



AMCA REGION IV CLERKS' BREAKFAST MEETING

Arizona Fire & Medical Authority, Sun City West, AZ

Virtual Meeting with Zoom

Wednesday, March 31, 2021

MINUTES

1. **Call to Order:** The meeting was called to order at 8:32 a.m.
2. **Welcome and Introductions:** Representatives for the following Cities/Towns were present: City of Avondale; City of Buckeye; City of El Mirage; City of Goodyear; City of Glendale; City of Litchfield Park; City of Peoria; City of Surprise; City of Tolleson; Town of Wickenburg; AZ Fire and Medical Authority
3. **Approval of Region IV Meeting Minutes of September 30, 2020:** Crystal Zamora, City of Tolleson, made the motion to approve the minutes of September 30, 2020. Terri Roth, City of Litchfield Park, seconded the motion. Motion carried.
4. **New Business**
 - a. **Confirm Meeting Host Schedule for Remainder of 2021 and Set Schedule for 2022:** The following Cities/Towns have agreed to host for the remaining of the 2021 calendar year and for the first half of 2022.

Month	City/Town
September 2021	Goodyear
December 2021	Avondale
March 2022	Glendale
September 2022	Peoria
December 2022	Buckeye

- b. **AMCA Board Report:** Darcie McCracken, City of Goodyear, AMCA Executive Board Secretary reported that the AMCA Executive Board has been very busy and have voted for some changes. Reporting that now some Committees are sending informational emails on the Listserve reporting their meetings and topics discussed. The Executive Board has opened the application window for volunteers who wish to serve on the AMCA Committees next year. Ms. McCracken noted that the Records Committee has been asked to follow up with the State Library on updates to the retention schedules and destruction forms and to inform the membership of any changes that have taken place.

Ms. McCracken explained that the AMCA Executive Board voted to establish an Elections Committee made up of experienced Clerks and Carolyn Jagger (now retired) has agreed to serve on the Committee to help Clerks with campaign

finance complaints. It is to be determined what this help will look like, but many Clerks have templates and resources that could be shared, as well as providing some buffer for any potential conflict of interest, advice or guidance that might be needed. Sherry Aguilar, City of Surprise and Sharon Antes, City of El Mirage have both agreed to serve on this Committee.

- c. **AMCA Board Secretary Position Opportunity:** Ms. McCracken reported that the AMCA Executive Board has opened the application period for the next Board Secretary. Anyone interested will need to complete the application and ensure the appropriate letters of support are included. Ms. McCracken explained that the Executive Board is looking at potential changes to the Board Treasurer role as well as the Board Secretary role as the Arizona League of Cities and Towns is now providing much of the treasurer duties and a full treasurer isn't really needed any longer. This next Board Secretary will play a critical role in shaping the duties of the Board Secretary position as well as a potential Director role or something similar given the changes in the treasurer functions. Ms. McCracken urged those in Region IV to consider applying for this open position on the Executive Board.
- d. **Clerk of the Year and Deputy Clerk of the Year Nominations:** Ms. McCracken reported that the nomination window for the Clerk of the Year (COY) and Deputy Clerk of the Year (DCOY) awards are now open and urged everyone to please consider nominating someone who has really stepped up and gone above and beyond this year, especially given all the excitement that COVID has brought this year.
- e. **Reopening Plans – When and What Does That Look Like?** Avondale reported that their office is all still virtual and no public is allowed in the building. Tolleson reported that their office is virtual and closed to the public. Litchfield Park reported that they are open and are entertaining allowing the public to participate. Goodyear reported that they have been back in the office for a while with some limited staff and limited public. Many cities reported that they will most likely keep a hybrid schedule for staff allowing some to work from home at least on a part time basis.

5. **Good of Order:** No comments.

6. **Next Meeting:** City of Goodyear, September 2021

7. **Adjournment:**

Terri Roth, City of Litchfield Park, made a motion to adjourn the meeting. Sherri Aguilar, City of Surprise seconded the motion. The meeting was adjourned at 9:05 a.m.

Dusty Christopherson
AZ Fire & Medical Authority