



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

Tuesday, September 12, 2023

9:00 a.m.

Microsoft Teams

[Join Teams meeting](#)

Call Option: (480) 498-8745

Conference ID: 535 973 567#

Committee Members: Kara DeArrastia, Committee Chair and Region 5 Leader; Cindy Pemberton, Committee Co-Chair; Jennifer Wiita, 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; Michelle Barber, Region 6 Co-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

2. MINUTES

Discuss and consider approval of the May 22, 2023 Membership/Mentoring Committee and Region Leaders Meeting Minutes. (*Minutes attached*)

3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS

- a. Region 1 – Jennifer Wiita
- 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 and Michelle Barber
- g. Region 7 – Shannon Ortiz
- h. Region 8 – Crystal Hadfield
- i. Region 9 – Alma Andrade
- j. Executive Board – Annie Meredith

4. NEW BUSINESS

- a. Finalize a Committee Meeting Schedule and Request for Volunteers to Take Minutes. (*Draft listing of dates for consideration attached*)
- 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?

5. REMINDERS

- 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

7. NEXT MEETING DATE AND LOCATION

Next Committee meeting in November, based on the finalized meeting schedule.

8. ADJOURNMENT

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



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP/MENTORING AND REGION
LEADERS COMMITTEE MEETING MINUTES
Monday, May 22, 2023
2:00 p.m.**

Committee Members: Kara DeArrastia, Chair and Region 5 Leader; Annie Meredith, Co-Chair and Region 2 Leader; Fatima Fernandez, Region 1 Leader (*Jennifer Wiita will be Region 1 Leader in the new fiscal year*); Michelle Stanley, Region 3 Leader; Sherry Aguilar, Region 4 Leader; Ruby Cervantes, Region 6 Leader; Region 7 Leader – Vacant; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Sarah Siep, Board Liaison

1. CALL TO ORDER – Roll Call

Meeting was called to order by Chair Kara DeArrastia at 2:04 p.m.

Present via Microsoft Teams or Teleconference: Kara DeArrastia, Chair and Region 5 Leader; Annie Meredith, Co-Chair and Region 2 Leader; Fatima Fernandez, Region 1 Leader; Michelle Stanley, Region 3 Leader; Ruby Cervantes, Region 6 Leader; Alma Andrade, Region 9 Leader (*arrived at 2:48 p.m.*); and Sarah Siep, Board Liaison.

Absent: Sherry Aguilar, Region 4 Leader; Crystal Hadfield, Region 8 Leader

2. MINUTES

Region 2 Leader Annie Meredith moved to approve the Minutes of the March 20, 2023 Membership / Mentoring Committee and Region Leaders Meeting; Region 1 Leader Fatima Fernandez seconded the motion. Motion carried unanimously to approve the minutes of the March 20, 2023 meeting.

3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS

Region 1

Region 1 Leader Fatima Fernandez reported that Region 1 met on May 15th in the new Prescott Council Chambers. At the meeting, two trainings approved for one (1) CMC (Certified Municipal Clerk) point or one (1) MMC (Master Municipal Clerk) point by the IIMC (International Institute of Municipal Clerks) were provided; one on Records Management given by Ben Lane and Cathie Butteweg from Scottsdale and one on DiSC® Profile Assessment: Discover your Strengths and Improve Team Performance given by Prescott Police Administrator Jim DeLung. In addition, attendees discussed their Region 1 raffle baskets; the item themes are based on the municipality locations within the region. After the meeting, those interested stayed for a tour of Sharlot Hall Museum.

Fatima announced that Jennifer Wiita, Deputy City Clerk for Prescott, will be the new Region 1 Leader for the upcoming 2023-24 fiscal year (FY). She mentioned that she had applied to serve on the Legislative Committee and the Elections Committee for FY 2023-24. She also reported that the Deputy Town Clerk for Prescott Valley was leaving and the new Deputy, Marissa Greenwood,

will be starting tomorrow so she will be busy onboarding her new employee. Elections for Prescott Valley are also coming up.

Region 2

Co-Chair and Region 2 Leader Annie Meredith reported that Region 2 will be meeting virtually on June 14th. She noted that no one in her region has expressed interest in serving as Region 2 Leader for FY 2023-24. Regional members are working on their raffle baskets for the Annual Conference. Annie commented on office coverage challenges during the summer due to staff being out of the office to attend trainings or take vacation.

Region 3

Region 3 Leader Michelle Stanley said she has been trying to schedule an in-person Region 3 meeting in Winslow this spring, but due to members' busy schedules they will likely meet virtually over Zoom. She noted the possibility of her regional members meeting in person at the Annual Conference this July. Michelle mentioned that at the next regional meeting, she will ask if anyone wanted to volunteer to serve as Region 3 Leader for FY 2023-24.

