



AMCA REGION IV CLERKS' BREAKFAST MEETING
Goodyear Recreation Campus, Goodyear, AZ 85338
Wednesday, September 29, 2021

MINUTES

Call to Order

The meeting was called to order at 8:55 a.m.

Roll Call

Welcome and Introductions: Representatives from 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; Town of Wickenburg; Town of Youngtown

Brief AMCA Board update was given by Darcie McCracken, City of Goodyear, AMCA Executive Board Vice President

IIMC Board update: Darcie McCracken, City of Goodyear, reported that Lisa Garcia, Town of Florence, is running for Vice President for the International Institute of Municipal Clerks (IIMC). Ms. McCracken added that there has not been an Arizona representative since the 1990's. She also relayed that for the past 1.5 - 2 years, Ms. Garcia has been trying to make a change to split IIMC Region VIII so that there could be more opportunity for leadership representation on the IIMC Board. An IIMC constitution amendment will be required to make this change. Ms. McCracken expressed that everyone should show support as this is a great opportunity for anyone interested to serve on a national level.

Marcella Carrillo, City of Avondale, inquired about how to show support for Ms. Garcia and for the Region VIII change. Ms. McCracken replied that the AMCA Board has written a letter of support, Region VIII has a Facebook page in which support can be expressed and to make sure to vote when the ballots are available. Ms. McCracken added that Ms. Garcia can also be contacted directly and that she has a website where support can be shown.

Business

Approval of Region IV Meeting Minutes of March 31, 2021: Julie Bower, City of Glendale, made the motion to approve the minutes of March 31, 2021 Region IV Meeting. Kelsea Holian, City of Peoria, seconded the motion. Motion carried.

New Business

Guest Speaker, Dennis Preisler, Ph.D., State Archivist from the Arizona State Library, Archives & Public Records: Dennis Preisler, Ph.D., State Archivist, provided an overview of the AZLibrary.gov website that included a review of the records management webpage and how to fill out specific records management forms.

Mr. Preisler explained that the GS-1016 General Clerks Schedule is in the process of being updated. He noted that a working group of Municipal Clerks and County Clerks would be put together to review the schedule.

Darcie McCracken, City of Goodyear, inquired if there was a plan in place that would review the other schedules such as the Engineering schedule. Mr. Preisler responded that there was no schedule in place and that schedules were reviewed on an ad-hoc basis.

Mr. Preisler added that the "Ask a Question" feature on the website be used if there is a particular issue with a schedule or for questions and inquiries.

Recap of 2021 AMCA Annual Virtual Elections Training: Linda Mendenhall, City of Avondale, relayed that she received positive feedback from the 2021 Elections Training. She is considering a hybrid model for the 2022 training and welcomed suggestions to incorporate more hands-on training opportunities.

Items to be communicated to the Communication Committee

Dennis Preisler's information would be provided to the Communication Committee to be included in the newsletter as well as the information about the retention schedule working group.

Marcella Carrillo, City of Avondale, shared information about an upcoming NextGen Leadership Conference on November 4, 2021.

Good of the Order/Comments from Committee Members

Elections Manual review was complete and it, along with the forms, would be uploaded to the League's website.

Next meeting will be hosted by the City of Avondale in December 2021

Adjournment:

Darcie McCracken, City of Goodyear, adjourned meeting at 10:20 a.m.

Darcie McCracken
City Clerk, City of Goodyear