



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

Tuesday, September 05, 2023

10:30 a.m.


Remote Conferencing

Zoom Meeting ID: 889 9181 6023

Passcode: 20232

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**
- 4. Approval of Region 2 Minutes**
 - a. June 14, 2023 (Attachment A)
- 5. New Business:**
 - a. Approval of proposed FY23/24 Region 2 Meeting Calendar (Attachment B) and discussion on determining a date for a one in-person meeting and training
 - b. Request for volunteers to take minutes
 - c. Discussion Regarding Upcoming Educational Opportunities
 - i. Fall Best Practices
 - ii. IIMC Virtual Trainings
 - d. Discussion Regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates from Records Committee
 - e. Best Practices Quarterly Topics:
 - i. Creating/Maintaining the Essential Records Listing
 - ii. Special Event Liquor Licenses
 - iii. Subpoenas for Records
 - iv. Elections Candidate Packets
 - v. A.R.S. § 38-431.01 Meeting shall be open to the public: (D) and (E, 2)
- 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 – December 5th at 10:30 a.m.**
- 8. Adjournment**

	<p>ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 2 COMMITTEE MEETING MINUTES</p> <p>Wednesday, June 14, 2023 10:00 a.m. Remote Conferencing Zoom Meeting ID: 872 2485 4285 Passcode: 110852</p>
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Committee Members: **Annie Meredith (Chair), Lynda Bushong, Sonia Cornelio, Shannon Davis, Tanya Ferguson, Sandra Jones, Melissa Lopez, Andrea Moreno, Debie Ogden, Janet Pierson, Amy Putnam, Flora Romero, Cara Smothers, Susan Stein, Kelly Williams.**

Call to Order and Roll Call- Chair Meredith called the meeting to order at 10:04 A.M.

PRESENT: Annie Meredith (Chair), Lynda Bushong, Sonia Cornelio, Shannon Davis, Melissa Lopez, Janet Pierson, Cara Smothers, and Kelly Williams.

ABSENT: Tanya Ferguson, Sandra Jones, Andrea Moreno, Debie Ogden, Amy Putnam, Flora Romero, and Susan Stein.

1. Welcome and Introductions

Chair Meredith asked new member Cara Smothers to introduce herself.

Member Smothers shared that she has been with the Clerk's office in Yuma for 8 years. She said that she is glad to be included in AMCA and that it has been a great experience so far. Member Bushong said that Cara is a huge asset to their department and that last week she attended the AMCA Institute.

Chair Meredith welcomed Cara and shared that there are many opportunities to get involved in AMCA.

2. Approve Region 2 Minutes from March 7, 2023

Member Bushong said that Cara Smothers needed to be removed from being absent. Member Davis said that Quartzsite and Charlie Cassens were spelt wrong. Member Bushong move to approve the March 7, 2023, meeting minutes with the corrections noted. Member Lopez seconded and it unanimously carried.

3. Old Business:

A. Discussion Regarding Region Baskets for the Annual Conference

Chair Meredith said that at their last meeting they had decided to continue doing two baskets, a Region II North and Region II South. She asked if anyone wanted to share their basket ideas.

Member Lopez shared that they have taken charge of the Region II South basket in San Luis. She said that as soon as they have it together, she will get a picture sent in. She said that they are doing a scratcher ticket and gift card basket. Member Bushong said that Melissa had some great ideas that she shared with their portion of the region. Member Lopez said that she also included alcohol and that they will be finishing it when they get back from the Academy.

Member Williams shared that she is working with Member Stein and Chair Meredith on a wine and charcuterie style basket. She said that they will be getting together soon to put it together and will get pictures out soon. Chair Meredith said that they will have alcohol in the North basket as well. She said that it sounds like the baskets are awesome and that it all goes towards scholarships. She shared that there is scholarship monies available if anyone needs them.

