



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
MEMBERSHIP/MENTORING AND REGION  
LEADERS COMMITTEE MEETING MINUTES  
Tuesday, January 9, 2024  
8:30 a.m.**

Committee Members: Kara DeArrastia, Committee Chair and Region 5 Leader; Erin Deskins, Region 1 Leader; Andrea Moreno, Region 2 Leader; Jessica Vaughan, Region 3 Leader; Darcie McCracken, Region 4 Leader; Jennifer Ekblad, Region 5 Co-Leader; Natasha Kennedy, Region 6 Leader; Shannon Ortiz, Region 7 Leader; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Annie Meredith, Executive Board Liaison

**1. CALL TO ORDER – Roll Call**

Meeting was called to order by Chair Kara DeArrastia at 8:33 a.m.

Present via Microsoft Teams or Teleconference: Kara DeArrastia, Committee Chair and Region 5 Leader; Jessica Vaughan, Region 3 Leader; Darcie McCracken, Region 4 Leader; Jennifer Ekblad, Region 5 Co-Leader; Shannon Ortiz, Region 7 Leader; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Annie Meredith, Executive Board Liaison.

Absent: Erin Deskins, Region 1 Leader; Andrea Moreno, Region 2 Leader; Natasha Kennedy, Region 6 Leader.

**2. MINUTES**

Region 9 Leader Alma Andrade moved to approve the Minutes of the September 12, 2023 Membership / Mentoring Committee and Region Leaders Meeting; Region 7 Leader Shannon Ortiz seconded the motion. Motion carried unanimously to approve the minutes of the September 12, 2023 meeting.

**3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS**

Region 1

Region 1 Leader Erin Deskins was absent.

Region 2

Region 2 Leader Andrea Moreno was absent. Executive Board Liaison Annie Meredith reported for Region 2 and provided an Executive Board update. She commented that Region 2 met on December 5 and reported that there will be an in-person Region 2 meeting on March 14 in Yuma. They discussed feedback on Fall Best Practices and additional training opportunities via IIMC, shared regarding ICMA Leadership Academy, and provided comments on the posting of agendas and candidate packets. She noted that the Executive Board has not met since October and that the next meeting will be January 24. She also reported that the current IIMC President may visit Arizona and the Executive Board may get to meet with her.

### Region 3

Region 3 Leader Jessica Vaughan reported Region 3 was unable to meet before the holidays and that they are planning an in-person meeting for March or April.

### Region 4

Region 4 Leader Darcie McCracken reported that Region 4 met in December and discussed new legislation regarding public records requests related to fees for body-worn cameras. She noted discussion regarding Litchfield Park's charter process and that the next Region 4 meeting will be in March, hosted by Avondale.

### Region 5

Region 5 Leader Kara DeArrastia noted she needs to poll the members of her region to find out who would be interested in hosting or co-hosting the next Region 5 meeting in either February or March. She is trying to get a good rotation of communities across the region, mentioning that Queen Creek and Apache Junction, Paradise Valley and Phoenix, and Cave Creek and Carefree, could be good candidates to co-host a regional meeting if they were interested. She suggested any of the special districts represented in Region 5 could host a meeting as well.

### Region 6

Region Leader 6 Natasha Kennedy was absent.

### Region 7

Region 7 Leader Shannon Ortiz reported that Region 7 met with the Pima County Recorder's Office and got to tour the building and meet the staff. She reported that they discussed current projects for the Recorder's Office and information about the upcoming election, specifically the Presidential Preference Election (PPE).

### Region 8

Region 8 Leader Crystal Hadfield reported Region 8 will be meeting on January 10 and encouraged members to start thinking about raffle baskets for the regions. Kara provided some clarification regarding raffle baskets.

### Region 9

Region 9 Leader Alma Andrade reported that Region 9 met on October 26 and discussed records retention schedule, specifically related to federal grants and what form to use. Region 9 also discussed E-Equal and the upcoming 2024 elections. She noted that they also discussed candidate packets and scheduling quarterly region meetings. The next meeting will be on February 9 hosted by the City of Nogales.

### Executive Board

Board Liaison Annie Meredith provided an Executive Board update when she reported for Region 2.

