




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

**Tuesday, March 19, 2024  
10:30 a.m.**

**Remote Conferencing  
Teams Meeting ID: 222 607 549 931  
Passcode: cuGBrz**

**Committee Members:** Andrea Moreno (Chair), Annie Meredith, Lynda Bushong, Sonia Cornelio, Shannon Davis, Tanya Fergusson, Sandra Jones, Melissa Lopez, Debie Ogden, Janet Pierson, Amy Putnam, Flora Romero, Cara Smothers, Susan Stein, Kelly Williams.

- 1. Call to Order**
- 2. Roll Call**
- 3. Welcome and Introductions of New Members**
- 4. Approval of Region 2 Minutes**
  - a. September 5, 2023 (*minutes will be on the next agenda for approval*)
  - b. December 5, 2023 (attachment A)
- 5. New Business:**
  - a. Discussion Regarding Region Baskets for Annual Conference.
  - b. Discussion Regarding Upcoming Educational Opportunities
    - i. Virtual Spring Best Practices 4/23 & 4/24 9-12pm
    - ii. Annual Conference/Elections Training 7/23-7/25 @ Fountain Hills Community Center
    - iii. Virtual Fall Best Practices 12/10 & 12/11 9-12pm
    - iv. Certified Municipal Clerk (CMC) Institute 6/3-6/7 @ Arizona Center Phoenix, AZ
    - v. Master Municipal Clerk (MMC) Academy 6/18-6/20 Arizona Center, Phoenix, AZ
    - vi. 2024 IIMC Annual Conference 5/19-5/22 @ Calgary, AB, Canada
  - c. Discussion Regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates from Records Committee
  - d. Best Practices Quarterly Topics:
    - i. Distribution of duties
- 6. AMCA Committee Updates & City/Town Updates**
  - a. City/Town/Committee Updates Roundtable
  - b. Reminder to notify the Region 2 Leader of new clerk arrivals, departures/retirements, or promotions
- 7. Next Meeting – Tuesday, June 11, 2024 @ 10:30 a.m. Microsoft Teams Meeting**
- 8. Adjournment**

	<p style="text-align: center;"><b>ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 2 COMMITTEE MEETING MINUTES</b></p> <p style="text-align: right;"><b>Tuesday, December 5, 2023 10:30 a.m. Remote Conferencing Teams Meeting ID: 262 716 834 27 Passcode: gLJuxb</b></p>
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Committee Members: **Andrea, Moreno (Chair), Annie Meredith, Lynda Bushong, Sonia Cornelio, Shannon Davis, Tanya Fergusson, Sandra Jones, Melissa Lopez, Debie Ogden, Janet Pierson, Amy Putnam, Flora Romero, Cara Smothers, Susan Stein, Kelly Williams.**

**1. Call to Order**

Chair Moreno called the meeting to order at 10:34 a.m.

**2. Roll Call**

PRESENT: Andrea Moreno (Chair), Annie Meredith, Lynda Bushong, Sonia Cornelio, Shannon Davis, Melissa Lopez, Debie Ogden, Janet Pierson, Cara Smothers, Amy Putnam, Flora Romero, Tanya Fergusson, Susan Stein, and Kelly Williams.

ABSENT: Sandra Jones

**3. Welcome and Introductions of New Members**

Chair Moreno welcomed the members in attendance and announced that there were no new introductions.

**4. Approval of Region 2 Minutes**

Chair Moreno stated that the minutes of the September 5, 2023, meeting would be on the next meeting agenda for approval.

**5. New Business:**

**A. Discussion on determining the schedule for a one in-person meeting and training day on March 14, 2024, in Yuma, AZ**

Chair Moreno asked for feedback related to the in-person meeting/training scheduled for March 14, 2024, in Yuma, Arizona.

Member Pierson suggested several options such as: lunch, tour of Territorial Prison, Yuma Crossing or State Parks, and a kayak trip.

