

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

Tuesday, October 18, 2022

10:00 a.m. – 11:00 a.m.

[Click here to join the meeting](#)

Meeting ID: 272 065 348 430

Passcode: XSboUy



Committee Members:

Chair Fatima Fernandez (Prescott Valley), Cindy Pemberton (Camp Verde), Virginia Jones (Camp Verde), Erin Deskins (Chino Valley), Sara Burchill (Chino Valley), Charity Brooks (Clarkdale), Lindsay Dale (Coconino), Valerie Webber (Coconino), Rosie White (Colorado City), Donna Black (Colorado City), Marianne Jimenez (Cottonwood), Tami Mayes (Cottonwood), Beth Evans (Dewey), Larysa Feyti (Flagstaff), Stacy Saltzburg (Flagstaff), Stacy Fobar (Flagstaff), Vacant (Fredonia), Brett Klein (Jerome), Kristen Muenz (Jerome), Kim Larson (Page), Sue Kennedy (Page), Jennifer Wiita (Prescott), Sarah Siep (Prescott), Katelynn Tarrant (Prescott Valley), Sehreh Goodman (Prescott Valley), JoAnne Cook (Sedona), Jill Goodman (Tusayan), Pamela Galvan (Williams), Jayme Rush (Yavapai), Kim Kapin (Yavapai).

MEETING AGENDA

- 1. ROLL CALL**
- 2. REQUEST FOR VOLUNTEER TO TAKE MINUTES**
- 3. NEW MEMBER INTRODUCTIONS**
- 4. OLD BUSINESS**
 - a. Consideration of approval of the March 3, 2022, AMCA Region 1 Meeting Minutes**
- 5. NEW BUSINESS**
 - a. The Town of Tusayan is actively looking for someone to do the role of Town Clerk remotely and on a part-time basis. They are interested in hiring an experienced clerk, if possible, an active member of the AMCA. Has anyone performed the role of Town Clerk for two different municipalities at the same time? If so, was there a conflict of interest? How**

was it handled? For more information, please contact Jill Goodman at (928)638-9909.

- b. Is your municipality currently allowed to use an electronic signature platform, i.e. DocuSign to be able to sign all of your documents? If so, could you tell us which vendor do you currently use and what is your process for collecting signatures? Does processing electronic signatures affect your records management program?**
- c. Do you issue City/Town emails to committee members, i.e. P&Z Commission? Do you issue them tablets? How do you currently handle motions and voting for all your Board and Commission meetings?**
- d. Discussion and Possible Action to approve the Proposed FY2022-2023 Region I - Meeting Schedule.**
- e. Discussion and Possible Action to approve the Proposed Implementation of Quarterly Best Practices Presentations.**

6. GOOD OF THE ORDER

7. ADJOURNMENT



ARIZONA MUNICIPAL CLERKS ASSOCIATION
REGION 1 MEETING
Alcantera Vineyards
3345 S. Grapevine Way
Cottonwood, AZ 86326

MEETING MINUTES

Thursday, March 3, 2022
10:30 a.m. – 3:00 p.m.

MEETING MINUTES

1. **Wine Tour from 11 a.m. to 12 p.m.**

Ron Brumley-Winemaker and Vineyard Manager gave a complete tour starting with the vineyard noting they had over 20,000 vines and offer 17 different varieties. The group was shown the wine crushing machines followed by the bottling process.

2. **Lunch from 12 p.m. to 1 p.m.**

3. **Call to Order at 1 p.m.**

Chair Fatima Fernandez called the meeting to order AT 1:00 P.M.

