



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

**Tuesday, January 12, 2021
10:00 a.m.
Remote Conferencing
Via Zoom Platform**

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

1. Call to Order and Roll Call

Chair Williams called the meeting to order at 10:02 a.m.

ROLL CALL

PRESENT: Members Kelly Williams, Annie Meredith, Francia Alonso, Sonia Cornelio, Shannon Davis, Melissa Lopez, Andrea Moreno, Debie Ogden, Janet Pierson, Susan Stein, Janet Taylor.

ABSENT: Members Tina Abriani, Lynda Bushong, Tadeo A. De La Hoya, Sandra Jones, Larry Killman, Melinda Mauser, Jennifer Phillips, Amy Putnam.

2. Welcome and Introductions

Chair Williams welcomed Francia Alonso, City of San Luis, to the Region 2 Committee. Ms. Alonso introduced herself to the members.

3. Approve Region 2 Minutes from October 13, 2020 (Attachment A)

Co-Chair Meredith moved to approve the October 13, 2020, meeting minutes, seconded by Member Stein, and unanimously carried.

4. New Business

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

Chair Williams stated that there were two updates to the General Retention Schedule since the last meeting and reviewed the updates.

B. Discussion regarding Documenting Responses to COVID-19

Chair Williams asked if any of the committee members had created any processes on documenting responses to COVID-19. She noted that the 2020 Winter issue of *The Clerk's Insider* newsletter included an article from the IIMC Newsletter titled "Documenting Responses to COVID-19" with some information on what you should save to document your

agency's response to the pandemic. The members discussed what their cities/towns are doing to collect/protect these records.

C. Discussion regarding Remote Meeting Processes/Best Practices

Chair Williams asked if any of the committee members wanted to share any best practices on remote meetings/conferencing processes. Several committee members shared their past and current meeting processes (relating to remote, in-person, and/or hybrid meetings) and the platforms they were using for remote meetings. Several of committee members said they have not resumed in-person meetings yet and spoke on their processes for public participation and comments.

D. Discussion regarding Serving on AMCA Committees/AMCA Facebook Discussions/Future Educational Session Topics

Chair Williams said AMCA is looking for members to serve on committees next year and encouraged members to consider serving on one or more committees. She said anyone with questions could reach out to her or Co-Chair Meredith. She said AMCA has been sending out information on committees, meetings, and educational topics by email and on the AMCA Facebook page.

E. Discussion regarding Upcoming Educational Opportunities

Chair Williams announced several upcoming AMCA educational training opportunities including the Spring Athenian Dialogue, and Institute and Academy.

F. AMCA Committee Updates & City/Town Updates

a. Submissions for Spring issue of *The Clerk's Insider* newsletter

Chair Williams indicated that submissions for the Spring issue of *The Clerk's Insider* newsletter are due by February 19, 2021.

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.

Several committee members reported on updates from their cities/towns.

5. Next Meeting – April 13, 2021 @ 10:00 a.m. (Telephonically)

Chair Williams said the next meeting is scheduled for April 13, 2021, at 10:00 a.m. via remote conferencing. She reminded members to send any agenda items/topics to her by email.

6. Adjournment – The meeting adjourned at 10:49 a.m.

Submitted By: Shannon Davis

Minute Taker