

**ARIZONA MUNICIPAL CLERKS ASSOCIATION
REGION 1 MEETING
MINUTES**

**Wednesday, March 22, 2023
2:00 p.m. – 3:00 p.m.
(Virtual Meeting via Teams)**



MEETING MINUTES

1. ROLL CALL

The meeting was called to order at 2:01 p.m.

Members Present: Chair Fatima Fernandez (Prescott Valley), Cindy Pemberton (Camp Verde), Virginia Jones (Camp Verde), Rosie White (Colorado City), Donna Black (Colorado City), Beth Evans (Dewey), Stacy Saltzburg (Flagstaff), Stacy Fobar (Flagstaff), Annie Tisi (Flagstaff), Larysa Feyti (Flagstaff), Kim Larson (Page), Sue Kennedy (Page), Jennifer Wiita (Prescott), Sarah Siep (Prescott), Torey Dawson (Prescott), Katelynn Tarrant (Prescott Valley), Sehreh Goodman (Prescott Valley), JoAnne Cook (Sedona), and Jayme Rush (Yavapai)

Members Absent: Jadie Edwards (Camp Verde), Erin Deskins (Chino Valley), Sara Burchill (Chino Valley), Charity Brooks (Clarkdale), Lindsay Dale (Coconino), Valerie Webber (Coconino), Marianne Jimenez (Cottonwood), Tami Mayes (Cottonwood), Vacant (Fredonia), Brett Klein (Jerome), Kristen Muenz (Jerome), Cherise Fullbright (Sedona), Jill Goodman (Tusayan), Logan Keel (Tusayan), Pamela Galvan (Williams), and Kim Kapin (Yavapai).

2. REQUEST FOR VOLUNTEER TO TAKE MINUTES

Jennifer Wiita, Prescott, volunteered to take the minutes.

3. OLD BUSINESS

- a. Consideration of approval of the January 31, 2023 , AMCA Region 1 Meeting Minutes

Jennifer Wiita, Prescott, noted multiple instances of the misspelling of her last name and Sarah Siep's first name.

Katelynn Tarrant, Prescott Valley, moved to approve the minutes with corrections; Seconded by Sehreh Goodman; passed unanimously.

4. NEW BUSINESS

a. AMCA Region 1 Basket – Discussion

Fatima Fernandez, Prescott Valley, stated that she did not receive much feedback from the February 17th email regarding the Region 1 gift basket. She asked the members in attendance their thoughts on the proposed teams, and stated that is concerned that the distance between some cities and towns will create an issue.

Ms. Wiita replied that she likes the idea of working in teams.

Sarah Siep, Prescott, concurred.

Larysa Feyti, Flagstaff, commented that partnering with Williams would be fine.

Stacy Fobar, Flagstaff, added that the Coconino County Clerks could be removed from Team 2 because they have never participated and have their own organization.

Sue Kennedy, Page, said she would bid on a basket created by all the proposed teams and suggested gifts like lodging and event tickets for the baskets. She added that the towns on Team 1 are far apart.

Cindy Pemberton, Camp Verde, asked if Team 1 and Team 2 could be combined.

Ms. Fobar suggested combining Tusayan with Team 2 (Williams and Flagstaff).

Ms. Fernandez stated that team leaders would be assigned to those not going solo and that the leader would bring the baskets to the annual conference.

Ms. Wiita expressed concern that the person appointed as the team leader may not plan on attending the annual conference.

Ms. Siep asked who would be attending the annual conference.

Ms. Fernandez stated that she would be attending. She recapped the teams' members and the leaders and asked for pictures of the completed baskets:

- Team 1 – Colorado City, Page, Tusayan and Fredonia. The City of Page may go solo and will connect with Colorado City to discuss.
- Team 2 – Williams and Flagstaff. The City of Flagstaff may go solo and will connect with City of Williams to discuss.
- Team 3 – Jerome, Clarkdale, Cottonwood, Camp Verde and Sedona. The Team Leader is the Town of Camp Verde.
- Team 4 – Chino Valley, Prescott, Prescott Valley, and Dewey Humboldt. The Team Leader is the

b. IIMC Credit – Validation of Meeting Topics – Discussion

Ms. Fernandez stated that a decision on a topic for the Monday, May 15, 2023 meeting needs to be made and that the topic will need to be approved by the International Institute of Municipal Clerks (IIMC) for educational credits.

Ms. Siep commented that due to the lack of feedback from the survey Ms. Fernandez sent out to Region 1 members, Ms. Wiita and Torey Dawson, Prescott, have begun working on the topic and the meeting details.

Ms. Wiita explained that the topic would be Records Management and various sub-topics. Ben Lane and Cathie Butteweg, City Clerk and Deputy City Clerk of Scottsdale, will provide the Records Management training. This training will be for two hours, followed by a two-hour DiSC Personality Profile training session. If the IIMC approves the course content, the four hours of training will qualify for one CMC or one MMC credit. Following the training sessions, there will be an opportunity to participate in an educational tour of Sharot Hall.

Ms. Fernandez thanked Prescott for hosting the next meeting and asked how soon the members should RSVP and if Mr. Lane and Ms. Butteweg would attend in person.

Ms. Wiita replied that she would like to have a count by March 30th and that Mr. Lane and Ms. Butteweg will provide the training virtually. She initially reached out to Helena LaPina from the Arizona State Library, Archives, and Public Records, who was unavailable.

Ms. Pemberton commented that Camp Verde recently hosted a records training that Ms. LaPina and another trainer conducted.

c. New Region 1 Leader (FY23/24) – Discussion

Ms. Fernandez stated that she will finish the fiscal year but would like someone to take over the AMCA Region 1 Leader role. If a member does not volunteer, she will appoint someone.

Ms. Wiita stated that she will take over the AMCA Region 1 Leader role.

d. How soon do you start preparing for elections and what materials do you prepare?

Ms. Fernandez said that she added this as a topic because there has been interest in pulling packets for the 2024 elections in Prescott Valley.

Kim Larson, Page, commented that she had not had inquiries that early but that she prepares the packets in January.

Ms. Siep stated that she prepares everything in November and then in December, sends a press release, and

places a notice on the website notifying the public that packets can be pulled in January. She added that because Prescott's elections are in odd-numbered years, it is best practice to wait in case there is updated legislative information.

Stacy Saltzburg, Flagstaff, stated that it is their practice to have packets available on September 1 and will not distribute them before then.

5. GOOD OF THE ORDER

a. Reminder: In-person meeting scheduled for May 15, 2023 (Prescott, AZ)

Ms. Fernandez reminded everyone to RSVP to Prescott regarding the May 15, 2023 Region Meeting.

6. ADJOURNMENT

The meeting was adjourned at 2:45 p.m.

Jennifer L. Wiita

Jennifer Wiita
Deputy City Clerk, City of Prescott