



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

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, Tadeo De La Hoya, Tanya Fergusson, 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

1. Welcome and Introductions
2. Approve Region 2 Minutes from September 07, 2021 (**Attachment A**)
3. Old Business:
 - A. Discussion and Feedback on 2021 AMCA Fall Best Practices Training
4. New Business:
 - A. Discussion Regarding Upcoming Educational Opportunities
 - a. AMCA Spring Best Practices & Athenian Dialogue (April 2022)
 - b. AMCA Annual Conference (July 2022)
 - B. Discussion Regarding a Region II overnight retreat in Parker
 - C. Discussion on Campaign Finance Reporting Schedules (**Attachment B**)
5. AMCA Committee Updates & City/Town Updates
 - a) Submissions for AMCA Winter issue of *The Clerk's Insider* newsletter due by December 1, 2021
 - b) Please notify Region 2 Leader of new clerk arrivals
 - c) Please notify Region 2 Leader of clerk departures/retirements
 - d) City/Town Updates Roundtable
6. Next Meeting – March 1 @ 10:00 a.m.
7. Adjournment

	<p style="text-align: center;">ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 2 COMMITTEE MEETING <u>MINUTES DRAFT</u></p> <p style="text-align: right;">Tuesday, September 7, 2021 10:00 a.m. Remote Conferencing Zoom Meeting ID: 815 6185 5992 Passcode: 427704</p>
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Committee Members: **Annie Meredith (Chair), Tina Abriani, Francia Alonso, Ginny Anderson, Lynda Bushong, Sonia Cornelio, Shannon Davis, Tadeo De La Hoya, 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 10:00 a.m.

PRESENT: Annie Meredith (Chair), Francia Alonso, Lynda Bushong, Sonia Cornelio, Shannon Davis, Tanya Fergueson, Melissa Lopez, Debie Ogden, Janet Pierson, Amy Putnam, Susan Stein, Janet Taylor, and Kelly Williams.

ABSENT: Tina Abriani, , Ginny Anderson, Sandra Jones, Larry Killman, Andrea Moreno, Jennifer Phillips, Marianne Salem, and Lori Wedemeyer.

1. Welcome and Introductions

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

2. Approve Region 2 Minutes from April 27, 2021 (Attachment A)

Member Stein moved to approve the April 27, 2021, minutes, seconded by Member Bushong, and unanimously carried.

3. Old Business:

A. AMCA Region II Basket Fundraiser Results

Chair Meredith shared the results from Region II contributions to the basket fundraiser for the scholarship committee. She said that the basket from Bullhead City, Kingman and Lake Havasu City raised \$120 and the basket from Yuma raised \$130 for a total of \$250.00 from Region II. She shared that the fundraiser raised almost \$3,000 in total for the scholarship committee.

B. Discussion and Feedback on 2021 AMCA Annual Virtual Elections Training

Member Bushong said that she didn't mind the virtual but prefers in person training. She shared that she misses seeing everyone's faces.

Member Putnam said that she agrees with Lynda and that she was disappointed that her elections training this week was switched to virtual.

Chair Meredith shared her concerns about new clerks getting face to face training. She added that it is hard to interact in the webinar format.

4. New Business:

A. Region 2 Quarterly Meeting/Conference Call Calendar for 2021-22 (Attachment B)

Member Williams mentioned that the dates look good, but the side of the calendar shows 2020-2021. Chair Meredith will update it and re-send it out.

B. Discussion Regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates (Attachment C)

Member Stein asked if the schedule was online.

Chair Meredith said yes, and that she will share the link with everyone. She noted that the updates are listed on the first page of the retention schedule.

C. Discussion Regarding Upcoming Educational Opportunities

a) SOS Recertification Opportunities (Attachment D)

Chair Meredith shared an emailed from Renada Fisher regarding upcoming SOS re-certification trainings.

D. AMCA Committee Updates & City/Town Updates

a) Submissions for AMCA Winter issue of *The Clerk's Insider* newsletter due by December 1, 2021 (Attachment E)

Chair Meredith shared that she will submit a small write up from their Region II meeting as well as a picture for the Winter newsletter.

b) Please notify Region 2 Leader of new clerk arrivals

Chair Meredith reminded the group to please let her know of new clerks so they can receive a warm welcome.

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

Chair Meredith asked that the group also let her know when someone leaves or retires so that we can update that information as well.

d) City/Town Updates

Member Lopez said they have had three citizens pick up recall packets, but they have not yet turned in a packet.

Member Bushong and Member Pierson shared that they are getting ready to venture into the E-Qual petition process with the Secretary of State office. Member Stein asked if she has had any candidates use it. Member Bushong said they have not completed setting it up for candidates, but that is one candidate pushing for it. Member Stein shared her concerns with technical questions from the candidates. Member Williams asked if they will be doing a hybrid method and still accepting petitions both electronic and hard copy. Member Bushong said yes.

Member Stein shared that they are preparing for the elections coming up next August and that they have had six packets pulled for councilmembers and one for mayor. She shared that they also had a recall packet pulled. Member Bushong asked what their voter turnout is in Bullhead City and Member Stein said that for a normal election it is 20%.