4. New Business:

A. Discussion Regarding Upcoming Educational Opportunities

a. AMCA Institute- June 5th - 9th

Chair Meredith shared that Member Ferguson and Member Smothers attended the Institute.

b. AMCA Academy- June 20th – 22nd

Chair Meredith said that Member Lopez and Member Cornelio mentioned that they will be attending the Academy and asked if there was anyone else planning to attend. She shared that she had the opportunity to do the Academy at the IIMC Annual Conference and it was a great experience.

c. AMCA Summer Athenian Dialogue- July 24th I love it here- Facilitated by Stephanie Smith

Chair Meredith shared that everyone should have seen the registration for the upcoming Athenian Dialogue that will be held in conjunction with the summer conference. She asked if Member Williams had anything additional to add. Member Williams said that the registration originally went out in May and that the link for the Elections training just went out as well. Chair Meredith shared that she has started reading the book and that it is standard leadership information, nothing too thought provoking yet, and that it is an easy read. She asked Member Williams if we had a headcount for registration at this time. Member Williams said that the last update she had was 10 people.

d. AMCA Annual Conference and Elections Training- July 25th – July 27th

Chair Meredith said that at the conference, that they try to get together as Region II and asked if everyone was interested in that. Everyone thought that was a good idea. She said that she will send out the date/time/location to everyone. She asked if everyone on the call was planning on attending the

Summer Conference. Member Bushong said that she and Janet will be attending. Member Lopez said that she and Sonia will be attending. Member Williams said that she will be attending.

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

Chair Meredith said that she has not received any updates, but that she likes to leave this item on, so it stays fresh in their minds. Member Davis said that she has not seen any updates either.

C. Best Practices Quarterly Topics:

a. How you train staff on minute taking.

Member Bushong shared that they have a vacancy right now and that it has been a hard vacancy to retain someone in. She said that it is difficult to train someone to do minutes, either you have it, or you don't. She said that she tries to ask them to capture what they think would be important to know years down the road. She said that her current team is good at it, but that it is challenging to train new people.

Chair Meredith shared that the last time she had to train someone on taking minutes was a couple years ago. She said that they still proof each other's minutes. She stated that when she was training Tanya, that she would have her capture most of what was being said and then she used that framework to pair it down to what really needed to be captured so that she could see the difference. She shared that she also made sure that she let Tanya know that there isn't a need to capture banter or one-off comments. She said that when she first started, they did verbatim minutes and then the Council approved doing summary minutes. She said that has worked out well.

Member Williams shared that when she trained Shannon, that she took a similar approach to how she was trained. She said that they reviewed minutes that had already been completed and was able to talk through the examples. She said that they do something similar as Kingman, where they both work together on completing them. She said that they do somewhere between verbatim and summary minutes. She shared that they also have the recording to go back to if needed. She said that they also have a meeting minutes procedures that she can share with the group. She gave an overview of what the procedures document includes.

Member Bushong said that Cara has also done a book of guidelines for them. Member Pierson said that theirs is very specific to Yuma.

Member Williams said that it helps when they are training the different boards that are taking minutes. She asked Member Davis if it was helpful for her.

Member Davis said that when she first started, that she struggled with minutes. She said that reviewing how minutes were done in the past helped her. She said that working through them with Kelly is helpful. She said that Kelly is very good with minutes and that it is helpful that when you are training to let the person know how you like them done.

Member Lopez shared that when she started taking minutes back in 1998, she did it for their Economic Development Commission. She said that she was just a volunteer for the city at that time. She said that someone referred her to the book "The Art of Taking Minutes", and that it helped her a lot. She said that she also would go back and review other minutes. Member Bushong said that they have that book as well.

Member Williams asked if anyone uses a minute's transcription service. Member Bushong said that they do. Member Smothers said that they use Otter AI and that it learns your minutes style and the voices on the recording. She said that it used to take three times as long as the meeting to do the transcription, but that it is much faster now. Member Pierson said that it has helped them get caught up and stay caught up with their minutes. Member Williams asked if it does verbatim minutes. Member Bushong said yes, that the more you feed it correct things the better it gets. She said that every now and then it says funny things, but that it is not very expensive and is very helpful. She shared that they have looked at other programs, but they didn't seem to fit well. Member Williams asked if their office does all the minutes for boards and commissions and Member Bushong said no. Member Williams said that they don't either. Chair Meredith said that they do their own minutes and right now with the number of meetings they have had recently they would like to have a transcription program. She said that normally they can keep up on the minutes with no problems, and that the recording secretaries do the commission meetings. Member Lopez said that they only do council meeting minutes. She said that they do clerk one of the boards, but that they will be doing their own soon.

