



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 5 COMMITTEE MEETING MINUTES
Wednesday March 10, 2021**

Committee Members: Lisa Anderson (City Clerk Assistant, Mesa), Denise Archibald (City Clerk, Phoenix), Erica Barba (Assistant City Clerk, Chandler), Jill Bright (Deputy City Clerk, Apache Junction), Elizabeth 'Liz' Burke (Town Clerk, Fountain Hills), Cathleen Butteweg (Deputy City Clerk/Records Manager, Scottsdale), Megan Casey (Public Affairs Management Analyst, Central Arizona Water Conservation District), NaTrace Chambers (Town Clerk Specialist, Gilbert), Rommel Cordova (City Clerk Supervisor, Scottsdale), Cynthia Cornejo (Deputy Clerk of the Board, Maricopa County Special Health Care District), Kara DeArrastia (Region 5 Leader; Deputy City Clerk, Tempe), Dana DeLong (City Clerk, Chandler), Karen Doncovio (Assistant City Clerk, Tempe), Carrie Dyrek (Town Manager, Cave Creek), Christopher Feltz, Senior Administrative Assistant, Scottsdale), Heather Figueroa (City Clerk Management Assistant, Chandler), Kandace French Contreras (Town Clerk/Treasurer, Carefree), Jane Fuller (Town Clerk, Cave Creek), Jessica Gerspach (City Clerk Assistant, Mesa), Samantha Gesell (Planning Clerk, Carefree), Maria Gonzalez (Town Clerk, Queen Creek), Agnes Goodwine (Deputy City Clerk, Mesa), Missy Gunter (Management Specialist, Queen Creek), Chaveli Herrera (Town Clerk, Gilbert), Jim Keen (Assistant Town Clerk/Accountant, Carefree), Jeff Kulaga (Town Manager/Clerk, Guadalupe), Ben Lane (City Clerk, Scottsdale), Joy Maglione (Deputy Town Clerk, Queen Creek), Judy Martinez (Town Clerk Specialist, Gilbert), Lisa Maxwell (Town Clerk, Gilbert), Dee Ann Mickelsen (City Clerk, Mesa), Duncan Miller (Town Clerk, Paradise Valley), Jennifer Miller (Board Support Specialist, Central Arizona Project), Holly Moseley (Deputy City Clerk, Mesa), Tessa Otero (Elections Specialist, II, Phoenix), Jennifer Pena (City Clerk, Apache Junction), Carla Reece (City Clerk, Tempe), Teresa Riza (Council Support & OML Supervisor, Phoenix), Victoria Roedig (Records Management Coordinator, Chandler), Cassandra Santos (Assistant Clerk, Maricopa County Special Health Care District), Kay Savard (Deputy Town Clerk, Guadalupe), Shirley Smith (Executive Assistant, Tempe), Melanie Talbot (Chief Governance Officer/Clerk of the Board, Maricopa County Special Health Care District), Vanessa Wisneski (Senior Program Assistant, Mesa)

1. CALL TO ORDER – Roll Call

Meeting was called to order by Kandace French Contreras (Town Clerk/Treasurer, Carefree) at 10:05 a.m.

The following members were present via Zoom:

Lisa Anderson, Denise Archibald, Jill Bright, Cathleen Butteweg, NaTrace Chambers, Kara DeArrastia, Karen Doncovio, Heather Figueroa, Kandace French Contreras, Samantha Gesell, Maria Gonzalez, Agnes Goodwine, Chaveli Herrera, Joy Maglione, Judy Martinez, Jennifer Miller, Holly Moseley, Jennifer Pena, Carla Reece, and Teresa Riza.

2. MINUTES

Cathleen Butteweg (Deputy City Clerk/Records Manager, Scottsdale) moved to approve the minutes from the October 21, 2020 quarterly Region 5 meeting; seconded by Agnes Goodwin (Deputy City Clerk, Mesa). Motion carried to approve the minutes of the October 21, 2020 meeting.

3. NEW BUSINESS

a. Region 5 quarterly meeting schedule through June 2021

Kara DeArrastia, Region 5 Leader, noted that the Town of Queen Creek and City of Apache Junction had expressed interested in co-hosting a Region 5 meeting in April and the City of Mesa offered to host a meeting in May or June. She inquired if those municipalities are still available to perform hosting duties during those timeframes.

Following discussion, the group agreed to not hold a meeting in April due to concern that not enough agenda topics would warrant another meeting so close to this one.

Agnes Goodwine and Holly Moseley, Deputy City Clerks with Mesa, announced that their city will host the next Region 5 Quarterly meeting on Wednesday, June 30, 2021. Maria Gonzalez (Town Clerk, Queen Creek) and Jennifer Pena (City Clerk, Apache Junction) agreed to have their respective municipalities co-host a meeting in the fall.

Kara noted she would present the tentative Region 5 quarterly meeting schedule for August 2021 through July 2021 at the June 30th meeting for discussion.

b. 2021 AMCA Clerks Week Packet

Kara DeArrastia stated that the 2021 AMCA Clerks Week Packet included in the agenda materials had been approved by the Executive Board at their meeting on February 18th.

A goal for 100% adoption of the Clerks Week Proclamation in all the Region 5 municipalities was proposed so the work of clerks across the region was officially recognized.

4. GOOD OF THE ORDER / COMMENTS FROM REGION 5 MEMBERS

Kandace French Contreras shared a statement to the group from Liz Burke (Town Clerk, Fountain Hills) regarding her prior assignment to put together a committee to come up with recommendations for clerks participating in community service projects. Liz asked if someone within the group would be interested in taking the lead on this assignment. Holly Moseley offered to take the lead on moving this project forward. Kandace and Judy Martinez (Town Clerk Specialist, Gilbert) offered to help Holly work on a proposal, which is expected to be presented at the June 30th meeting for consideration by the group.

5. REMINDERS

a. Submissions for Summer issue of The Clerk's Insider newsletter due by Friday, May 21, 2021.

Kandace French Contreras reminded the group about the deadline for submissions for the Summer issue of the AMCA newsletter.

b. Please notify Region 5 Leader of new clerk arrivals, clerk departures/retirements, or promotions

Kara DeArrastia congratulated Ben Lane on his appointment as City Clerk for the City of Scottsdale, replacing Carolyn Jagger who retired.

c. Spring 2021 Athenian Dialogue via Zoom, April 13 & 14 (two half day sessions from 9:00 a.m. to Noon). Early registration opening the week of March 8, 2021.

Kandace reminded the group that registration is now open for the Spring Athenian Dialogue to be held via Zoom on Tuesday, April 13 and 14, from 9:00 a.m. to 12:00 p.m. both days. The book will be Leading with Emotional Courage by Peter Bregman. The Early Bird registration deadline is March 15, which costs \$50 for AMCA members. To learn more about this year's dialogue and to register, visit the link included in the AMCA Info email sent on March 9.

6. NEXT MEETING DATE AND LOCATION

Hosted by City of Mesa on Wednesday, June 30, 2021 via Zoom.

7. ADJOURNMENT

Agnes Goodwin moved to adjourn the meeting; seconded by Jennifer Pena. Motion carried to adjourn the meeting.

The meeting was adjourned at 10:45 a.m.

Samantha Gesell, CMC
Planning Clerk
Town of Carefree

Approved at the June 30, 2021 AMCA Region 5 meeting