Member Bushong asked for a timeline to schedule the events. There was consensus to schedule the meeting/training from 10:00 a.m. to 2:00 p.m. to accommodate members traveling from out of town.

Chair Moreno said that she would send out an email with an updated head count.

**B. Discussion Regarding Upcoming Educational Opportunities**

**I. Fall Best Practices 11/28 & 11/29**

Member Meredith asked for feedback from the Fall Best Practices training.

Member Romero said that she learned a lot and enjoyed the topics specifically with the cities and towns with their agenda process and enjoyed the presenters.

Member Meredith said that she thought it was good as well and said that she learned some new things and was looking at how they could improve their processes.

There was discussion on the advantages of using an access database over excel in which Member Bushong said she would send out some helpful information to members.

**II. IIMC Virtual Trainings**

**i. Athenian Dialogues 12/6 & 12/8**

Member Bushong noted that anyone seeking to receive more points for their designations consider attending the IIMC conference and added that it is an enriching experience.

Chair Moreno asked when the next IIMC conference is scheduled, to which Member Bushong replied in May 2024.

There was discussion regarding the opportunities available by attending this conference.

Member Williams clarified that the AMCA Winter Athenian Dialogue was scheduled for only 12/6/23, not 12/8/23. Chair Moreno stated that the 12/8/23 was the date of another dialogue offered in December that she found on the IIMC website.

**III. ICMA High Performance Leadership Academy**

**i. 12-week online course**

Chair Moreno stated that she received an email on the ICMA High Performance Leadership Academy 12-week online course that offers 8 credits for CMC accreditation.

Member Meredith said that she just finished the ICMA High Performance Leadership Academy and spoke regarding her experience with the online course.

**IV. AMCA Scholarship**

Chair Moreno said that she will send out information on AMCA Scholarships to any of the members that are interested.

Member Bushong added that IIMC offers scholarships for their educational courses and/or conferences.

**C. Discussion Regarding Arizona State Library, Archives and Public Records (ASLAPR) General Retention Schedule Updates from Records Committee**

Member Meredith noted that the most recent General Retention Schedule was updated on September 28, 2023.

Member Bushong stated that the Records Committee had no updates from their first meeting and the next meeting will be scheduled next year.

Member Williams said as discussed in the Fall Best Practices training the General Retention Schedules were updated with a different look and format.

There was discussion regarding liaisons and custodian's role when submitting records on the Certificate of Records Destruction.

Member Williams suggested looking into inviting a representative from ASLAPR to give a training on digital records and email retention at a future Region meeting.

**D. Best Practices Quarterly Topics:**

**I. Posting Boards**

There was discussion from members regarding posting boards versus electronic boards and the number of physical posting locations in addition to their city/town website.

**II. Election Candidate Packets**

**i. Mail and drop-box filing**

Chair Moreno asked for feedback regarding mail and drop-box filings. Chair Moreno said that she had a document that stated Election Candidate Packets are allowed to be put in a drop-box in addition to mailing.

Member Bushong said that Yuma receives the Election Candidate Packets in-person only.

Member Meredith stated that they allow Campaign Finance Reports mail and email; however, the Election Candidate Packets are received in-person.

**6. AMCA Committee Updates & City/Town Updates:**

**A. City/Town/Committee Updates Roundtable**

There was much discussion from the members on Election requirements at each city/town.

There was discussion related to the process of citizens and staff requesting agendas, minutes, and contracts after City Council meetings.

**B. Reminder to notify the Region 2 leader of new clerk arrivals, departures/retirements, or promotions**

**a. AMCA Institute- June 5<sup>th</sup> - 9<sup>th</sup>**

Chair Moreno reminded members to notify her of any clerk arrivals, departures or retirements.

**7. Next Meeting – Thursday, March 14, 2024 @ 10:30 a.m. in-person meeting – Yuma, Arizona**

Chair Moreno said the next meeting would be held in-person in Yuma on Thursday, March 14, 2024, at 10:30 a.m.

**8. Adjournment**

The meeting adjourned at 11:45 a.m.