Region 4

In the absence of Region 4 Leader Sherry Aguilar, Kara DeArrastia told the group that Sherry emailed her to report that Kristi Passarelli will be taking her place as City Clerk for Surprise in June since she will be retiring. No other news for Region 4.

Region 5

Region 5 Leader Kara DeArrastia said all the measures on the ballot for the special elections held on Tuesday, May 16th, for the City of Tempe and Town of Carefree had failed. For Tempe, that means the Tempe Entertainment District project is not moving forward so the Arizona Coyotes is looking for a new permanent home for their arena. She reported that Region 5 held a meeting at the newly renovated Gilbert Town Hall building on April 13th. Agenda topics included group discussions on their municipalities' efforts to promote diversity and inclusion, procedures in which items are requested by Councilmembers to upcoming Council meeting agendas, and planned presentations for the Annual Municipal Clerks' Week. Reminders about the Virtual Spring Best Practices in April; CMC Clerk Institute and MMC Clerk Academy in June; and Summer Athenian Dialogue, AMCA Annual Conference, and Elections Training in July were also provided.

Kara noted that the next Region 5 meeting would take place on Tuesday, June 13th, at 10 a.m. at the Tempe Center for the Arts with an optional tour of the building taking place at 9:30 a.m. There will also be a virtual attendance option over Teams for members unable to attend in person.

Region 6

Region Leader 6 Ruby Cervantes reported that she and Karla Luedke in the Superior Town Clerk's Office, attended the NLC (National League of Cities) Conference in Washington, DC, in March, along with the Superior Town Mayor and the Superior Town Youth Council. She shared sad news that her significant other had passed away in April; Committee members conveyed condolences to her on her loss.

Ruby announced that at their meeting in April, Region 6 members said they supported inviting members from Region 7 to join them virtually on their regional meetings, since their Region 7 Leader position is still vacant. The Clerk of the Pinal County Board of Supervisors will host the next Region 6 meeting. Clerks in Apache Junction and Queen Creek have expressed interest in

attending Region 6 meetings when election topics are scheduled for discussion as portions of their municipalities are located in Pinal County.

Region 8

No report – Region 8 Leader Crystal Hadfield was absent.

Region 9

Report given by Region 9 Leader Alma Andrade when she arrived later in the meeting. Brandy Thorpe, Town Clerk for Huachuca City, will be hosting the next Region 9 meeting, tentatively scheduled for June 13th. At the last Region 9 meeting, a records management program presentation was given by Victoria Roedig, Records Management Program Coordinator for City of Chandler. Alma noted she was trying to increase participation in her regional meetings by scheduling topics of interest to the members.

Executive Board

Board Liaison Sarah Siep reported that the Executive Board will meet this Wednesday, May 24th. One agenda item is for the Board to review proposed revisions to the Records Management Manual/Records Officer Handbook Template that will be presented by Ben Lane, Records Management Committee Chair.

4. NEW BUSINESS

a. Refreshed AMCA Mentoring Program Brochure and Separate Mentee and Mentor Forms

Chair Kara DeArrastia said it was a goal of her to refresh the existing AMCA Mentoring Program Brochure and combined Mentee and Mentor Application to modernize the layout and make it easier to follow by separating out the applications so there was a form for potential Mentees and a different one for potential Mentors. She kept the content the same and she envisioned working with the League of Arizona Cities and Towns staff to get the Forms formatted into a fillable PDF file (similar to the design of the AMCA Membership Exit Interview and New Member Forms). Kara was also hoping that promoting the newly reformatted Mentee and Mentor Forms to the membership would help pique more interested in members participating in the Mentoring Program, especially since there has been so many new members joining in recent months.

Kara asked for feedback from the group regarding the content and layout of the New Mentee and Mentor Forms. Board Liaison Sarah Siep noted she will let the Executive Board know that Kara is working on reformatting the Mentee and Mentor Forms. Region 2 Leader Annie Meredith voiced support for splitting the two forms.

Some Committee members shared their perception of the AMCA Mentoring Program. For example, some AMCA members may be reluctant to sign up as a Mentee because they feel they should only go to their City or Town Clerk for advice and guidance, and not a Clerk in another municipality. A response to this concern was that a mentoring program was a common practice in many professions, so perhaps changing the perception and narrative around mentoring in the municipal clerk profession is needed. One possible idea is to redevelop the existing Mentoring Program to be more of a “resource program” where all members can refer to instead of a more formal, “intimidating” structure. For instance, asking another Clerk “one-off questions” without needing to join a “formal” program. Thinking of a different way to market this resource to members could help to encourage participation. Researching the IIMC (International Institute of

Municipal Clerks) Mentoring Program could also be useful in exploring a possible restructure of the AMCA Mentoring Program.

