ARIZONA MUNICIPAL CLERKS' ASSOCIATION
RECORDS MANAGEMENT COMMITTEE MEETING

Thursday, April 17, 2025
9:00 a.m.
Google Meet

1. Call to Order

The meeting was called to order by Chair Victoria Roedig at 9:02 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; Patti Hageman - Gilbert; Kristen Lecuyer-Benavidez – Phoenix; Julie Knoll - Avondale; Lily Meier; Ian Newcomb - Florence; Sehreh Goodman – Prescott Valley; Leah Rhodes – Camp Verde; Lisa Nottebaum – Chino Valley; Cara Smothers – Yuma; Bridgette Rhodehouse - Chandler, Andy Juarez – Maricopa; Jesus Acedo-Tucson; and Annie Meredith, Board Liaison.

Absent:
Kristi Salskov-Pinetop-Lakeside; Karen Doncovio – Tempe; Lara Loewenheim – Cochise County; Maria Talamante – Tucson; and Kaitlynn Reeves – Buckeye.

3. Old Business

a. Discussion and possible approval of February 20, 2025, meeting minutes

Committee Member Altman motioned to approve the February 20, 2025, meeting minutes; seconded by Committee Member Juarez. 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 due to schedule changes for the Education Committee. Chair Roedig stated she would schedule a meeting with the Training Subcommittee to discuss potential annual conference sessions.

ii. Retention Schedule Subcommittee

Committee Member Davis said the Retention Schedule Subcommittee was continuing to work on updating the AMCA retention schedules.

iii. AI Subcommittee

Chair Roedig stated the AI Subcommittee had not met since the Spring Best Practices Training.

Committee Member Meier said she enjoyed working on the presentation with the Subcommittee.

Committee Member Newcomb agreed that it was a fun experience to create the training.

iv. Electronic Records and Databases Subcommittee

Chair Roedig said the Electronic Records and Databases Subcommittee was researching electronic signatures best practices.

5. Good of the Order/Reports from Committee Members

a. Annie Meredith – Executive Board meeting update

Board Member Annie Meredith said FY 2025/2026 Committee sign-ups have gone out and encouraged everyone to apply. Additionally, board member positions are open to apply for.

b. Roundtable

Committee Member Altman asked if anyone had an email training or policy that could be shared.

Various members responded with their overall policies and best practices.

6. Next Meeting Date: May 15, 2025

7. Adjournment

The meeting was adjourned at 9:15 a.m.

Submitted by:
Victoria Roedig
Town of Queen Creek