



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 2 COMMITTEE MEETING
(Conference Call)**

Tuesday, January 12, 2021

10:00 a.m.

Remote Conferencing

Zoom Meeting ID: 970 4980 4815

Passcode: 006194

Committee Members: **Kelly Williams (Chair), Annie Meredith (Co-Chair), Tina Abriani, Lynda Bushong, Sonia Cornelio, Shannon Davis, Tadeo A. De La Hoya, Sandra Jones, Larry Killman, Melissa Lopez, Melinda Mauser, Debie Ogden, Jennifer Philips, Janet Pierson, Susan Stein, Janet Taylor, Ana Valenzuela, Amy Putnam, Andrea Moreno, Francia Alonso,**

1. Call to Order and Roll Call
2. Welcome and Introductions
 - a. Ms. Francia Alonso, Records Management Specialist, City of San Luis
3. Approve Region 2 Minutes from October 13, 2020 (**Attachment A**)
4. New Business:
 - A. Discussion Regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates
 - B. Discussion Regarding Documenting Responses to COVID-19
 - C. Discussion Regarding Remote Meeting Processes/Best Practices
 - D. Discussion Regarding Serving on AMCA Committees / AMCA Facebook Discussions / Future Educational Session Topics
 - E. Discussion Regarding Upcoming Educational Opportunities
 - F. AMCA Committee Updates & City/Town Updates
 - a) Submissions for AMCA Spring issue of *The Clerk's Insider* newsletter due by February 19, 2021
 - b) Please notify Region 2 Leader of new clerk arrivals
 - c) Please notify Region 2 Leader of clerk departures/retirements
5. Next Meeting –April 13, 2021 @ 10:00 a.m.
6. Adjournment

ATTACHMENT A



ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 2 MEETING MINUTES DRAFT

Tuesday, October 13, 2020
10:00 a.m.
Remote Conferencing
Zoom Meeting ID: 968 8526 1766
Passcode: 176042

Committee Members: **Tina Abriani, Lynda Bushong, Sonia Cornelio, Shannon Davis, Tadeo A. De La Hoya, Sandra Jones, Larry Killman, Melissa Lopez, Melinda Mauser, Andrea Moreno, Annie Meredith, Debie Ogden, Jennifer Philips, Janet Pierson, Amy Putnam, Susan Stein, Janet Taylor, Kelly Williams (Region 2 Leader)**

1. **Call to Order and Roll Call**

Co-Chair Annie Meredith called the meeting to order at 10:00 a.m. in absence of Chair Kelly Williams.

ROLL CALL

PRESENT: Members Kelly Williams (see minutes), Lynda Bushong, Sonia Cornelio, Shannon Davis, Annie Meredith, Janet Pierson, Amy Putnam, Andrea Moreno, and Janet Taylor.

ABSENT: Members Tina Abriani, Tadeo A. De La Hoya, Sandra Jones, Larry Killman, Jennifer Phillips, and Susan Stein.

2. **Welcome and Introductions**

Co-Chair Meredith welcomed Ms. Andrea Moreno, City of Somerton, to the Region 2 Committee. Ms. Moreno introduced herself to the members.

3. **Approve Region 2 Minutes from August 27, 2020 (Attachment A)**

Member Bushong moved to approve the August 27, 2020, meeting minutes, seconded by Member Cornelio, and unanimously carried.

4. **New Business**

A. Discussion regarding Arizona State Library, Archives, and Public Records (ASLAPR) general retention schedule updates

Co-Chair Meredith asked if there were any updates to the schedules since their last meeting, to which Member Davis stated there have not been any updates.

Discussion Regarding Orientation for Newly Elected Councilmembers

Co-Chair Meredith asked if any of the committee members had suggestions or comments regarding orientation and trainings for newly elected councilmembers. It was noted that the League of Arizona Cities and Towns provides a training for newly elected officials that would be held virtually this year. The members discussed whether they

would be holding newly elected trainings and orientations in-person or virtually for their newly electeds, and discussed their orientation handbooks and training materials that they provide to their new councilmembers. Co-chair Meredith said members could email examples of their orientation handbooks, checklists, or training materials to Chair Williams to send out to the group if interested.

Chair Williams joined the meeting at 10:10 a.m.

B. Discussion Regarding Letter from the AMCA Board Dated October 7, 2020

Co-Chair Meredith said the AMCA Board sent out a letter on October 7, 2020, to membership, which discussed non-Clerk members within the association. Co-Chair Meredith said AMCA has requested that the letter be shared and discussed for feedback and comments from the regions. Co-Chair Meredith shared that her initial thoughts are that each city has various people that handle the roles and responsibilities that fall under a “clerks” duties and that it may not always be someone in the clerk’s office. She said that her feeling is if they are performing duties and responsibilities of the clerk’s office why would we not want them to have access to the membership and educational opportunities. Member Bushong said that she recalls this coming to the board when she was serving and believed it to be in regards to organizations outside of cities and towns. There was consensus from the group that there needs to be some parameters set, but not for all “non-clerk” titles. In addition, any questionable applications could go to the board for approval or have a place on the application for a clerk of clerk’s office recommendation.

C. AMCA Committee Updates & City/Town Updates

a. Submissions for AMCA Winter issue of *The Clerk’s Insider* newsletter due by November 20, 2020

Chair Williams indicated that submissions for the Winter issue of *The Clerk’s Insider* newsletter are due by November 20, 2020. Please send any submissions to Chair Williams.

b. Please notify Region 2 Leader of new clerk arrivals

Chair Williams reminded members to notify her of any clerk arrivals.

c. Please notify Region 2 Leader of clerk departures/retirements

Chair Williams reminded members to notify her of any clerk departures or retirements.

City/Town Updates:

Co-Chair Meredith and Member Stein reported that they have had several individuals/groups pull recall packets in their cities.

Chair Williams reminded committee members to send any future agenda items or requests for educational topics to her by email.

5. Next Meeting – January 12, 2021 @ 10:00 a.m.

Chair Williams said the next meeting is on January 12, 2020, at 10:00 a.m. via remote conferencing.

6. Adjournment - The meeting adjourned at 10:50 a.m.