



ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 2 MEETING MINUTES

Tuesday, April 27, 2021

10:00 a.m.

Remote Conferencing

Zoom Meeting ID: 956 8183 1889

Passcode: 412708

Committee Members: **Kelly Williams (Chair), Annie Meredith (Co-Chair), Tina Abriani, Francía Alonso, Ginny Anderson, Lynda Bushong, Sonia Cornelio, Shannon Davis, Tadeo A. De La Hoya, Tanya Ferguson, Sandra Jones, Larry Killman, Melissa Lopez, Andrea Moreno, Debie Ogden, Jennifer Phillips, Janet Pierson, Amy Putnam, Marianne Salem, Susan Stein, Janet Taylor, Lori Wedemeyer**

1. Call to Order and Roll Call

Chair Williams called the meeting to order at 10:03 a.m.

PRESENT: Kelly Williams, Annie Meredith, Francía Alonso, Ginny Anderson, Lynda Bushong, Sonia Cornelio, Shannon Davis, Tanya Ferguson, Debie Ogden, Janet Pierson, Amy Putnam, Marianne Salem, Susan Stein, Janet Taylor.

ABSENT: Tina Abriani, Tadeo A. De La Hoya, Sandra Jones, Larry Killman, Melissa Lopez, Andrea Moreno, Jennifer Phillips.

2. Welcome and Introductions

Chair Williams welcomed new members Marianne Salem (Mohave County), Ginny Anderson (Mohave County), and Tanya Ferguson (City of Kingman) to Region 2. Members Salem, Anderson and Ferguson introduced themselves to the committee.

3. Approve Region 2 Minutes from January 12, 2021 (Attachment A)

Member Stein moved to approve the January 12, 2021, minutes, seconded by Member Putnam, and unanimously carried.

4. New Business

A. Discussion regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates

Member Davis reviewed the following updates to the Arizona State Library, Archives, and Public Records General Retention Schedules since the last meeting:

- GS-1074 Rev. 2 – Student Records
- GS-1053 Rev. 1 – Building Safety and Inspection Records

B. Discussion regarding 2021 AMCA Clerks Week Packet (Attachment B)

Chair Williams reviewed the 2021 AMCA Clerks Week promotional packet and materials. The members discussed ways that their city/towns planned to celebrate and promote Clerks Week this year including proclamations, press releases, trivia/games and treats.

C. Discussion regarding AMCA Region 2 Basket Fundraiser (Attachment C)

Chair Williams said the AMCA Scholarship Committee will be holding an online fundraising platform during the AMCA Elections Training (virtual) this year and is asking if every region could come up with a basket or gift that can be raffled online. Chair Williams said the Scholarship Committee is requesting feedback from the Region Committees on this idea. There was discussion from the members on the types of baskets Region 2 has put together in the past and history of splitting Region 2 into two groups. There was consensus from the Committee to put together two baskets/gifts this year from Region 2, splitting into two groups as follows:

Group One: Lake Havasu City, Kingman, Mohave County, Bullhead, and Parker.

Group Two: Quartzsite, San Luis, Yuma, Wellton, and Somerton.

Chair Williams said she would follow-up by email with more information and deadlines.

D. Discussion regarding Upcoming Educational Opportunities

Chair Williams announced that an AMCA Spring Athenian Dialogue was held virtually on April 13-14, 2021. The next AMCA Athenian Dialogue is being planned for Fall 2021.

The AMCA Certified Municipal Clerk Institute will be held (in-person) June 7-11, 2021, and the AMCA Master Municipal Clerk Academy will be held (in-person) June 15-17, 2021. She said more information is available on the AMCA website.

Chair Williams announced that submissions for the Summer issue of *The Clerk's Insider* newsletter are due by May 21, 2021, and reminded members to notify her of any clerk arrivals or departures/retirements in Region 2.

5. Next Meeting

Chair Williams said today's meeting is the last Region 2 Committee Meeting scheduled for this committee calendar year. More information on the next meeting date will be sent out to all Committee members.

6. Adjournment

The meeting adjourned at 10:51 a.m.