



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP/MENTORING AND REGION
LEADERS COMMITTEE MEETING MINUTES
Tuesday, March 22, 2022
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; Region 7 Leader [vacant]; Crystal Hadfield, Regions 8 and 9 Leader; and Carla Reece, Board Liaison

1. CALL TO ORDER – Roll Call

Meeting was called to order by Chair Kara DeArrastia at 9:04 a.m.

Present via Microsoft Teams or Teleconference: Fatima Fernandez, Co-Chair and Region 1 Leader; Annie Meredith, Region 2 Leader; Michelle Stanley, Region 3 Leader; Sherry Aguilar, Region 4 Leader; Kara DeArrastia, Chair and Region 5 Leader; Crystal Hadfield, Regions 8 and 9 Leader, were present.

Absent: Region 6 Leader Vanessa Bueras and Region 7 Leader Cherry Lawson (Resigned). Carla Reece, Board Liaison, was also not in attendance.

2. MINUTES

Region 2 Leader Annie Meredith moved to approve the Minutes of the December 8, 2021 and January 12, 2022 Membership / Mentoring Committee and Region Leaders Meetings; Region 1 Leader Fatima Fernandez seconded the motion. Motion carried to approve the minutes of the December 8, 2021 and January 12, 2022 meetings.

3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS

Region 1

Region 1 Leader Fatima Fernandez gave a report on the Region 1 meeting held on March 3, 2022. The meeting was held at a local winery in Camp Verde and the main topics of discussion were regarding special event and liquor license classes. There was not enough time to review all of the materials presented to the attendees. There are staffing changes at the State Liquor Board, issues with smaller municipalities regarding special event processes, and limited amount of time for review and approval. The attendees split up into two teams for round table discussions. The group also briefly touched on gift baskets for the upcoming AMCA Annual Elections Training. The next meeting will be at the AMCA Annual Conference in July, most likely over dinner.

Region 2

Region 2 Leader Annie Meredith reported that they held their region meeting over Zoom on March 1, 2022; discussion took place about holding a future meeting where everyone can meet in-person. The attendees discussed upcoming educational opportunities such as the Spring Best Practices, Athenian Dialogue, and the Annual Elections Training in July. They talked about possibly holding a regional dinner during the Annual Conference and explored ideas for their raffle baskets. The group also discussed updates to the Arizona State Library, Archives, and Public Records General Retention Schedules and appreciated the AMCA Records Committee sharing those updates. Meeting attendees briefly talked about the upcoming elections in their municipalities and their experience using the E-Qual online petition program for the first time. No candidates have filed to date in the Region 2 cities and towns.

Region 3

Region 3 Leader Michelle Stanley commented that she did not have a report or any new updates.

Region 4

Region 4 Leader Sherry Aguilar reported Region 4 held their quarterly meeting on January 11, 2022 hosted by the City of Avondale and the only topic listed was the process for filing Council vacancies and further discussion took place on the new E-Qual online petition program. The next quarterly breakfast is being hosted by the City of Glendale to take place on Wednesday, April 27, 2022. Sherry said she was not sure of the topics at this point, but she expected they will include election updates.

Region 5

Region 5 Leader Kara DeArrastia reported that the City of Scottsdale and Clerk Ben Lane hosted a Region 5 quarterly meeting virtually on Wednesday, March 9th. Discussions focused on the return to in-person Council, Board, and Commission meetings and continuation of virtual attendance and/or participation, the Council nomination and voting process to fill Board and Commission openings, and engagement of non-Clerk's Office employees in records management duties. Kara noted she also reminded attendees about upcoming AMCA training opportunities, Scholarship Raffle Basket planning, and Clerks Week video montage call for volunteers. She said the next regional meeting will take place in April or May.

Region 6

Region Leader Vanessa Bueras was absent – no report given.

Region 7

Chair Kara DeArrastia reported that Cherry Lawson had resigned from the Region 7 Leader position and said she was hoping to get someone to fill this position in the interim through the end of this fiscal year (June 30, 2022).