4. **Roll Call**

The following Region 1 Member attended:

Chair Fatima Fernandez (Prescott Valley), Cindy Pemberton (Camp Verde), Virginia Jones (Camp Verde), Erin Deskins (Chino Valley), Sara Burchill (Chino Valley), Charity Brooks (Clarkdale), Rosie White (Colorado City), Donna Black (Colorado City), Beth Evans (Dewey), Larysa Feyti (Flagstaff), Jennifer Wiita (Prescott), Sarah Siep (Prescott), Katelynn Tarrant (Prescott Valley), and JoAnne Cook (Sedona)

The following Region 1 Members were not in attendance:

Lindsay Dale (Coconino), Valerie Webber (Coconino), Stacy Saltzburg (Flagstaff), Stacy Fobar (Flagstaff), Jamie Jones (Fredonia), Candace Gallagher (Jerome), Kristen Muenz (Jerome), Rosa Cays (Jerome), Kim Larson (Page), Sue Kennedy (Page), Jill Goodman (Tusayan), Pamela Galvan (Williams), Jayme Rush (Yavapai), and Kim Kapin (Yavapai).

5. **Request for Volunteer to Take Minutes.**

Virginia Jones volunteered to take the Minutes.

6. **State Liquor Board Presentation followed by Q&A from 1 p.m. to 2 p.m.**

Risa William from the Arizona State Liquor Board reviewed a Power Point Presentation including Licensing Processing, BYOB, Special Events and new laws followed by questions and answers.

7. Old Business.

7.1 Consideration of approval of the September 17, 2021, AMCA Region 1 Meeting Members unanimously approved the September 17, 2021 AMCA Region 1 Meeting

8. New Business.

8.1 Round Table Discussion from Questions on Exhibit B

The following subjects were split into two groups for a round table discussion:

- Agenda Management
- Minutes
- Records Retention
- Boards and Commissions Appointments/Selection
- Citiwide Records Management
- Legislation
- Elections/Publicity Pamphlets
- Councilmember Relationships
- Public Presentation
- Public Records Request
- Contract Routing

There was not enough time to share answers with the entire group.

8.2 Annual Region I Gift Basket Planning (2022) – Discussion

Members briefly discussed the Region Basket and agreed to provide Gift Cards.

9. Set the next Region I meeting date, location and agenda topics.

Region members expressed their intention to attend the upcoming annual/election conference. The group discussed the possibility of gathering for the next region meeting during dinner at the conference. The dates of conference and registration information will be released through the AMCA listserv.

10. Adjournment

Meeting was adjourned at 2:00 p.m.

Proposed Region I – Meeting Schedule

- **Prior Fiscal Year(s):**

- July
- August
- September
- October
- November
- December
- January
- February
- March
- April
- May
- June

- **Proposed Schedule for Subsequent Years:**

- July
- August (Virtual) Best Practices Presenter
- September
- October (Virtual or In-Person) Best Practices Presenter
- November
- December
- January (Virtual) Best Practices Presenter
- February
- March (Virtual) Best Practices Presenter
- April
- May (Virtual or In-Person) Best Practices Presenter
- June

Topics for Best Practices Presentations

- ❖ Agenda Management
- ❖ Minutes
- ❖ Records Retention
- ❖ Boards and Comissions Appointments/Selection
- ❖ Records Management
- ❖ Legislation
- ❖ Elections/Publicity Pamphlets
- ❖ Contracted Services
- ❖ Public Records Request
- ❖ Contracts and Agreements Management
- ❖ Notary Services
- ❖ Annexations
- ❖ Licensing
- ❖ Budgeting
- ❖ Conflict of Interest
- ❖ Council Orientation
- ❖ Campaign Finance Complaints
- ❖ Notice of Claims
- ❖ Open Meeting Law
- ❖ Speaker/Comment Cards
- ❖ Ordinance and Resolutions
- ❖ Official Postings
- ❖ Employee Training
- ❖ Meeting Procedures
- ❖ Elections – General
- ❖ Recalls
- ❖ Referendums
- ❖ Initiatives
- ❖ Notice of Claims
- ❖ Oath of Offices
- ❖ Agendas/Packets/Minutes
- ❖ Virtual Meetings
- ❖ Other Topics Not listed