



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP/MENTORING AND REGION
LEADERS COMMITTEE MEETING MINUTES
Monday, September 19, 2022
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; Michelle Stanley, Region 3 Leader; Sherry Aguilar, Region 4 Leader; Ruby Cervantes, Region 6 Leader; Byron Jones, Region 7 Leader; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Sarah Siep, Board Liaison

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

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; Byron Jones, Region 7 Leader; Alma Andrade, Region 9 Leader; and Sarah Siep, Board Liaison.

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

The attendees introduced themselves. Chair Kara DeArrastia welcomed everyone and said she looked forward to a productive 2022-23 fiscal year.

2. MINUTES

Co-Chair and Region 2 Leader Annie Meredith moved to approve the Minutes of the May 10, 2022 Membership / Mentoring Committee and Region Leaders Meeting; Region 9 Leader Alma Andrade seconded the motion. Motion carried unanimously to approve the minutes of the May 10, 2022 meeting.

3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS

Region 1

Region 1 Leader Fatima Fernandez reported that her region was currently scheduling a virtual meeting for October, where they would introduce themselves, review the region's activities during last year, and plan for their next in-person meeting.

Region 2

Co-Chair and Region 2 Leader Annie Meredith reported that her region's first meeting of the fiscal year was held on September 6th, where attendees learned that the scholarship funds raised from their region baskets totaled \$360. Attendees also shared updates on the elections happening in their municipalities. Region 2 meeting agendas now include a best practices quarterly topic where members engage in an in-depth discussion about what they are doing in their municipalities related to the given topic. The September 6th meeting addressed public records requests as the best practices topic. The next regional meeting would address a different best practices topic. Annie noted that the Region 2 meeting calendar is set at the end

of each fiscal year. Other topics of discussion focused on how some members were dealing with the power outages and flooding occurring in Mohave County and the recent election of the City of Kingman Mayor.

Region 3

Region 3 Leader Michelle Stanley reported that her region has not met yet, but they are planning to meet in person in October. The Winter meeting will be held over Zoom due to the seasonal weather.

Region 4

Region 4 Leader Sherry Aguilar was absent.

Region 5

Region 5 Leader Kara DeArrastia reported that she is hoping to get a Region 5 meeting scheduled for October. Meeting locations rotate around different municipalities in the region, which can be held virtually, in-person, or a combination of both (hybrid). She noted that there is around 50 members in her region due to the large size of some of the cities.

Region 6

Region Leader 6 Ruby Cervantes reported that her region will be holding an in-person meeting in the Town of Superior on October 18th, and she looked forward to meeting clerks from other municipalities she has never met before. She said she liked Annie's idea of including a best practices quarterly topic on the meeting agenda. She noted that she wants to set up a schedule for her regional meetings.

Region 7

Region 7 Leader Byron Jones reported that he is polling his regional members on when to schedule their first meeting in October, which would be virtual. At that meeting, the members would also decide on a schedule and format for their regional meetings. He noted that he has been following up with the Region 7 members with unpaid AMCA dues.

Region 8

Region 8 Leader Crystal Hadfield was absent. Kara read an update Crystal emailed to her, informing the Committee that Region 8 will be meeting for the first time this fiscal year on Wednesday, September 21st, where they will be discussing their preferred meeting format (in-person or Zoom) for training and their suggested topics of training. Members will also be discussing goals for their region to include ideas for their scholarship baskets. Crystal will have another update at the next Committee meeting.

Region 9

Region 9 Leader Alma Andrade reported that her region's first meeting of the fiscal year was held on September 13th at 10 a.m. Attendees decided to meet on a quarterly basis and a calendar was sent out allowing each municipality to host a quarterly meeting. Alma explained her City Clerk's office would prepare and distribute the regional meeting agendas, while the host municipality would take the meeting minutes. She noted that he also followed up with a Region 9 member with unpaid dues.

Executive Board

Board Liaison Sarah Siep reported that next Wednesday, September 28th, is the Executive Board Retreat and first meeting of the fiscal year. She noted that if anything was raised during the

Board Retreat that would impact the Committee and it was time sensitive, she would inform Kara so she could notify the Committee.

