

# 2023 AMCA FALL BEST PRACTICES

Nov. 28 & 29, 2023 | 9:00 a.m. – 12:00 p.m. | Zoom Online Webinar



## 2023 AMCA Fall Best Practices – Virtual Two sessions: Nov 28 & 29, 2023 Each day is 9:00 am-12:00 pm Zoom Online Webinar

### 1st Session – November 28, 2023

#### **9:00am – 10:00am: International Institute of Municipal Clerks (IIMC) Education Briefing and Q&A**

Status update on IIMC Education Department, new Education Certification submission portal and proper submission of certification applications and back-up documentation; overview of new Education PLUS Program + AMCA Member Q&A.

#### **Speaker:**

*Iris Hill, IIMC Education Coordinator*

#### **10:00am – 12:00pm: Development and Execution of a Successful Council Meeting Agenda Process**

Processes leading up to and posting of meeting agendas, packets, and post meeting processes and procedures.

#### **Clerk Panel:**

*Lynda Bushong, City Clerk, City of Yuma*

*Janet Pierson, Deputy City Clerk, City of Yuma*

*Chaveli Herrera, Town Clerk, Town of Gilbert*

*Annie Meredith, City Clerk, City of Kingman*

## 2nd Session – November 29, 2023

**9:00am – 10:30am: State Library and Records Information Update and Essential Records Process Overview**

**Speaker:**

**Carlos Lopez**, *State Records Officer, Arizona State Library, Archives and Public Records*

**10:30am – 11:30am: Essential Records – Role of the Clerk (Where and how to begin and other tips)**

**Speakers:**

**Ben Lane**, *City Clerk, City of Scottsdale*

**Kelly Williams**, *City Clerk, City of Lake Havasu City*

**11:30am - 12:00pm: Wellness Presentation - Stress Management**

**Speaker:**

**Erica Brown**, *Wellness Coordinator, Town of Gilbert*

**Cost:**

\$30 for each day separately  
\$45 if you sign up for both days

**Register:**

To register for the Best Practice Sessions: [click here.](#)

**Questions:**

If you have any questions, please email [amcainfo@azleague.org](mailto:amcainfo@azleague.org).