



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

**Tuesday, January 17, 2023  
10:00 a.m.**

**Microsoft Teams**

**[Join Teams meeting](#)**

**Call Option: (480) 498-8745**

**Conference ID: 752 962 563#**

*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; 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**

**2. MINUTES**

Discuss and consider approval of the December 12, 2022 Membership/Mentoring Committee and Region Leaders Meeting Minutes. *(Minutes attached)*

**3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS**

- a. Region 1 – Fatima Fernandez
- b. Region 2 – Annie Meredith
- c. Region 3 – Michelle Stanley
- d. Region 4 – Sherry Aguilar
- e. Region 5 – Kara DeArrastia
- f. Region 6 – Ruby Cervantes
- g. Region 8 – Crystal Hadfield
- h. Region 9 – Alma Andrade
- i. Executive Board – Sarah Siep

**4. OLD BUSINESS**

- a. “Exit Interview Form” Collecting Information on Members Leaving AMCA or Retiring

**5. NEW BUSINESS**

- a. Best Practices Quarterly Topic – Clerk Monthly Meetings with Council Members and Topics of Discussion
- b. Group Discussion – Share your Professional or Personal Projects and Goals for the New Year
- c. Region 7 Leader Recruitment

**6. REMINDERS**

- a. Clerk Conversations on Wednesday, January 25, 2023 at 2:00 p.m., over [Microsoft Teams](#).
- b. Please ask your regional members for suggested topics/questions for the AMCA Facebook discussion posts.
- c. Please take photos or screenshots of your regional meetings/activities to send to the Committee Chair.
- d. Submissions for the Spring issue of *The Clerk's Insider* newsletter are due by Monday, April 3, 2023.
- e. Please notify the Committee Chair of new clerk arrivals, clerk departures/retirements, and promotions.

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

**8. NEXT MEETING DATE AND LOCATION**

Monday, March 20, 2023, at 2 p.m.  
Microsoft Teams (includes call-in option)  
Minutes-taker: Michelle Stanley

**9. ADJOURNMENT**

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



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
MEMBERSHIP/MENTORING AND REGION  
LEADERS COMMITTEE MEETING MINUTES  
Monday, December 12, 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; 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 2:01 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; Sherry Aguilar, Region 4 Leader; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Sarah Siep, Board Liaison.

Absent: Ruby Cervantes, Region 6 Leader

**2. MINUTES**

Co-Chair and Region 2 Leader Annie Meredith moved to approve the Minutes of the September 19, 2022 Membership / Mentoring Committee and Region Leaders Meeting; Region 8 Leader Alma Andrade seconded the motion. Motion carried unanimously to approve the minutes of the September 19, 2022 meeting.

**3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS**

Region 1

Region 1 Leader Fatima Fernandez reported that on October 18, 2022, her region had an opportunity to meet virtually and go over a few items regarding the election. She commented that a third-party group wanted to monitor the ballot drop boxes 24/7 for the entire early voting period. There is nothing in the Arizona Revised Statutes prohibiting this practice as the 75-foot limit only applied to voting centers. The County and municipal clerks in the region feared that this group would intimidate voters from dropping off their ballot at a drop-box as in several news reports their intent was to stop anyone from ballot harvesting.

On another note, during the meeting, Fatima had an opportunity to commit with the region to set a meeting schedule. She mentioned that Region 1 likes to meet in-person; however, it is always hard trying to find a host for the meeting as these meetings may take 4-6 hours. The proposed calendar called for a meeting every two months to be held virtually and at least one meeting to be held in person by a hosting municipality. Moreover, it was suggested that during the in-person meeting, the hosting municipality could teach a topic of their choice that would qualify for credit towards any CMC or MMC. This is still under research as this may require creating an assessment

and have the classes validated by the IIMC in order to get those points. The process would be a mini-Best-Practices session. Chair and Region 5 Leader Kara DeArrastia would like to see how this whole process works since it is something that could be shared and used by other regions.

#### Region 2

Co-Chair and Region 2 Leader Annie Meredith reported that the meeting she had scheduled for this quarter was the same day they scheduled the Best Practices session; therefore, her next upcoming meeting won't be until March 2023. Other than that, she is happy to be done with elections and looks forward to her new Council member orientation.

