



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 2 COMMITTEE
MEETING MINUTES**

Wednesday, December 1, 2021

10:00 a.m.

Remote Conferencing

Zoom Meeting ID: 850 9880 8116

Passcode: 295127

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

Call to Order and Roll Call- Chair Meredith called the meeting to order at 10:03 a.m.

PRESENT: Annie Meredith (Chair), Sonia Cornelio, Shannon Davis, Tanya Fergueson, Melissa Lopez, Amy Putnam, Susan Stein, Janet Taylor, and Kelly Williams.

ABSENT: Tina Abriani, Francia Alonso, Ginny Anderson, Lynda Bushong, Sandra Jones, Larry Killman, Andrea Moreno, Debie Ogden, Jennifer Phillips, Janet Pierson, Marianne Salem, and Lori Wedemeyer.

1. Welcome and Introductions

Chair Meredith asked if there were any new members since the last meeting in September, and there were none.

2. Approve Region 2 Minutes from September 07, 2021 (Attachment A)

Member Stein moved to approve the September 7, 2021, minutes, seconded by Member Putnam, and unanimously carried.

3. Old Business:

A. Discussion and Feedback on 2021 AMCA Fall Best Practices Training

Member Cornelio shared that she liked the session about records management training and that it helped her to better understand the process.

Member Taylor shared that she thought it was in a good location, close to hotels.

Everyone liked the records management session and they really enjoyed being back in person.

4. New Business:

A. Discussion Regarding Upcoming Educational Opportunities

a. AMCA Spring Best Practices & Athenian Dialogue (April 2022)

Chair Meredith shared that the Spring Best practices is in the works of being scheduled for April and that the dates will be coming soon.

b. AMCA Annual Conference (July 2022)

Chair Meredith shared that they are planning at this time for an in person Annual Conference in July, towards the end of the month.

B. Discussion Regarding a Region II overnight retreat in Parker

Member Stein shared her thought of trying to get together for an overnight retreat in Parker. Everyone seemed to like the idea and Chair Meredith said that she would send out a survey with dates to see if they can make it happen, possibly in place of their March 1, 2022 meeting. Member Stein said that she would like to do it on a Saturday and they could do lunch.

C. Discussion on Campaign Finance Reporting Schedules (Attachment B)

Member Cornelio shared her experience with interpreting the campaign finance reporting schedules and said that she would like to have it explained better. Chair Meredith shared that if a report is due and is not received by the end of business on that day, then it is considered late. She shared that they can submit them electronically via email. Member Cornelio questioned if/when they have to file a report. Member Williams shared that they only have to file the report if they are running. Member Stein said that committees all file when they are due, and that candidates don't have to file for every period. Member Williams shared that her political action committees file quarterly reports. Ms. Cornelio said that she is working with Member Pierson and received some guidance from her as well. Member Stein recommended looking at the League Elections Manual as a resource.

5. AMCA Committee Updates & City/Town Updates

A. Submissions for AMCA Winter issue of *The Clerk's Insider* newsletter due by December 1, 2021

Chair Meredith stated that submissions for the Winter issue of *The Clerk's Insider* are due by December 1, 2021.

B. Please notify Region 2 Leader of new clerk arrivals

Chair Meredith reminded members to notify her of any new clerk arrivals.

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

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

D. City/Town Updates Roundtable

Member Williams said that they are busy with the holidays and that they will have their mayor and three councilmember seats on the ballot. Ms. Williams shared that there was an update on September 30, 2021 to retention schedule.

Member Cornelio shared that they will begin handing out candidate packets in January to fill a mayor and three councilmember seats.

Member Stein said that their Vice Mayor and a Councilmember have both passed away, as well as a Councilmember was re-assigned as a member of staff. She said that their packets were available in August and that they will have the mayor and four councilmember seats on the ballot. She shared that they have been emailing their departments reminders about purging records at the end of the year.

Member Putnam shared that she is the interim city manager and that they have lost their finance director as well. She said that she is currently wearing many hats.

Chair Meredith shared that they are reviewing their candidate packets with their City Attorney in preparation for January distribution. She said that they are going to be implementing e-equal for this election and they are finalizing those details. Chair Meredith shared that they will have their mayor and three councilmember seats on the ballot. She shared that they lost their fire chief to the City of Buckeye and their IT director has retired.

6. Next Meeting – March 1, 2022 @ 10:00 a.m.

7. Adjournment

Chair Meredith adjourned the meeting at 10:53 a.m.