Member Putnam said it's all quiet in Parker. She shared that they have had two recall packets pulled but not turned in.

Member Williams said several recalls were pulled but not turned in and one referendum was pulled but did not have enough signatures to qualify.

Chair Meredith said they are waiting to put packets together until that they have all of the updated information from the League and Secretary of State's office. She said that during the last election they made the materials available earlier and had to update several forms.

Member Bushong said they have a letter they supply with their candidate packets in regards to the candidate's responsibility to make sure they have the most current paperwork.

5. Next Meeting – December 1 @ 10:00 a.m.

6. Adjournment

Chair Meredith adjourned the meeting at 10:28 a.m.



**STATE OF ARIZONA
COMMITTEE CAMPAIGN
FINANCE REPORT**

COMMITTEE ID NUMBER

COMMITTEE INFORMATION (required):

Committee Information: Committee Name: _____

CANDIDATE INFORMATION (only if filing as a candidate committee):

Office Sought: County Office: _____ Special District Office: _____
 City/Town Office: _____ School Board District: _____

Cumulative Report:

Check here if this is the candidate committees first, cumulative report for the election cycle. Also select appropriate Reporting Period below.

Cumulative reporting period start date (which supersedes the start date for the Reporting Period selected below): _____

REPORTING PERIOD (check one):

REPORTING PERIOD	REPORT DUE
2020 4 th Quarter Report: October 18, 2020 to December 31, 2020	January 1, 2021 to January 15, 2021
2021 March Pre-Election Report (Local Only): January 1, 2021 to February 20, 2021	February 21, 2021 to February 27, 2021
2021 March Post-Election (Q1) Report (Local Only): February 21 to March 31, 2021	April 1, 2021 to April 15, 2021
2021 Quarter 1 Report: January 1, 2021 to March 31, 2021	April 1, 2021 to April 15, 2021
2021 May Pre-Election Report (Local Only): April 1, 2021 to May 1, 2021	May 2, 2021 to May 8, 2021*
2021 May Post-Election (Q2) Report (Local Only): May 2, 2021 to June 30, 2021	July 1, 2021 to July 15, 2021
2021 Quarter 2 Report: April 1, 2021 to June 30, 2021	July 1, 2021 to July 15, 2021
2021 August Pre-Election Report (Local Only): July 1, 2021 to July 17, 2021	July 18, 2021 to July 24, 2021
2021 August Post-Election (Q3) Report (Local Only): July 18, 2021 to September 30, 2021	October 1, 2021 to October 15, 2021
2021 Quarter 3 Report: July 1, 2021 to September 30, 2021	October 1, 2021 to October 15, 2021
2021 November Pre-Election Report (Local Only): October 1, 2021 to October 16, 2021	October 17, 2021 to October 23, 2021
2021 November Post-Election (Q4) Report (Local Only): October 17, 2021 to December 31, 2021	January 1, 2022 to January 15, 2022
2021 Quarter 4 Report: October 1, 2021 to December 31, 2021	January 1, 2022 to January 15, 2022
2022 March Pre-Election Report (Local Only): January 1, 2022 to February 19, 2022	February 20, 2021 to February 26, 2022
2022 March Post-Election (Q1) Report (Local Only): February 20, 2022 to March 31, 2022	April 1, 2022 to April 15, 2022
2022 Quarter 1 Report: January 1, 2022 to March 31, 2022	April 1, 2022 to April 15, 2022
2022 May Pre-Election Report (Local Only): April 1, 2022 to April 30, 2022	May 1, 2022 to May 7, 2022
2022 May Post-Election (Q2) Report (Local Only): May 1, 2022 to June 30, 2022	July 1, 2022 to July 15, 2022
2022 Quarter 2 Report: April 1, 2022 to June 30, 2022	July 1, 2022 to July 15, 2022
2022 Pre-Primary Election Report: July 1, 2022 to July 16, 2022	July 17, 2022 to July 23, 2022
2022 Post-Primary Election (Q3) Report: July 17, 2022 to September 30, 2022	October 1, 2022 to October 15, 2022
2022 Pre-General Election Report: October 1, 2022 to October 22, 2022	October 23, 2021 to October 29, 2022
2022 Post-General Election (Q4) Report: October 23, 2022 to December 31, 2022	January 1, 2023 to January 17, 2023*
Final Campaign Finance Report Prior to Committee Termination: End of Previous Period through Today's Date	Same Date of Termination

*Reporting deadline extended to next business day. A.R.S. §§ 1-243(A) and 1-303.

FINANCIAL SUMMARY (required):

Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)		
(b) + Total receipts (from "Summary of Receipts," line 13 (cash column) for this reporting period)		
(c) - Total disbursements (from "Summary of Disbursements," line 16 (cash column) for this reporting period)		
(d) = Balance at close of reporting period		
<input type="checkbox"/> Check here if filing <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page and the following page need to be filed.		

Committees with financial activity must file the cover page, summary of receipts, summary of disbursements, and any schedules that contain financial activity.