#### Region 3

Region 3 Leader Michelle Stanley reported that her region met on October 24, 2022 in which they decided their goals for the new year with one of them being at least one lunch meeting and one field trip. The rest of the meetings will be on Zoom. Most of the clerks in her region are newer and they are all working to get their CMC. They talked about the different things they can do and Best Practices.

#### Region 4

Region 4 Leader Sherry Aguilar reported that she held a region breakfast on October 25, 2022 and the attendance was low. She believes it might have been due to the late planning of the meeting, but she plans on having another one during the first couple of weeks in January.

#### Region 5

Region 5 Leader Kara DeArrastia reported that a Region 5 meeting has been scheduled for January 19, 2023, at 10:00 a.m., in the Town of Fountain Hills. The meeting will be in person and also offer a virtual option. She hopes that sometime in March/April following this meeting, that Tempe could host a region meeting.

#### Region 6

Region Leader 6 Ruby Cervantes was absent.

#### Region 7

Chair DeArrastia announced that Byron Jones had stepped down from his role as Region 7 Leader and his participation on other AMCA committees, due to personal reasons. He had also notified AMCA Board President Darcie McCracken regarding his resignation. She said an email will be sent out to the Region 7 members asking for a volunteer to take over the Region Leader duties.

#### Region 8

Region 8 Leader Crystal Hadfield reported that there's only been one attendee for the last three times she's tried to host a region meeting over the phone. She is not getting any participation and would like to see if there is any advice to get people interested in participating. Kara mentioned this same topic has been scheduled under new business and will discuss in detail when we get to that agenda item. Lastly, Crystal encouraged everyone to start thinking about region baskets and submit applications to the Scholarship Committee.

#### Region 9

Region 9 Leader Alma Andrade reported that her region met on September 13, 2022, for about 20 minutes; however, she also feels the struggle in getting members to participate. She understands that everyone is busy but would like to do more. During her meeting everyone

agreed to meet on a quarterly basis virtually as opposed to in-person since commuting between municipalities may be hard and would require driving long distances. She hopes to host at least one meeting in person once a year. Alma mentioned that the municipality hosting the region meeting would prepare the minutes while her office would prepare the agenda. She encourages each member to provide city/town updates at the region meeting.

#### Executive Board

Board Liaison Sarah Siep reported that there was no pressing business for an AMCA Executive Board meeting in December, so it was cancelled. She reminded the Committee members about the first Clerk Conversations scheduled for December 20th at 9:00 a.m. virtually over Microsoft Teams and noted the Teams link was sent via the AMCA Listserv.

#### **4. NEW BUSINESS**

##### **a. Best Practices Quarterly Topic – Member Involvement and Engagement**

Chair Kara DeArrastia discussed some recent examples of member engagement across the AMCA regions: Region 6 members had a June meeting at the Windmill Winery in Florence. Regions 2 and 3 have had success with meeting over Zoom. Region 5 had a Teams virtual meeting hosted by the City of Scottsdale in March and a hybrid Zoom/in-person meeting at the Fountain Hills Community Center in November 2021. Region 4 has held breakfast meetings, including one at the new Goodyear Recreation Campus and another one in Glendale. Region 1's meeting in Page in September 2021 had lots of fun-filled activities. Kara noted that incorporating a fun educational activity, such as a field trip or facility tour in combination with a training session from a guest presenter, may help incentivize more members to attend the regional meeting.

Kara opened the floor for Region Leaders to share their experiences with getting members in their respective region engaged in their regional activities or involved in the Association.

Co-Chair Annie Meredith mentioned her region only meets online for now since in-person meetings would take a couple of days: one for driving long distances and the other for hosting the meeting. They've tried to meet in the middle, but it would still be several hours of a drive meeting in the middle. Overall, she has good participation during her meetings.

Region 4 Leader Sherry Aguilar understands that it is difficult for people to commute for a meeting. She is lucky to have her region members close by and always has good attendance. In the past, she's tried to advocate for anchoring a larger municipality as a possible solution to this problem.

Furthermore, multiple efforts from Region 8 Leader Crystal Hadfield and Region 9 Leader Alma Andrade to send calendar invites and subsequent reminders do not seem to work as still few people join the meetings. Both leaders mentioned they send reminders at least the day before the meeting or even a couple of minutes before the meeting starts.

