



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP/MENTORING AND REGION
LEADERS COMMITTEE MEETING MINUTES
Wednesday, December 8, 2021
9:00 a.m.**

Committee Members: Kara DeArrastia, Chair and Region 5 Leader; Fatima Fernandez, Co-Chair and Region 1 Leader; Annie Meredith, Region 2 Leader; Michelle Stanley, Region 3 Leader; Sherry Aguilar, Region 4 Leader; Vanessa Bueras, Region 6 Leader; Cherry Lawson, Region 7 Leader; Crystal Hadfield, Regions 8 and 9 Leader; and Carla Reece, Board Liaison

1. CALL TO ORDER – Roll Call with Introduction of Attendees

Meeting was called to order by Chair Kara DeArrastia at 9:05 a.m.

Present via Microsoft Teams or Teleconference: Fatima Fernandez, Co-Chair and Region 1 Leader; Michelle Stanley, Region 3 Leader; Kara DeArrastia, Chair and Region 5 Leader; Crystal Hadfield, Regions 8 and 9 Leader; and Carla Reece, Board Liaison.

Absent: Annie Meredith, Region 2 Leader; Sherry Aguilar, Region 4 Leader; Vanessa Bueras, Region 6 Leader; and Cherry Lawson, Region 7 Leader.

2. MINUTES

Region 1 Leader Fatima Fernandez moved to approve the September 14, 2021 Membership / Mentoring Committee and Region Leaders Meeting Minutes; Region 3 Leader Michelle Stanley seconded the motion. Motion carried to approve the minutes of the September 14, 2021 meeting.

3. REPORTS/ACTIVITIES FROM EACH REGION LEADER/REPRESENTATIVE

Region 1

Region 1 Leader Fatima Fernandez reported that her region had met twice this year, once in March for a hybrid meeting hosted by Prescott Valley and again in September for an exciting meeting hosted by Page. Fatima commented Page had gone above and beyond to host the meeting on a house boat on Lake Powell, followed by various activities which would be featured in the AMCA Winter Newsletter. Fatima noted Region 1 was thinking of scheduling a meeting at the beginning of the year since the County Elections Department had offered elections training for municipalities in Yavapai County. Fatima noted Region 1 planned to meet in March 2022 at a winery in Camp Verde for Liquor License training.

Region 2

Chair Kara DeArrastia noted that Region 2 Leader Annie Meredith is in Hawaii on vacation until the 14th. Kara said she had pulled up the posted Agenda for Region 2's December 1st meeting that was held via conference call. According to the Agenda, the regional members shared feedback on the 2021 AMCA Fall Best Practices Training and discussed the upcoming AMCA Spring Best Practices and Athenian Dialogue planned for April 2022 and the AMCA Annual Conference planned for July 2022. Members also discussed holding a Region 2 overnight retreat in Parker and the Campaign Finance Reporting Schedules. According to the Agenda, Region 2's next meeting is scheduled for March 1st at 10 a.m.

Region 3

Region 3 Leader Michelle Stanley reported that her region met December 1, 2021, via Zoom. Members discussed the current AMCA Region Map, and the group consensus agreed they would like to keep Region 3 the same with like-sized rural municipalities. Michelle noted the group had suggested a single topic meeting for better engagement so she was planning a January meeting focused on the 2022 Elections where members could ask Tracie Bailey, Payson Town Clerk and Region 3 Mentor, questions.

Region 4

After the Membership/Mentoring meeting, Region 4 Leader Sherry Aguilar sent Chair Kara DeArrastia the draft minutes for the Region 4 meeting held on September 29, 2021, and included a brief recap as follows: The September 29th Region 4 meeting was held in Goodyear. Agenda topics included an AMCA Board update by Darcie McCracken, AMCA Executive Board Vice President; an overview of the AZLibrary.gov website by Dennis Preisler, Ph.D., State Archivist from the Arizona State Library, Archives & Public Records; and a recap of the 2021 AMCA Annual Virtual Elections Training by Linda Mendenhall, Election Committee Chair. The next Region 4 meeting will be hosted by the City of Avondale in December 2021.

Region 5

Chair Kara DeArrastia reported that the Town of Fountain Hills hosted a Region 5 meeting on November 10th in the newly-renovated Fountain Hills Community Center and over Zoom. She noted it was nice to see other members in person and virtually and thought the discussions were very informative. Attendees shared their experiences using an agenda management system and discussed how they on-boarded and trained their new Board/Commission members. Kara said she hopes the next Region 5 meeting in February, hosted by the City of Scottsdale, will also use a hybrid in-person/virtual model.

Region 6

Region 6 Leader Vanessa Bueras was absent. There was no Region 6 update.

Region 7

Region 7 Leader Cherry Lawson was absent. There was no Region 7 update.

Regions 8 and 9

Regions 8 and 9 Leader Crystal Hadfield noted that due to family and then personal illness, she had not had a chance to schedule a region meeting yet but planned to do so shortly. Crystal asked for advice on hosting meetings for both regions and the group consensus recommended combining both in one meeting as opposed to hosting separate meetings for each region. Kara proposed Crystal ask the members of Regions 8 and 9 if they wanted to combine.

