



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP/MENTORING COMMITTEE and
REGION LEADERS MEETING AGENDA**

Tuesday, January 9, 2024

8:30 a.m.

Microsoft Teams

[Join Teams meeting](#)

Call Option: (480) 498-8745

Conference ID: 380 281 242#

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

2. MINUTES

Discuss and consider approval of the September 12, 2023 Membership/Mentoring Committee and Region Leaders Meeting Minutes. (*Minutes attached*)

3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS

- a. Region 1 – Erin Deskins
- b. Region 2 – Andrea Moreno
- c. Region 3 – Jessica Vaughan
- d. Region 4 – Darcie McCracken
- e. Region 5 – Kara DeArrastia and Jennifer Ekblad
- f. Region 6 – Natasha Kennedy
- g. Region 7 – Shannon Ortiz
- h. Region 8 – Crystal Hadfield
- i. Region 9 – Alma Andrade
- j. Executive Board – Annie Meredith

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?

5. REMINDERS

- 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

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

8. ADJOURNMENT

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



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP/MENTORING AND REGION
LEADERS COMMITTEE MEETING MINUTES
Tuesday, September 12, 2023
9:00 a.m.**

Committee Members: Kara DeArrastia, Committee Chair and Region 5 Leader; Cindy Pemberton, Committee Co-Chair; Erin Deskins, Region 1 Leader (taking over for Jennifer Wiita); 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 with Introduction of Attendees

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

Present via Microsoft Teams or Teleconference: Kara DeArrastia, Committee Chair and Region 5 Leader; Cindy Pemberton, Committee Co-Chair; Erin Deskins, Region 1 Leader (taking over for Jennifer Wiita); Andrea Moreno, Region 2 Leader; Jessica Vaughan, Region 3 Leader; Darcie McCracken, Region 4 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.

Absent: Jennifer Ekblad, Region 5 Co-Leader.

Chair Kara DeArrastia welcomed everyone, noting this is her fourth consecutive year chairing the Membership/Mentoring Committee and acknowledging the full representation of all nine AMCA regions, including some with co-leaders. Each attendee introduced themselves, mentioning the municipality they work for, their position, and the length of time they have worked there and their service in the AMCA and other committees.

2. MINUTES

Region 9 Leader Alma Andrade moved to approve the Minutes of the May 22, 2023 Membership / Mentoring Committee and Region Leaders Meeting; Region 4 Leader Darcie McCracken seconded the motion. Motion carried unanimously to approve the minutes of the May 22, 2023 meeting.

3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS

Region 1

Erin Deskins, who will be taking over the Region 1 Leader role for Jennifer Wiita in November, reported there are no updates yet, and Jennifer is scheduling the next Region 1 meeting in October or November.

Region 2

Region 2 Leader Andrea Moreno reported her region met on September 5th during which they approved the fiscal year (FY) 23/24 meeting calendar, and they planned to meet in person in Yuma tentatively on March 14th.

Region 3

Region 3 Leader Jessica Vaughan noted an informal meeting of Region 3 members was held at the AMCA conference in July and her region planned to meet in-person in Winslow in the fall.

Region 4

Region 4 Leader Darcie McCracken reported her region met on September 6th during which they celebrated the upcoming retirements of Michelle Smythe, Deputy City Clerk for the City of Tolleson, and Bev Turner, Town Clerk for the Town of Gila Bend. The meeting also included discussions about elections, E-equal, candidate packets, and current events affecting the Clerk's Office.

Chair Kara DeArrastia reminded Region Leaders to inform her if they know of a Clerk or AMCA member who is retiring soon. She emphasized the importance of obtaining information from both outgoing members who are leaving for various reasons and those who are retiring. The goal is to capture their contact information through the AMCA Membership Exit Interview Form. The Form not only helps in staying connected with outgoing members but also ensures that retirees are acknowledged and offered a gift based on their years of service. Additionally, retirees have the option to be invited to the next year's AMCA conference for recognition.

Region 5

Region 5 Leader Kara DeArrastia noted that Region 5 Co-Leader, Jennifer Ekblad, was unable to attend today's meeting due to a conflict on her schedule. Kara reported that the City of Chandler will host the next Region 5 meeting on September 27th, which will include a tour of the Chandler Municipal Airport and a presentation on Chandler's passport acceptance facility.

Region 6

Region Leader 6 Natasha Kennedy reported her first regional meeting for FY 23/24 will be held in person on October 5th in Globe. At the meeting, the members will discuss the goals that they will be working on for the year, enjoy lunch together, and tour the recently revitalized City of Globe Community Center, including a pool and a splash pad.

Chair Kara DeArrastia explained the regions' meetings are open to anyone in the AMCA. To increase awareness and participation, the regional meetings are actively promoted in the AMCA Facebook group and newsletter. Topics planned for discussion for one regional meeting may be of interest to a member in a neighboring region. For example, the members in Apache Junction would likely be interested in attending a Region 6 meeting with elections listed as an agenda item as their municipality falls within both Maricopa County (Region 5) and Pinal County (Region 6) limits.

Region 7

Region 7 Leader Shannon Ortiz reported she hosted her first regional meeting yesterday as Region 7 Leader, during which the group discussed reaching out to the Pima County Recorder's Office and Elections Department to invite them to meet with the regional members to talk about issues facing the cities, or ways they can work with each other and possibly tour their facility. At

yesterday's meeting, the regional members also set their meeting schedule for FY 23/24, with meetings planned for December, March, and June. Shannon mentioned Golder Ranch Fire District purchased a building about a year ago, which has been undergoing renovations, so she had offered to host the in-person meeting in March at the new facility.