#### 4. NEW BUSINESS

- a. Group Discussion – Share your Experiences Participating in the AMCA Mentoring Program.
- What does mentoring mean to you?
  - How have you benefited from mentoring, or being mentored?
  - Do you have any suggested changes to the structure of the AMCA Mentoring Program?
  - Do you have any ideas for advertising the Program to the membership?

Chair Kara DeArrastia kicked off the discussion about the AMCA Mentoring Program.

Region 4 Leader Darcie McCracken inquired about metrics of participation of mentees and mentors.

Kara provided information regarding the applications, process, and connecting mentees with mentors.

Darcie provided comments regarding the structure of the program and participation. She suggested more advertising for the program.

Kara indicated that she has previously worked to get a regular blurb in the newsletter of mentors and mentees sharing their experiences. She also noted that January is Mentoring Month and commented on other ways she had promoted the mentoring program.

Region 5 Co-Leader Jennifer Ekblad inquired regarding the structure of the mentor program.

Kara provided insight into the program and referenced the current AMCA webpage that provides information regarding the mentoring program.

Darcie provided information regarding Goodyear's professional development program that focuses on mentoring.

Kara displayed the mentee application and provided comments regarding the form.

Executive Board Liaison Annie Meredith discussed her experience with mentoring and networking. She suggested promoting the program in the region meetings.

Kara suggested promoting mentoring at the AMCA Annual Conference since the application has a section to request it.

Annie voiced support for Kara's suggestion.

Darcie suggested another term for connecting members at the Annual Conference and some options for members to connect.

Kara shared information about AMCA members attending the IIMC Annual Conference and challenges connecting with others.

Annie shared her experience attending the IIMC Annual Conference and suggested noting tags for first-time attendees at the AMCA Annual Conference.

Kara inquired who was registered to attend the IIMC Annual Conference for this year and if any of the AMCA members were going to connect while at the conference.

Annie commented that they may be working on it and noted that the Communications Committee may list who is registered and planning on attending.

## 5. REMINDERS

Chair Kara DeArrastia called attention to the list of reminders on the agenda.

- a. Submissions for the Spring issue of *The Clerk's Insider* newsletter are due by Monday, April 1, 2024.
- b. 2024 IIMC Annual Conference will be held May 19 – 22, 2024 in Calgary, AB, Canada.
- c. Certified Municipal Clerk (CMC) Institute will be held June 3 – 7, 2024 at the Arizona Center, 400 East Van Buren Street, 7th Floor, Room 730, Phoenix, AZ 85004.
- d. Master Municipal Clerk (MMC) Academy will be held June 18 – 20, 2024 at the Arizona Center, 400 East Van Buren Street, 7th Floor, Room 730, Phoenix, AZ 85004.
- e. Please ask your regional members for suggested topics/questions for the AMCA Facebook discussion posts.
- f. Please take photos or screenshots of your regional meetings/activities to send to the Committee Chair.
- g. Please notify the Committee Chair of new clerk arrivals, clerk departures/retirements, and promotions.

## 6. GOOD OF THE ORDER/COMMENTS, SUGGESTIONS, OR INPUT FROM COMMITTEE MEMBERS

Region 7 Leader Shannon Ortiz commented regarding Athenian Dialogues and noted many members are becoming fellows. She suggested keeping track of who is an Athenian Dialogue fellow in Arizona.

Chair Kara DeArrastia commented she is a fellow and that IIMC has a list organized by state and suggested advertising in the newsletter regarding Athenian Dialogue fellows.

Shannon noted that she is a fellow.

Region 5 Co-Leader Jennifer Ekblad commented she is working on it.

## 7. NEXT MEETING DATE AND LOCATION

~~Tuesday, March 19, 2024, at 8:30 a.m.  
Microsoft Teams (includes call-in option)  
Minutes taker: Darcie McCracken~~  
**Meeting Canceled**

**8. ADJOURNMENT**

Chair Kara DeArrastia adjourned the meeting at 9:34 a.m.

Jennifer Ekblad  
Minutes Taker

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Kara DeArrastia, City Clerk – City of Tempe  
2023/2024 Membership/Mentoring Committee Chair

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