Executive Board

Board Liaison Carla Reece reported that the AMCA Executive Board had a meeting scheduled for December 16, 2021, and noted she would have more of an update following that meeting as their last meeting was only to approve minutes. Kara noted due to a conflict she would be unable to attend the December 16th Executive Board Meeting and had requested Co-Chair Fatima Fernandez present the update on her behalf.

4. NEW BUSINESS

- a. Discuss input received regarding the AMCA region boundaries and participation in regional meetings and consider the next steps.

Chair Kara DeArrastia reviewed the Summary of AMCA Region Map Questionnaire Responses document included in the agenda packet. Kara noted responses were mixed, but that most were appreciative of hybrid meetings in the event of travel restrictions or being short staffed. Kara explained the Executive Board was not pressing the issue, but she wanted to get a feel for how the membership felt about their respective regions. Regions 8 and 9 Leader Crystal Hadfield proposed combining Regions 8 and 9. Kara and Region 1 Leader Fatima Fernandez expressed concern that Region 2 was physically long and wondered if it would be better to cut it in half from a traveling standpoint. Region 3 Leader Michelle Stanley reported Region 3 was in consensus to keep Region 3 the same and noted they were all like-sized municipalities. Fatima suggested including extra funds into the annual budget for Region meeting-related travel expenses and scheduling remote meetings on Fridays when most municipalities were closed. Kara noted the item could be brought back for discussion when more Region Leaders were present.

- b. Discuss and consider the following suggestion:

If supported by the Executive Board, would each Region Leader be interested in giving a brief presentation highlighting what their region has done over the fiscal year (including photos) at the AMCA Annual Conference in July 2022?

Chair Kara DeArrastia reported she had attended the Fall Best Practices training and noted that during the table group break-out session, Kandace French, Carefree Town Clerk, had suggested each Region leader give a brief presentation highlighting what their regions had done through the fiscal year. Kara explained the Communications Committee created the PowerPoint presentation for the AMCA Annual Conference highlighting member

achievements throughout the year and proposed adding Region slides with pictures. Region 3 Leader Michelle Stanley worried she would not have much to present. Kara suggested it could be as simple as a slide of photos from Region Meetings to showcase the combined efforts of region leaders. Michelle supported a photo slideshow.

- c. Discuss which projects the Committee should work on this fiscal year.

Chair Kara DeArrastia noted members were in multiple committees in addition to being Region Leaders, so she did not want to overwhelm the Committee with too many projects. Kara listed the proposed projects for the fiscal year which included creating and maintaining a current list of non AMCA members in various Arizona associations; developing and following a recruitment process; drafting a list of Clerk office topics for a statewide Municipal Clerk's Handbook; exploring the idea for a short promotional AMCA video; and developing seasonal/quarterly membership programs for membership retention. Kara noted the Board had not assigned any specific projects so the Committee could discuss what they were interested in focusing on this fiscal year. She also indicated she would reach out to the absent Region Leaders for their input. Region 1 Leader Fatima Fernandez stated the Handbook Committee had also discussed a potential statewide manual. Kara noted last year Jennifer Pena, Executive Board Treasurer (then Secretary), had discussed creating a handbook. Following discussion, the group consensus agreed to draft a Table of Contents outline of topics for a potential statewide handbook.

5. REMINDERS

- a. Please ask your regional members for suggested topics or questions for the AMCA Facebook discussion posts.

Chair Kara DeArrastia said she is also a member of the Communications Committee, which Michelle Stanley also chairs. She noted that one of the responsibilities of the Communications Committee is to post discussion prompts to the AMCA Facebook group twice a month. The Committee is always looking for new questions or ideas for these discussion posts, so Kara suggested that Region Leaders bring this up at their next regional meeting or email this request to their regional members.

- b. [AMCA Clerk Areas of Expertise](#) – Please click [here](#) to access the questionnaire and submit your areas of expertise. Please email any procedures and/or samples related to your selected topics to amcainfo@azleague.org and indicate “Resources spreadsheet” in the subject line.

Chair Kara DeArrastia encouraged Region Leaders to share this information about the Clerks Areas of Expertise spreadsheet and Resources listing on the AMCA website with their regional members if they have not already.

- c. Submissions for the Spring issue of *The Clerk's Insider* newsletter are due by Tuesday, March 1st.

Chair Kara DeArrastia encouraged Region Leaders to solicit article ideas from their regional members and to also write up a recap of their regional meetings, including a group photo or screenshot, for inclusion in the newsletter.

- d. Please notify the Committee Chair of new clerk arrivals, clerk departures/retirements, or promotions.

Chair Kara DeArrastia reminded everyone to please let her know of any new clerks in their regions, any members who are leaving or retiring, or any members who are being promoted, so she can make sure those announcements are highlighted in the AMCA newsletter and Facebook group.

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

There were no comments for Good of the Order.

7. NEXT MEETING DATE AND LOCATION

Tuesday, January 11, 2022, from 9 to 11 a.m., via Microsoft Teams (includes call-in option); Minutes-Taker is Cherry Lawson (Annie Meredith can take the minutes if Cherry is unavailable).

8. ADJOURNMENT

The meeting was adjourned at 10:13 a.m.

Michelle Stanley
Minutes Taker

Kara DeArrastia

Kara DeArrastia, Deputy City Clerk – City of Tempe
2021/2022 Membership/Mentoring Committee Chair

APPROVED ON MARCH 22, 2022