Shannon noted a question was raised by the Town Clerk of Oro Valley regarding Arizona Senate Bill (SB) 1006 (Municipal notices and ordinances; posting), and other Clerks' interpretation of whether they will still be required to publish exhibits for resolutions in a newspaper.

Darcie explained that effective November 1st, SB1006 allows for exhibits to no longer be required to be published if the words "exhibits on file at" and the location (such as a website or physical address) where they can be located are printed on the bottom of the adopting resolution. She acknowledged challenges in eliminating the publication requirement altogether due to resistance from the newspaper union but expressed hope for future changes. The goal is to demonstrate that people can still access the necessary information without the need for publication in a newspaper.

Kara shared experiences from the City of Tempe regarding the availability of exhibit references at the City Clerk's Office instead of publishing them in a newspaper. This approach aimed at cost savings, considering the limited visibility of exhibits in newspapers. Kara acknowledged the complexities of the issue, understanding both sides, and expressed hope for incremental changes. She appreciated Darcie's efforts in pushing for such changes and highlighted the value of the monthly Clerk Conversations calls via Teams for sharing firsthand experiences and best practices among Clerks. Kara emphasized the importance of learning from each other and thanked Darcie for contributing to these valuable discussions.

Region 8

Region 8 Leader Crystal Hadfield reported her region's first meeting for FY 23/24 is early October. She noted her hope to hold an in-person breakfast meeting in Safford or Thatcher to encourage more attendance and participation.

Region 9

Region 9 Leader Alma Andrade reported she had to cancel the regional meeting scheduled for today due to illness but hopes to reschedule it in the next few weeks. She announced two new Clerks, Charissa Presti, City Clerk and Shelly Kazda, Deputy City Clerk with the City of Tombstone, who recently joined the region. Alma discussed the challenge of gauging attendance at her regional meetings despite sending meeting invites and the lack of participation at the meetings. To address participation issues, she is considering scheduling an in-person meeting, possibly for lunch at a central location, in the hopes of encouraging attendance.

Alma asked if anyone had any pointers on how to increase participation in her region. Kara replied by acknowledging the importance of making in-person components worthwhile for attendees, particularly in distant regions. She mentioned Region 4's success in fostering participation and highlighted the effectiveness of breakfast meetings and offering tours of attractive facilities. Kara invited anyone with pointers or suggestions to share with the group. Natasha highlighted the successful participation in Region 6, emphasizing that all their meetings are in person and scheduled during lunchtime. To encourage attendance, they provide lunch and offer various attractive incentives such as swag and indoor prizes. Natasha recognized the effectiveness of providing food and freebies as a strategy for fostering engagement and participation in the region.

Executive Board

Board Liaison Annie Meredith discussed preparations for the upcoming AMCA Board Retreat at the end of the month. She highlighted a recent Board meeting held on August 24th during which the Board decided to sponsor the Arizona Women Leading Government Conference. The Board plans to explore additional sponsorship opportunities, potentially with organizations like IIMC (International Institute of Municipal Clerks) and will discuss budget allocation for conference sponsorships during the Retreat. Annie also mentioned ongoing efforts regarding the AMCA's partnership with ASU (Arizona State University) and developments related to the Clerk Academy and Institute, with more details expected to be shared in the future.

4. NEW BUSINESS

a. Finalize a Committee Meeting Schedule and Request for Volunteers to Take Minutes.

Chair Kara DeArrastia discussed the scheduling of Committee meetings and proposed a draft meeting schedule for this fiscal year. Following discussion of the proposed schedule, participants agreed with the recommendation to adjust the meeting time to 9:00 a.m. or earlier to accommodate their schedules on Tuesday. Kara also mentioned the need for volunteers to take minutes at these meetings, noting she recorded the meetings and would share the recording with the Committee. Region 2 Leader Andrea Moreno volunteered to take the minutes for the November 14th meeting.

Kara reported she would send out the final meeting schedule to the Committee with the adjusted begin time to 9:00 a.m. or earlier, and the following dates:

- Tuesday, November 14, 2023 (*Note: The November meeting was later canceled.*)
- Tuesday, January 9, 2024
- Tuesday, March 19, 2024
- Tuesday, May 14, 2024

In her email, Kara will also ask for volunteers to take the meeting minutes.

b. 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?

In the interest of time, Kara noted the discussion about the AMCA Mentoring Program would be tabled to the next Committee meeting.

5. REMINDERS

In the interest of time, Chair Kara DeArrastia called attention to the list of reminders on the agenda and noted she would e-mail details to everyone.

a. Election Officer Recertification Registration Open for Cities/Towns for September and October – look for email from Renada Fisher with Arizona Secretary of State's Office.

b. Clerk Conversations on Thursday, October 5th at 3:00 p.m., over Microsoft Teams.

- c. Submissions for the Fall issue of The Clerk’s Insider newsletter are due by Monday, October 2nd.
 - d. Please ask your regional members for suggested topics/questions for the AMCA Facebook discussion posts.
 - e. Please take photos or screenshots of your regional meetings/activities to send to the Committee Chair.
 - f. 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**
None.
- 7. NEXT MEETING DATE AND LOCATION**
Next Committee meeting in November, based on the finalized meeting schedule.
- 8. ADJOURNMENT**
Chair Kara DeArrastia thanked everyone for their time and participation, and adjourned the meeting at 9:52 a.m.

Kara DeArrastia
Minutes Taker

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