The group discussed the lack of participation from clerks who have obtained their certifications and don't have a need for points. Sherry agreed and explained that was the reason why there were changes to the elections training and the need to re-test. Region 1 Leader Fatima Fernandez suggested a policy where clerks are required to participate on an AMCA board 10 or 15 years after being certified clerks to encourage the participation of seasoned clerks. Kara said she would be interested in finding a way to encourage their participation as well; in fact, she believes there is a

proposal being considered by the IIMC to offer certification tier options beyond the MMC. Board Liaison Sarah Siep has heard of this initiative called “Beyond the MMC”, where in order to maintain an IIMC member’s status they would need to continue their education. She will bring the topic of a continuing education facet of AMCA membership to the Board in January. There was no further discussion.

b. Discuss ways to invite employees to join AMCA

Kara noted that as Committee Chair, she keeps a tally of the cities and towns with municipal clerks who are not currently a member of the AMCA. She also maintains another list of the counties with clerks to their board of supervisors who are not currently a member of the AMCA. Around August each year, she emails those non-AMCA clerks a letter inviting them to join the AMCA and asking that they inform her if they are interested in becoming a member so she can send them additional information. The invitation template is included in the agenda packet.

Kara said she would email the invitation template in a Word file to the Region Leaders, so if they learned about someone new in their region who is not an AMCA member, they could send the invitation to that person. The invitation recipient could be a new employee who may benefit from AMCA membership, a person who is new to the municipal clerk field, someone who works in a department that often collaborates with the clerk’s office, or a person interning in the organization who has expressed interest in learning about the roles and responsibilities of the municipal clerk.

c. Discuss ideas to collect information on new AMCA members (“Data Collection Form”)

Kara explained she learned more about the intended purpose of the data collection form at the AMCA Executive Board’s Retreat. The form collecting information about new AMCA members could be sent to the HR Department of the municipality to assist with learning about the person’s professional background. This information is then sent over to the to the Communications Committee Chair for inclusion in an upcoming AMCA Newsletter and/or for other communication outlets such as the AMCA’s Facebook and LinkedIn groups, welcoming them to the Association. Kara noted that another idea is for Region Leaders to ask for an update from each member during their regional meetings to find out what is happening in each municipality.

Following a brief discussion among Committee members, Kara stated that she would present a draft of a standardized form collecting information on members who recently joined the AMCA at the Committee’s meeting in January for their review and feedback.

Lastly, the group shared ways to invite new clerks to become part of the AMCA membership by identifying other staff members who might be interested in participating.

d. Discuss ideas to collect information on members leaving AMCA (“Exit Interview Form”)

Kara explained the intended purpose of the exit interview form was to reach out the member who was retiring to see if they were interested in being a Retired Member in the AMCA. A simple fillable form with standard questions should be made available on the AMCA website. Kara noted that another idea is for a recurring Facebook post reminding people to let AMCA know if they will be leaving or retiring, which would include a link to the online form on the AMCA website.

Based on the consensus of the group, Kara stated that she would present a draft of a standardized form collecting information on members who will be retiring or who have recently left the AMCA at the Committee's meeting in January for their review and feedback. She noted that she would also email the Committee members asking for their ideas for the best practices topic at the January meeting.

## 5. REMINDERS

- a. Clerk Conversations on Tuesday, December 20, at 9:00 a.m., over [Microsoft Teams](#).

Chair Kara DeArrastia said she looked forward to virtually attending the Clerk Conversations session on December 20th and encouraged the Committee members to attend as well if they are available.

- b. 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 region members to share with the Communications Committee.

- c. 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 next year's AMCA Annual Meeting Presentation.

- d. Submissions for the Winter issue of *The Clerk's Insider* newsletter are due by Monday, January 2, 2023.

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 Winter newsletter by the deadline of January 2, 2023.

- e. 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

No discussion.

## 7. NEXT MEETING DATE AND LOCATION

Tuesday, January 17, 2023, at 10 a.m.  
Microsoft Teams (includes call-in option)  
Minutes-taker: Annie Meredith

**8. ADJOURNMENT**

The meeting was adjourned at 3:16 p.m.

Fatima Fernandez  
Minutes Taker

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

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