AMCA ARIZONA MUNICIPAL CLERKS' ASSOCIATION	**ARIZONA MUNICIPAL CLERKS' ASSOCIATION** **RECORDS MANAGEMENT COMMITTEE MEETING** **Thursday, April 17, 2025** **9:00 a.m.** **Google Meet**

Committee Members:

- Annie Meredith – Board Liaison
- TBD, AZ LAPR Liaison
- Victoria Roedig, Chair
- Tami Mayes, Co-Chair
- Jesus Acedo
- Steven Aguilar
- Debbie Altman
- Kristen Lecuyer-Benavidez
- Liz Camacho
- Shannon Davis
- Karen Doncovio
- Sehreh Goodman
- Patti Hageman
- Andy Juarez
- Julie Knoll
- Lara Loewenheim
- Lily Meier
- Ian Newcomb
- Lisa Nottebaum
- Kaitlynn Reeves
- Leah Rhodes
- Kristi Salskov
- Cara Smothers
- Maria Talamante
- Bridgette Rhodehouse

1. Call to Order (minute taker: TBD)

2. Roll Call

3. Old Business
   a. Discussion and possible approval of February 20, 2025, meeting minutes (attached)

4. New Business
   a. Updates from Subcommittees
      i. Training Subcommittee
      ii. Retention Schedule Subcommittee
      iii. AI Subcommittee
      iv. Electronic Records and Databases Subcommittee

5. Good of the Order/Reports from Committee Members
    a. Annie Meredith – Executive Board meeting update

    b. Roundtable

6. Next Meeting Date: May 15, 2025

7. Adjournment

Victoria Roedig
Records Management Committee Chair

ARIZONA MUNICIPAL CLERKS' ASSOCIATION
RECORDS MANAGEMENT COMMITTEE MEETING

Thursday, February 20, 2025
9:00 a.m.
Google Meet

1. Call to Order

The meeting was called to order by Chair Victoria Roedig at 9:00 a.m.

2. Roll Call

Present:
Victoria Roedig, Chair – Queen Creek; Tami Mayes, Co-Chair - Cottonwood; Debbie Altman – Peoria; Liz Camacho – Buckeye; Steven Aguillar – Mesa; Shannon Davis – Lake Havasu City; Karen Doncovio – Tempe; Patti Hageman - Gilbert; Kristi Salskov-Pinetop-Lakeside; Julie Knoll - Avondale; Lily Meier; Ian Newcomb - Florence; Lisa Nottebaum – Chino Valley; Kaitlynn Reeves – Buckeye; Cara Smothers – Yuma; and Annie Meredith, Board Liaison.

Absent:
Jesus Acedo-Tucson; Kristen Lecuyer-Benavidez – Phoenix; Sehreh Goodman – Prescott Valley; Leah Rhodes – Camp Verde; Lara Loewenheim – Cochise County; Maria Talamante – Tucson; Bridgette Rhodehouse - Chandler, and Andy Juarez – Maricopa.

3. Old Business

a. Discussion and possible approval of January 16, 2025, meeting minutes

Committee Member Julie Knoll motioned to approve the January 16, 2025, meeting minutes; seconded by Co-Chair Tami Mayes. The motion carried unanimously.

4. New Business

a. Updates from Subcommittees

i. Training Subcommittee

Chair Roedig stated that the Training Subcommittee had not met recently. A meeting would be scheduled once more information was received from the Education Committee on what types of presentations they may want for Spring Best Practices or the Annual Conference.

ii. Retention Schedule Subcommittee

Co-Chair Mayes said the Retention Schedule Subcommittee met and was working on updating the schedules. The Subcommittee hoped to have them complete by the next meeting for the Committee to review and provide feedback.

iii. AI Subcommittee

Chair Roedig stated the AI Subcommittee was scheduled to meet later in February and they would be working on condensing their research and bring back ideas to the main group for the next meeting.

iv. Electronic Records and Databases Subcommittee

Chair Roedig said that herself and Co-Chair Mayes held the Electronic Records Subcommittee meeting earlier in the week. The Subcommittee discussed various ideas around electronic records and would like to put together a manual of best practices specific to electronic records. The Subcommittee will be researching the various topics, and a survey will be sent to the Records Management Committee members to get more input from the group.

5. Good of the Order/Reports from Committee Members

a. Annie Meredith – Executive Board meeting update

Board Member Annie Meredith said the Strategic Planning Ad Hoc Committee would be holding their initial meeting at the League Offices and invited members to attend if they were interested. The Executive Board will hold a special meeting to discuss potentially combining some of the Committees and align the Committees with the Strategic Plan. FY 2025/2026 Committee sign-ups have gone out and encouraged everyone to apply. Additionally, board member positions are open to apply for. The Deputy Clerk and Clerk of the year award nominations are being accepted.

b. Roundtable

Board Member Annie Meredith said she was part of the IIMC Futures Committee and asked for input from the Committee regarding the future of the Clerk.

Committee Member Kristi Salskov thanked Board Member Annie Meredith for serving on the Futures Committee and representing them.

Board Member Annie Meredith said they would be looking at trends of the municipal clerk profession and how IIMC can support them in the future. The best part of AMCA is the amount of knowledge and unique thinking that everyone has and wanted to share that with IIMC.

Chair Victoria Roedig spoke about how the title of “clerk” had an administrative connotation and thinking about what else it could be in the future.

Committee Member Julie Knoll agreed and being a director is not reflected in the title compared to other departments. Having a different title recognized internationally would be great, to elevate the position to what they are doing.

Board Member Annie Meredith said she agreed, and it is often mistaken with an administrative position.

Chair Victoria Roedig said even using the title of Records Officer or Elections Official it can change someone’s view, but those titles are just a few of the hats that a Clerk wears. Finding a different way to present the profession would go a long way.

6. Next Meeting Date: March 20, 2025

7. Adjournment

The meeting was adjourned at 9:13 a.m.

Submitted by:
Victoria Roedig
Town of Queen Creek