



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


**Tuesday, September 6, 2022  
10:00 a.m.**

**Remote Conferencing  
Zoom Meeting ID: 854 6082 3794  
Passcode: 518487**

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

Call to Order and Roll Call

1. Welcome and Introductions
2. Approve Region 2 Minutes from June 14, 2022 (**Attachment A**)
3. Old Business:
  - a. Summer Conference Scholarship Fundraiser Follow-Up
4. New Business:
  - A. Discussion Regarding Upcoming Educational Opportunities
    - a. IIMC Virtual Trainings- Academies and Dialogues
  - B. Discussion Regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates from Records Committee
  - C. 2022-2023 Region II Meeting Calendar Invites
  - D. Local Municipality Elections Updates
  - E. Best Practices Quarterly Topic- Public Records Requests
5. AMCA Committee Updates & City/Town Updates
  - a) Please notify Region 2 Leader of new clerk arrivals
  - b) Please notify Region 2 Leader of clerk departures/retirements
  - c) City/Town Updates Roundtable
6. Next Meeting – December 6 @ 10:00 a.m.
7. 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, June 14, 2022 10:00 a.m. Remote Conferencing Zoom Meeting ID: 883 2386 1614 Passcode: 400405</b></p>
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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 10:04 A.M.

PRESENT: Annie Meredith (Chair), Lynda Bushong, Shannon Davis, Tanya Fergueson, Debie Ogden, Janet Pierson, and Kelly Williams.

ABSENT: Tina Abriani, Francia Alonso, Ginny Anderson, Sonia Cornelio, Sandra Jones, Melissa Lopez, Andrea Moreno, Jennifer Phillips, Amy Putnam, Marianne Salem, Susan Stein, Janet Taylor, and Lori Wedemeyer.

**1. Welcome and Introductions**

Chair Meredith asked if there were any new members since the last meeting in March, and there were none. It was noted that Larry Killman has retired and can be removed from the committee list.

**2. Approve Region 2 Minutes from March 1, 2022**

Member Ogden moved to approve the March 1, 2022, meeting minutes. Member Williams seconded and it unanimously carried.

**3. Old Business:**

- a. Region II Meeting @ Summer Conference-** Chair Meredith asked if the group would like to get together while attending the summer conference. Member Williams suggested meeting Wednesday night at 6:00 P.M. Chair Meredith said that she would make a reservation and asked for suggestions. Member Bushong suggested the American. Chair Meredith said that she would follow up with confirmation.
- b. Region II Baskets for Summer Conference-** Chair Meredith asked if the group would like to split into two for the scholarship baskets as they have in the past,

noting that she received very little response in the email she sent out regarding the scholarship gift baskets. She shared an idea that the north side group was going to do and let everyone know that they would need to submit a picture of their basket next week for posting. Member Bushong shared that they are going to put together the basket for the south group and that she also reached out to the other members in her area about participating.

#### 4. New Business:

##### A. Discussion Regarding Upcoming Educational Opportunities

- a. **AMCA Summer Conference & Elections Training-** Chair Meredith asked if everyone was planning to attend the upcoming summer conference and elections training. Everyone on the call responded yes, with the exception of Member Davis.
- b. **AMCA Summer Athenian Dialogue-** Dare to Lead, Brene Brown- Chair Meredith asked if anyone would be attending the Athenian the day before the conference starts. She shared she and Member Ferguson would both be attending. There were no other members on the call that were planning to attend. Chair Meredith shared what she liked about the book Dare to Lead.

- B. **Discussion Regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates from Records Committee-** Chair Meredith shared that she had not seen an update from the records committee. Member Davis shared that the last one that she saw was from April 30<sup>th</sup> and included updates for administrative and elections records. Chair Meredith said that she will follow up with Ben Lane and see when they will be sending out the next update. She mentioned that everyone needs to double check that they are getting the list serve emails. Member Bushong said that there were questions on the Facebook page, but hasn't noticed anything with the list serve.

- C. **2022-2023 Region II Meeting Calendar-** Chair Meredith shared the 2022-2023 Region II meeting calendar. She advised that there was no interest from the group to step into the chair position for the next year, so she is happy to remain chair for FY22-23.

#### 5. AMCA Committee Updates & City/Town Updates

- a) **Please notify Region 2 Leader of new clerk arrivals-** Chair Meredith shared that region 7 is having issues finding a region leader. Member Williams asked what area that region covers. Chair Meredith showed the region map. Member Bushong said that the executive board should be reaching out to find someone to fill that position.
- b) **Please notify Region 2 Leader of clerk departures/retirements-** Member Pierson shared that Larry Killman has retired.
- c) **City/Town Updates Roundtable-** Member Williams shared the Lake Havasu City has been busy catching up on things and that they have a council meeting this evening. She shared that the Tri-City Council will meet in

Bullhead City on August 3<sup>rd</sup>. She said that they have 1 mayor and 3 councilmember seats on the Primary Election and shared their petition and write-ins received. She said that they have been receiving a lot of liquor licensing. Member Bushong asked how they process their liquor licensing. Chair Meredith shared how Kingman processes liquor licensing. Member Bushong asked if she would send her ordinance.

Member Ogden shared that they have been busy with elections in Bullhead City. She said that they have been busy with water visitors as well, and that they haven't had any fatalities on the river at this time. She shared that Member Stein is out on vacation. She shared the process they use for special event liquor licensing.

Member Bushong shared that they have 1 mayor, 3 councilmember, and 1 judge position on the upcoming election. She shared that they have 2 applicants for mayor, 9 for councilmember and that the judge is running unopposed. She said that they are down an employee right now and should have it filled by the end of the month. She shared the reasoning behind asking the liquor licensing question and the issue they had with the liquor board.

Chair Meredith shared that they are also busy with elections. She said that they have 1 mayor and 3 councilmember seats on the upcoming ballot, but only 1 candidate for mayor and 2 candidates for council. She said that they do have several write in candidates as well. She shared that they just adopted the resolution to put the UES franchise election on the November ballot and that they will also be adding a proposition for a tax increase to fund streets. Chair Meredith shared that she was part of a clerk's panel for the Institute and that it was a great experience.

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

**7. Adjournment**

Chair Meredith adjourned the meeting at 10:51a.m.