Chair Meredith asked if anyone else had a strategic measurement for their minutes turnaround time that they report on. Member Bushong said that they like to get them done within a one-month period and asked Chair Meredith what their turn around time is. Chair Meredith said that it was by the next council meeting, but with all the meetings lately it is hard to do that. Member Lopez said that they take a month to take them back. Member Williams said that they also try to have them back at the next council meeting, unless it was a long meeting, and they need to put them on the next agenda. Member Williams said that they do take a lot of time, especially with all the reviews they do. She asked if anyone remembers the font style that was recommended at a past best practices. Member Smothers said that Tahoma is a very accessible font. Member Lopez said that in San Luis they use Arial for almost everything. Chair Meredith

said that Times New Roman is used a lot, but it is not the ADA recommended font. Member Williams said that there was a recommendation at one of the Best Practices, and she will update the procedures before she sends them out. Member Pierson said that she remembers going to the ADA presentation and that it might be in those materials.

D. Discussion Regarding Region II Chair / Co-Chair Interest

Chair Meredith shared that Region Chairs are a two-year commitment and that she has been doing it for a few years. She said that Member Williams and Member Pierson have also done it before. She shared that since she will be serving on the AMCA Board, that she can't also serve as Region II Chairperson. She said that she sent out an email to see if there was any interest. She said that when she started as Co-Chair with Kelly, that it wasn't a huge time commitment. She shared that it is a good way to get a little bit more involved and to build on your leadership skills. She said that the Region only meets quarterly so it isn't too much work. She asked if there was anyone interested in Chairing or Co-Chairing for Region II.

Member Bushong said that the Co-Chair position intent was that they would roll into the Chair position after their term. She said that anyone that isn't sure they want a full-on Chair position, could take on the Co-Chair position. She said that it would be good to see some new names and faces taking a turn. Chair Meredith said that she agrees, and that she will send it back out to see if there is interest. She said that she will still be an active member of the committee.

5. AMCA Committee Updates & City/Town Updates

A. Please notify Region 2 Leader of new clerk arrivals- None

B. Please notify Region 2 Leader of clerk departures/retirements- None

C. City/Town Updates Roundtable

Member Williams shared that Lake Havasu City has adopted their tentative budget. She said that they are looking at software for managing public records requests, as they get 5-6,000 per year. She shared that the next Tri-City Council meeting will be in Lake Havasu City in July. She stated that Shannon has been very busy with public records requests and liquor licenses. She reminded the group that the temporary extension of premises form changed from 1 year of events to 6 months. Member Bushong shared that she uses Next Request for public records requests.

Member Bushong said that Yuma will be having a special election in November of this year for charter amendments and that it will be their first all-mail ballot. She said that she is on the Campaign Finance Committee and that they had been waiting for the Secretary of States draft manual, and only had three days to go through it. She said that they do have some recommendations to the manual. Member Pierson shared that their Information Technology department is implementing MS365, Teams, and 1 Drive. Member Williams said that they did that about a year ago and that it is easier that what they were using. Member Pierson recommended a best practices topic of subpoenas for

records. Member Bushong asked if Lake Havasu receives subpoenas and Kelly stated that they receive them to document and then pass them along to the City Attorney. Member Cornelio said that the subpoenas generally come through the Police Department and the City Attorney said that they can handle them instead of the City Clerk's office.

Member Lopez shared that in San Luis they hired a records management coordinator. Member Cornelio shared that they will be presenting their tentative budget for adoption this evening and that it includes some salary increases that employees are looking forward to.

Chair Meredith shared that in Kingman, Tanya attended her last Institute so she will be applying for her CMC. She said that she was able to attend the IIMC conference and that it was a neat experience. She shared that she will be providing an article to the Communications Committee for their newsletter. She said that there was one presenter she didn't care much for. She said that there was a good delegation from Arizona present. She shared that Lisa Garcia will be installed as President of IIMC next year and that they would love for Arizona Clerk's to be able to attend that. She said that they have not adopted their tentative budget yet, but it is coming at their next meeting. She shared that in the budget meeting process it was taking a little longer due to the compensation market analysis that the Human Resources team presented. She shared that discussion with the Police and Fire associations also have drawn out the process. She shared that she will be attending the AMCA Educational Summit and that it will be offered in person and virtual. Member Cornelio said that she is planning to attend the IIMC Conference next year and that they can coordinate to go together.

6. Next Meeting – September 5th @ 10:00 a.m.

7. Adjournment- Chair Meredith adjourned the meeting at 11:09 A.M.