Regions 8 and 9

Regions 8 and 9 Leader Crystal Hadfield reported that the regions are working with the Arizona Department of Liquor to find available dates for their next meeting for liquor license process training. Crystal asked if there are educational points available for this type of training? General discussion was that educational points are pre-approved by the IIMC, but to check on the AMCA website. There is an opportunity on the application process for CMC or MMC certification to add miscellaneous training for points, which can include FEMA classes. Crystal further reported that the Scholarship Committee will meet today to discuss this year's scholarship raffle baskets. More information to follow.

Executive Board

Board Liaison Carla Reece was absent. Chair Kara DeArrastia commented that she spoke with AMCA President Teresa Riza about the Executive Board meeting on March 17, 2022 and the discussion regarding proposed changes to the AMCA Constitution relating to the Board composition. The Handbook and Constitution Committee compiled a report from the Proposed Constitutional Amendments Survey responses and presented to the AMCA Executive Board for discussion which included possible changes to the composition of the Board. The Board decided to give the membership another opportunity for everyone to review and provide comments before the proposed changes go out to a vote of the membership.

Region 3 Leader Michelle Stanley commented that she attended the March 17th Board meeting and the Board commented that the survey had a very low turnout of approximately 25% of the membership.

4. OLD BUSINESS

- a. Discuss input received from AMCA Regions 5, 6, and 7.

Chair Kara DeArrastia thanked all Region Leaders for sharing comments from their region members on encouraging region meeting attendance and sharing of different topics for discussion. A recurring theme is to encourage in-person attendance where feasible. She further commented on Region 5 discussion of the AMCA Region Map. The majority agreed to keep the boundaries the same, but Jennifer Pena, City of Apache Junction Clerk, commented that her City is different in the fact that it falls between two Regions 5 and 6, and may have more in common with Region 6 due to election topics that were more of an interest for her since the majority of her City falls within mainly Pinal County. However, she agrees the region boundaries should remain the same, but she will attend Region 6 meetings when there are topics of interest.

Kara commented that Region 5 will continue with virtual meetings until further notice. Region 6 is fine with the current Region Map and agrees to continue with virtual meetings since the cities and towns are so spread out as this would give them a better opportunity to meet.

No feedback for Region 7; the current Leader position is vacant. At this point, Kara did not feel any further discussions on the Region Map were needed. No other comments were made for this topic.

- b. Discuss additions/revisions to Municipal Clerk's Handbook Table of Contents, ideas for the Resource Guide, and next steps in the project.

Chair Kara DeArrastia displayed the proposed table of contents on the screen to discuss. She commented that the layout has not changed since the last meeting; everyone has been busy with elections and other Clerk duties. Kara asked if members see any changes or other topics that might be helpful to new Clerks or Clerk staff coming in due to retirements, etc. There will also be a reference type guide for various topics that will reflect law changes; this will be a general guide covering most responsibilities in the Clerk's Office.

Region 2 Leader Annie Meredith commented that this document is phenomenal especially for newer Clerks or Clerk staff coming in, or to cover items that they perform but not all the time; this will be a great go-to guide. Annie said she is going to be on a Clerk's Panel and indicated that all of these topics in the document are what the Clerks requested in the survey. She further commented that she has a resource guide that she gave to her Deputy for guidance.

Kara commented that Jennifer Pena found an old Clerk's handbook from the 1990s, so she used this as a baseline guide. AMCA currently has a resources checklist that is provided to new members, but this handbook would include many more topics.

Kara commented that the Committee has one more meeting in May that members can follow up on the handbook. She asked the group if they want to have an in-person meeting at the Annual Conference in July. Perhaps they could discuss what they would like to focus on and what their goals should be for the next fiscal year. Maybe a planning session? Kara asked for their thoughts on this.

Regions 8 and 9 Leader Crystal Hadfield thought it would be a great idea to do this and share ideas. Annie commented that she is willing to meet in person, but there may be several Committee meetings taking place during the Annual Conference. Annie also commented that she has put out the word to Region 2 if anyone else would like to serve as Region Leader, but she has not received any response. Region 4 Leader Sherry Aguilar commented that she is proof of this as well and has served several years in row as Region 4 Leader and Chair for this Committee. Further discussion took place about succession for this Committee. Sherry commented that she believes it will be up to the incoming AMCA President for assignments to the various Committees. Kara commented that she does like serving as Chair; this is helpful to gain points for certification.