Kara said she would be attending the Committee Assignments and Goals portion of the Retreat virtually, so she could provide a report and updates to the Board, and she would take note of their feedback. She told Sarah that if the Committee requests formal action from the Board or she has a Committee update to provide to the Board for an upcoming meeting, she would notify Sarah in advance of that meeting.

4. NEW BUSINESS

a. Request for volunteers to take minutes at Committee meetings.

Chair Kara DeArrastia asked if there were any members who would like to sign up to take the minutes for one of the scheduled Committee meetings. She said she would provide the minutes-takers with a template closer to the meeting date and share the recording file following the meeting.

The following members signed up to take the minutes at the following Committee meetings:

- Region 1 Leader Fatima Fernandez: November 21, 2022
- Co-Chair and Region 2 Leader Annie Meredith: January 17, 2023
- Region 3 Leader Michelle Stanley: March 20, 2023

Region 7 Leader Byron Jones volunteered as an alternate minutes-taker in case the person who signed up can no longer take the minutes. Kara stated she would send out a call for a volunteer to take the minutes at the May 15, 2023 meeting closer to that date.

b. Overview of the duties and expectations of Committee members and Region Leaders.

Kara noted that the Succession Plans for Committee members and Regional Leaders as well as the “Committee Member Performance Expectations” and “Committee Member Attendance Guidelines” excerpts from the AMCA Handbook were included in the agenda packet. She asked if the group had any questions regarding their duties or expectations as a Committee member or Region Leader. None were provided at this time, so Kara requested that Committee members let her know if they have any questions or concerns pertaining to their roles and responsibilities.

c. Review of the Committee Assignments for 2022/2023 and a request for volunteers.

Kara reviewed the list of Committee assignments for the year, as outlined in the agenda packet. She asked if there were any members interested in signing up for any of the listed projects.

Annie said she was willing to help out where needed.

Kara led a brief discussion on the intended purpose of the data collection form the Committee was charged with developing to send to new AMCA members, and the “exit interview” form the Committee was charged with developing and maintaining for members to complete when they leave AMCA, which were both new Committee tasks in the AMCA Handbook this year. Byron suggested talking to Darcie McCracken (now AMCA Board President), who led an ad-hoc committee reviewing the AMCA handbook and proposing changes to the Handbook.

Board Liaison Sarah Siep suggested to Kara that she email a bulleted list of the project or assignment needs that are most prevalent so that Committee members can respond next to the item they would like to volunteer to work on.

Byron noted he was willing to volunteer to work on the data collection and “exit interview” forms once the Committee received clarification from the Board regarding those tasks.

5. REMINDERS

- a. Please ask your regional members for suggested topics/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.

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

Kara thanked Region Leaders for sending her photos and screenshots of their regional meetings and activities for July’s AMCA Annual Meeting Presentation and said she would like to continue this practice for next year’s presentation.

- c. Submissions for the Fall issue of The Clerk’s Insider newsletter are due by Monday, October 3rd.

Kara 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. She reminded everyone to submit their articles for the AMCA fall newsletter by the deadline of October 3rd. She expressed appreciation to Communications Committee Chair Michelle Stanley for her work preparing and publishing the quarterly newsletter.

- d. 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.

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

Co-Chair and Region 2 Leader Annie Meredith recommended the best practices topic at the next Committee meeting focus on ways to get members involved and engaged in their region. Attendees agreed this topic should be on the next Committee meeting agenda.

7. NEXT MEETING DATE AND LOCATION

Monday, November 21, 2022, at 2:00 p.m.
Microsoft Teams (includes call-in option)

NOTE: The November 21st meeting was later rescheduled to Monday, December 12, 2022, at 2:00 p.m., over Microsoft Teams (includes call-in option).

8. ADJOURNMENT

The meeting was adjourned at 3:12 p.m.

Kara DeArrastia
Minutes Taker

Kara DeArrastia

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

APPROVED ON DECEMBER 12, 2022