Based on the discussion, there was Committee consensus for requesting that discussion on the framework of the existing AMCA Mentoring Program be added to the Executive Board Retreat agenda. Discussion on this topic should also entail what the program means to current members; how it will be beneficial to new members; how experienced members can help whether it be a more formal framework or in some cases be more of an informal mentoring to others; and how the program is advertised to the membership. Sarah said she will mention this Board Retreat item request to the Board.

b. Group Discussion – Share your AMCA Scholarship Fundraising Basket Ideas for the Annual Conference/Elections Training

Committee members shared their planned themes for the fundraising baskets in their respective regions:

- Region 1 – “Come Visit Northern Arizona” basket; Page will have their own basket
- Region 2 – north and south baskets with a “Wine and Pasta” theme
- Region 3 – “Gamblers” basket
- Region 5 – Tempe will have “Date Night in Tempe” and “Family Fun in Tempe” baskets; other Region 5 municipalities are working on baskets as well
- Region 6 – “Exploring Pinal County” basket
- Region 9 – “Gift Cards” basket

c. Call for Volunteers to Conduct Brief Interviews of AMCA Board and Committee Members as a Promotional Tool for the Association – this can be done at the Annual AMCA Conference and Elections Training July 25 – July 27, 2023

Kara reviewed her idea to conduct brief interviews of Committee and Board members during the Annual Conference this July, asking them to share how their service in the AMCA has benefited them. The short 1–2-minute video montages could then be compiled for use in a promotional video to help recruit members to serve on the AMCA Board or its Committees.

Kara, Annie, Fatima, and Ruby indicated that they planned to attend the Conference. Planning ahead of time to carve one-on-one time to talk to a member at the Conference like during lunch was suggested. Kara noted she will draft some interview questions and a sign-up sheet to email out to the group requesting volunteers.

6. REMINDERS

a. Clerk Conversations on Tuesday, May 23rd at 3:00 p.m., over Microsoft Teams.

Chair Kara DeArrastia said the next Clerk Conversations session is tomorrow.

b. 2023-2024 AMCA Membership Application and Renewal is open: Please encourage your regional members to renew their membership for July 2023 – June 2024 and solicit non-members to consider joining the AMCA.

Kara asked that Region leaders remind their members to renew their AMCA membership and to also share with others who may be interested in joining the Association.

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

Kara reminded Region Leaders to please solicit new questions or ideas for the AMCA Facebook discussion posts from their regional members to share with the Communications Committee.

- d. Please take photos or screenshots of your regional meetings/activities to send to the Committee Chair

Kara reminded Region Leaders to take photos and screenshots of their regional meetings and activities to include with their regional meeting recaps and to also send them to her for inclusion in this year's AMCA Annual Meeting Presentation.

- e. Submissions for the Summer issue of *The Clerk's Insider* newsletter are due by Monday, July 3rd.

Kara 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. She reminded everyone to submit their articles for the AMCA Spring newsletter by the deadline of Monday, July 3rd.

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

Kara reminded everyone to please let her know of any new clerks in their region, 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 and LinkedIn groups.

Fatima announced that Kim Larson, City Clerk, and Sue Kennedy, Deputy City Clerk, both with the City of Page, planned on retiring after the Annual Conference and before the end of this year. Ruby announced that Gloria Leija, City Clerk for Casa Grande, also has plans to retire.

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

Fatima noted she will miss being a part of this Committee as Region Leader.

8. NEXT MEETING DATE AND LOCATION

To be determined in the new fiscal year.

9. ADJOURNMENT

Kara thanked everyone for their service, and adjourned the meeting at 3:11 p.m.

Kara DeArrastia
Minutes Taker

Kara DeArrastia, Interim City Clerk – City of Tempe
2022/2023 Membership/Mentoring Committee Chair

DRAFT

AMCA MEMBERSHIP/MENTORING COMMITTEE AND REGION LEADERS MEETING SCHEDULE: AUGUST 2023 – JULY 2024

DATE	TIME	LOCATION	MINUTES-TAKER
Tuesday, September 12, 2023	9 to 11 a.m.	Microsoft Teams (includes call-in option)	Kara DeArrastia
Tuesday, November 14, 2023	10 a.m. to 12 p.m.	Microsoft Teams (includes call-in option)	<i>Need Volunteer</i>
Tuesday, January 9, 2024	10 a.m. to 12 p.m.	Microsoft Teams (includes call-in option)	<i>Need Volunteer</i>
Tuesday, March 19, 2024	10 a.m. to 12 p.m.	Microsoft Teams (includes call-in option)	<i>Need Volunteer</i>
Tuesday, May 14, 2024	10 a.m. to 12 p.m.	Microsoft Teams (includes call-in option)	<i>Need Volunteer</i>

Contact:

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