5. ANNOUNCEMENTS

- a. 2022-2023 AMCA Membership Application and Renewal is now open: Please encourage your regional members to renew their membership for July 2022 – June 2023 and solicit non-members to consider joining the AMCA.

Chair Kara DeArrastia gave a brief overview for this item. She asked that Region leaders remind their members to renew and to also share with others that may be interested in joining the Association.

- b. Registrations are open for:
 - AMCA 2022 Spring Athenian Dialogue – Mon., April 18, 8:30 am-3:30 pm, Goodyear Recreation Campus
 - AMCA 2022 Spring Best Practices – Tues., April 19, 8:15 am-3:30 pm, Goodyear Recreation Campus
 - 2022 Certified Municipal Clerk (CMC) Institute – June 6-10, 8:00 am-5:00 pm (Mon.-Fri.), Arizona Center in Downtown Phoenix
 - 2022 Master Municipal Clerk (MMC) Academy – June 21-23, 2022, 8:00 am-5:00 pm (Tues.-Thurs.), Arizona Center in Downtown Phoenix

Chair Kara DeArrastia gave a brief overview for this section and commented on the location change for the Institute/Academy.

A question came up about Scholarship Awards. Regions 8 and 9 Leader Crystal Hadfield commented that this has not been decided yet but currently there are six applications to review.

- c. Applications for AMCA Executive Board Secretary position are due April 18th.
- d. Volunteers wanted for 2022 Clerks Week Video Montage – video submissions due by April 8th.

Chair Kara DeArrastia commented that the deadline is coming up and for the Region Leaders to spread the word about this project. One video has been submitted to date by Apache Junction.

- e. Mark your calendars: AMCA Annual Conference and Elections Workshop will be held in-person on July 26-28 in Fountain Hills.

Chair Kara DeArrastia said more information will more provided about the upcoming Annual Conference and Elections Training.

- f. Scholarship Fundraiser Basket Raffle: Start soliciting ideas for basket themes and gift items from your regional members. The Fundraiser will be held virtually again this year in addition to in-person at the Annual Conference (more information will be provided by the Scholarship Committee following their March 22nd meeting)

Chair Kara DeArrastia appreciates the Regions that have already started discussions about this. More information to follow from Regions 8 and 9 Leader Crystal Hadfield after their Scholarship Committee meeting today. At their last meeting, the Committee decided to offer the online raffle again, same as last year. Information will be sent out to the membership before the Conference with complete details. Basket delivery was also a point of discussion.

6. REMINDERS

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

Chair Kara DeArrastia reminded Region Leaders to please solicit new questions or ideas for the AMCA Facebook discussion posts from their region members to share with the Communications Committee. Kara further commented that the AMCA LinkedIn page is being revised for further outreach to the membership.

- b. Please continue sending photos and screenshots of your regional meetings and activities to the Committee Chair.

Chair Kara DeArrastia thanked Region Leaders for sending her photos and screenshots of their regional meetings and activities and asked them to continue doing so for inclusion in the AMCA Annual Meeting Presentation.

- c. Submissions for the Summer issue of *The Clerk's Insider* newsletter are due by Wednesday, June 1st.

Chair Kara DeArrastia encouraged Region Leaders to solicit article ideas from their region 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.

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

Region 4 Leader Sherry Aguilar asked for clarification on this year's Elections Training: will there be a virtual component to this or strictly in-person? Region 2 Leader Annie Meredith commented that she is on the Education Committee, and it was decided to offer the training this year in-person, same as this year's Spring Best Practices. Consensus was that most members

want to attend in-person after being held virtually for so long. More information to follow after the next Education Committee meeting on March 30th.

No other comments or suggestions were made.

8. NEXT MEETING DATE AND LOCATION

Tuesday, May 10, 2022, from 9 to 11 a.m., via Microsoft Teams (includes call-in option)
Minutes Taker: Region 6 Leader, Vanessa Bueras

9. ADJOURNMENT

The meeting was adjourned at 10:23 a.m.

Sherry Aguilar
Minutes Taker

Kara DeArrastia

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

APPROVED ON MAY 10, 2022