



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

**Monday, May 15, 2023  
9:00 a.m. – 2:30 p.m.  
In-Person Meeting in Prescott  
201 N. Montezuma St., Third Floor**

**MEETING MINUTES**

**1. ROLL CALL**

The meeting was called to order at 9:03 a.m.

Members Present: Chair Fatima Fernandez (Prescott Valley), Cindy Pemberton (Camp Verde), Jadie Edwards (Camp Verde), Erin Deskins (Chino Valley), Sara Burchill (Chino Valley), Rosie White (Colorado City), Donna Black (Colorado City), Tami Mayes – left at 11:05 a.m. (Cottonwood), Beth Evans (Dewey), Chelsea Varney (Dewey), Larysa Feyti – joined at 9:23 a.m. (Flagstaff), Kim Larson (Page), Sue Kennedy (Page), Jennifer Wiita (Prescott), Sarah Siep (Prescott), Torey Dawson (Prescott), Sehreh Goodman (Prescott Valley).

Members Absent: Virginia Jones (Camp Verde), Charity Brooks (Clarkdale), Lindsay Dale (Coconino), Valerie Webber (Coconino), Stacy Saltzburg (Flagstaff), Stacy Fobar (Flagstaff), Annie Tisi (Flagstaff), Brett Klein (Jerome), Kristen Muenz (Jerome), Katelynn Tarrant (Prescott Valley), JoAnne Cook (Sedona), Marcy Garner (Sedona), Jill Goodman (Tusayan), Logan Keel (Tusayan), Pamela Galvan (Williams), Jayme Rush (Yavapai), and Kim Kapin (Yavapai).

**2. REQUEST FOR VOLUNTEER TO TAKE MINUTES**

Sara Burchill, Chino Valley, volunteered to take the minutes.

**3. OLD BUSINESS**

- a. Consideration of approval of the March 22, 2023, AMCA Region 1 Meeting Minutes

Rosie White, Colorado City, moved to approve the minutes; Seconded by Erin Deskins; passed unanimously.

**4. NEW BUSINESS**

- a. Records Management: Inception to Destruction, 9-11 a.m.

Cathie Butteweg, Deputy City Clerk for the City of Scottsdale, and Ben Lane, City Clerk for the City of Scottsdale, presented on the following topics:

- Identifying Records
  - Presenters provided the definition of records including excerpts of state statutes and several examples of various types of records and record formats.
- Records Management Program Overview
  - Presenters reviewed roles, duties, and how, where, and length of time for storing records, including distribution thereof when requested by the public.
- Purpose of Retention Schedules
  - Presenters discussed how to determine record types and their assigned length of retention, general schedules vs. custom schedules, and how to read a schedule.
- Storage of Records
  - Presenters reviewed best practices for storage of records.
- Records Destruction
  - Presenters provided an overview of when records may be destroyed and in what manner depending on what the records contained or what type of records they were.
- Essential Records
  - Presenters discussed identifying, establishing, and maintaining an essential records list.

b. Lunch 11:00 a.m. – 12:00 p.m.

Committee members recessed for lunch at 11:04 a.m. and reconvened at 11:50 a.m.

c. DiSC® Profile Assessment: Discover your Strengths and Improve Team Performance, 12:00 p.m. – 2:00 p.m.

Jim DeLung, Prescott Regional Communication Center, presented the following:

- A brief overview to and analysis of DiSC® for understanding the four primary dimensions of behavior including how behavioral strengths and weaknesses play out in the workplace, and what each behavior type can do to build and increase leadership in themselves and others.

Committee members recessed at 1:02 p.m. and reconvened at 1:16 p.m.

## **5. GOOD OF THE ORDER**

a. AMCA Region I Basket Updates - Discussion

Fatima Fernandez asked when the conference was being held. Several members stated that it was the last week of July. Ms. Fernandez stated that the groups had been decided and should work together on their baskets.

b. Next AMCA Region I meeting date in August, location, and topics – Discussion

Ms. Fernandez asked if anyone had ideas on how to get more participation from the rest of the Region members.

Jennifer Wiita (Prescott) stated that it was difficult to get more participation when she couldn't get responses to the invitation.

Sarah Siep (Prescott) stated that it was not an issue specific to Region 1. She stated that increasing participation came up all the time in AMCA Executive Board Meetings. Some regions couldn't even get someone to volunteer for Region Leader. She stated that Region 1 had good participation in comparison to others.


Ms. Fernandez stated that if anyone had ideas for topics of discussion for the next meeting that they should email Ms. Siep and Ms. Wiita.

Sue Kennedy (Page) stated that she and Kim Larson (Page) would be retiring at the end of the year.

## **6. ADJOURNMENT**

The meeting was adjourned at 1:58 p.m.

Tour of Sharlot Hall Museum scheduled from 2:45 p.m. – 4:15 p.m.

  
Sara Burchill  
Deputy Town Clerk, Town of Chino Valley