HANDBOOK & CONSTITUTION COMMITTEE MEETING

Thursday, January 14, 2021

10:00 AM

<https://us02web.zoom.us/j/85102796573>

Phone: +1 669 900 6833

Meeting ID: 851 0279 6573

Committee Members: Terri Roth, Litchfield Park-Chair; Dusty Christopherson, AZ Fire & Medical Authority-Co-Chair; Carla Reece, Tempe; Linda Mendenhall, Avondale; Lisa Garcia, Florence; Lucinda Aja, Buckeye, Byron Jones, Tucson Airport Authority; Teresa Riza, Phoenix - Board Liaison

1. Call to Order

2. Roll Call

3. Old Business

A. Discussion and possible approval of the September 8, 2020 minutes.

4. New Business

A. Discuss survey responses regarding goals suggested by the Executive Board and confirming the meeting schedule.

B. Discuss and assign a rotating list for Minute Takers.

5. Good of the Order/Comments from Committee Members

6. Adjournment



Minutes of the
Handbook & Constitution Committee

September 8, 2020 10:00 AM

1. **Call to Order**

The meeting was held via Zoom and called to order by Chair Terri Roth at 10:00 AM.

2. **Roll Call**

Committee Members	Title	Status
Terri Roth	Chair	Present
Dusty Christopherson	Co-Chair	Arrived 10:09 AM
Carla Reece	Member	Present
Linda Mendenhall	Member	Arrived 10:14 AM
Lisa Garcia	Member	<i>Absent</i>
Lucinda Aja	Member	<i>Absent</i>
Byron Jones	Member	Present
Teresa Riza	Board Liaison	<i>Absent</i>

3. **Old Business**

A. **Discussion and possible approval of the February 26, 2020 minutes**

Committee Member Jones **moved, seconded** by Committee Chair Roth to approve the minutes of the February 26, 2020 committee meeting; **unanimous approval**.

4. **New Business**

A. **Liaison to the Communications Committee**

Chair Roth noted that she was a member of the Communications Committee and offered to serve the liaison role for the Handbook and Constitution Committee as well.

Committee Member Jones **moved, seconded** by Committee Member Reece to appoint Chair Roth as the official Liaison to the Communications Committee; **unanimous approval**

B. **2020-2021 Meeting Schedule**

Members discussed gathering additional input from those who are absent to try and determine availability of members to meet once per month. Chair Roth noted she would survey all members to try to find the best option for a recurring meeting schedule.

Committee Member Reece **moved, seconded** by Committee Member Jones to approve the proposed 2020-2021 Meeting Schedule of once per month, with the specific day to be determined based on a membership survey; **unanimous passage**.

C. Rotating List for Minute Takers.

Committee Member Reece, offered to take Minutes for the current meeting and Chair Roth advised she would create a rotating list of all members for future assignments.

D. Goals Suggested by the Executive Board

Committee Member Reece proposed the creation of Working Groups in order to tackle some of the goals set forth by the Executive Board in order to ensure forward progress and so that cohesive outlines can be developed for review and revision by the entire committee. The four goals that were suggested are below:

- **Committee Succession Plan**

The group discussed and asked Chair Roth to get further clarification from the Executive Board in order to ensure alignment. This item will be assigned to a future Working Group.

- **Travel Policy**

The group discussed and asked Chair Roth to get further clarification from the Executive Board in order to ensure alignment. This item will be assigned to a future Working Group.

- **Amendments to the AMCA Handbook**

The Executive Board asked that this committee develop a process for amendments to the handbook. This item will be assigned to a future Working Group.

- **Board's Past President Succession**

The Executive Board asked that this committee develop a process for the Past President Succession. This item will be assigned to a future Working Group.

Following a brief discussion, Committee Member Reece **moved, seconded** by Committee Co-Chair Christopherson to create working groups to bring recommendations to the Committee as a whole to address the goals listed above; **unanimous passage**.

Co-Chair Christopherson offered to create and distribute a survey tool to gauge members' interest in each of the focus areas.

5. Good of the Order/Comments from Committee Members

Various Committee Members noted their excitement regarding the goals assigned by the Executive Board and are looking forward to the working group process and the final outcomes. As noted earlier, Co-Chair Christopherson will be creating and sending a survey in order to determine the Working Group assignments.

6. Adjournment

Committee Member Jones **moved, seconded** by Committee Member Reece to adjourn the meeting; **unanimous approval**. The meeting adjourned at 10:27 AM.

APPROVED:

HANDBOOK AND CONSTITUTION COMMITTEE

Terri Roth, Committee Chair