



MINUTES
ARIZONA MUNICIPAL CLERKS' ASSOCIATION
SCHOLARSHIP COMMITTEE MEETING

Tuesday, November 15, 2022 2:00 p.m.
Teleconference at (800) 582-3014
Participant Code: 63006808#

1. **Committee Members:** Crystal Hadfield, Chair, Willcox; Kristen Benavidez, Co-Chair, Goodyear; Donna Black, Colorado City; Byron Jones, Tucson Airport Authority; Rachael Hall, Show Low; Lisa Anderson, Mesa; Sharla Sanders, Surprise; Stacy Fobar, Flagstaff; Terri Roth, Litchfield Park; Sara Burchill, Chino Valley; Carla Reece – Board Liaison, Tempe
2. **Call to Order**
The meeting was called to order by Chair Hadfield at 2:03 p.m.
3. **Roll Call**
The following members were present: Crystal Hadfield, Chair, Willcox; Kristen Benavidez, Co-Chair, Goodyear; Rachael Hall, Show Low; Lisa Anderson, Mesa; Sharla Sanders, Surprise; Sara Burchill, Chino Valley; Carla Reece – Board Liaison, Tempe
4. **Old Business**
Co-Chair Benavidez moved, seconded by Committee Member Burchill, to approve the September 14, 2022, minutes, unanimous approval.
5. **New Business**
 - A. **Discussion on Timeline for Scholarships**
Chair Hadfield advised that she would provide the updated scholarship application for review and any changes needed will be discussed at the next meeting. She mentioned the finalized application will be shared through Listserv, the Communications Committee, and the Newsletter to announce the opening for scholarship applications; there will be a four-week window for submitting the applications. She added after receipt of the applications, the Committee will have two weeks to review the applications using the scoring sheet, and at the following meeting the Committee will discuss the recommendations for scholarship

awards. The recommendations will be presented to the AMCA Board; and once approved, letters will be sent to the scholarship awardees.

- Committee Member Sanders reported that the process worked well last year.
- Chair Hadfield indicated six applications were received last year and all were awarded scholarships.

B. Discussion on Future Goals for the Committee

Chair Hadfield opened the discussion for suggested goals.

- Co-Chair Benavidez noted that the available funding is approximately \$3,300 to cover three Institute, three Academy, two IIMC Conference, and three miscellaneous trainings. She mentioned the AMCA Board Foundation Fund that allocates funding to the Region.
- Board Liaison Reece stated that Lisa Garcia, IIMC President, is working on the Foundation Fund, which will be accomplished through IIMC. She said IIMC is getting the endowment set up so contributions can be made to the fund for Arizona.
- Co-Chair Benavidez suggested coming up with fundraising opportunities to contribute to the Foundation Fund.

Chair Hadfield announced additional thoughts for future fundraising will be discussed at the next meeting.

6. Good of the Order/Comments from Committee Members

Chair Hadfield stated that the next meeting will be scheduled January 11, 2023, at 11:00 a.m.

7. Adjournment

The meeting adjourned at 2:12 p.m.

Lisa Anderson, Deputy City Clerk – City of Mesa
Minute Taker