



The Clerk's Insider

WWW.AZCLERKS.ORG | WINTER 2023

PRESIDENT'S MESSAGE



Hello AMCA Members and Happy 2023!

Thank you all for all that you do for the organization. The AMCA is a volunteer-based group and without volunteers like you working on the projects and goals the organization would not be as successful. AMCA is your organization and will always be what you make it.

We are getting close to the time that your incoming President, Jennifer Pena, will be asking for applications for our committees. Please consider serving. It's similar to voting...if you want to see something changed, or made better, then it is up to you to act to make that change.

We recently received the surveys for the fall best practices. Not everyone was on board with the content and delivery. I am glad to have your input and I thank you for taking the time to send it in. Please send us your ideas for what training you want to see. Was there a speaker somewhere else that resonated with you and made you want to do and be better? Tell us. We are also looking for your input on the institute and academy. It seems that we do similar classes each year. What do you need to feel better prepared to take on your role in the Clerk's office?

The organization will be facing some changes in the coming years. We have some leadership opportunities and I hope you consider being a part of that leadership by applying for a board position. You can also be a part of the change and improvements to the organization with your committee participation.

The endowment approved by the Board has been now set up by the IIMC. This is another opportunity for funding so that you can attend education and training events.

I'd like to ask you to start thinking about a Clerk and/or Deputy Clerk who is your go-to. Has someone touched your life in a positive way, supported you when you needed it and you maybe didn't ask for it? Now is the time to start thinking about who is deserving of the Clerk of the Year and Deputy Clerk of the Year titles. There is a form that will be available in the next month and we want to hear from you.

Another reminder that we have started "Clerk Conversations". A monthly video call to talk about whatever anyone wants, or needs, to talk about. I don't have all the answers, and sometimes I don't have any, so really would like to hear all viewpoints about all things "Clerk".

Thank you again for your service and support of the AMCA.

Darcie McCracken
AMCA President

2022-2023

President

Darcie McCracken, MMC
City Clerk, Goodyear

Vice President

Jennifer Pena, CMC
City Clerk, Apache Junction

Treasurer

Carla Reece, MMC
City Clerk, Tempe

Secretary

Sarah Siep, CMC
City Clerk, Prescott

AMCA Past President

Teresa Riza, CMC
Town Clerk, Cave Creek

IN THIS ISSUE

AMCA News Corner.....2

Clerks in the News.....4

AMCA's Got Talent.....6

The Inside Scoop.....10

Best Practice.....12

Work/Life Balance13

Education & Training..... 14

Sponsors.....16





Committee Updates

The Executive Board met January 24th to approve a \$25 increase to the registration fees for the Institute and Academy; approve the contract with ASU for the Institute and Academy; discuss possible alternatives to ASU for future years and the responsibilities of ASU and AMCA for the Institute and Academy; approve the Exit Form created by the Membership/Mentoring/Region Leaders Committee; receive information that the Endowment with IIMC had been created and is available for Arizona Clerks; and hear from all committees. The next meeting will be February 15th.

The Campaign Finance Committee sent out a survey request to the membership in order to gather data on campaign finance complaints received by Clerks throughout the State to best serve the membership with resources related to handling complaints as outlined in Chapter 16 of the Secretary of State's Election Procedures Manual. The Committee is also looking to review Chapter 16 and offer suggestions or clarification to the Secretary of State Office (through the League of Arizona Cities and Towns) relevant to municipalities.

The Communications Committee met November 14th to receive updates from AMCA committees; discuss Executive Board direction; ponder a potential supplemental informal newsletter; and update the Listserv, Website and Social Media subcommittees. The next meeting will be February 6th.

The Education Committee has been working on the Spring Training, Institute/Academy and Annual Conference training. The Annual Conference and Election Training will be July 24—26th.

The Elections Committee has been working on Election Training for July 25—26th.

The Handbook and Constitution Committee met November 10th to discuss the recommended changes to the AMCA Handbook with an effective date of Fiscal Year 2023-2034 and providing final version to Executive Board for approval.

The Legislative Committee met January 26th to discuss the survey, league meeting updates, and legislative bills being tracked. Legislative Calls with the League are held at 9:00 a.m. every Monday morning. **[**Legislative Committee SURVEY](#)** now available until February 17th.**

The Membership/Mentoring/Region Leaders Committee met January 17th to share updates from their respective regions; review the draft outline of a standardized form collecting information on members who have recently left the AMCA or retired and agreed to present the form for consideration by the Executive Board at their January meeting; share best practices for meeting with Council members on a monthly basis and the topics of discussion; shared their projects and goals for the new year, either professionally or personally; and discuss ways to help recruit for the vacant Region 7 Leader position. The next bi-monthly Committee meeting is scheduled for Monday, March 20th.

The Records Management Committee met January 25th to discuss the Group editing and review process of the AMCA Records Officer Handbook Template and topics for future meetings. The next meeting will be Thursday, February 16, 2023 at 10:00 a.m.

The Scholarship Committee met January 11th to discuss Scholarship Application edits and future Fundraising ideas. **The Scholarship Application is out — deadline March 3rd!!**

Welcome new AMCA Members!!

New AMCA Members, October 2022 – January 10, 2023

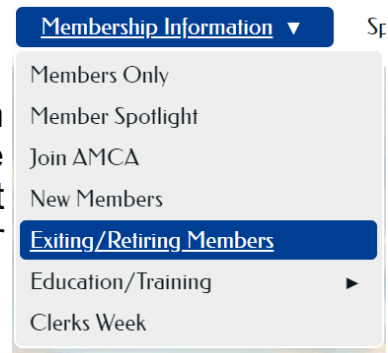
- * **Michelle Barber, Deputy City Clerk**
City of Casa Grande
- * **Maria Ceaglske, Deputy City Clerk**
City of Litchfield Park
- * **Jadie Edwards, Assistant Clerk**
Town of Camp Verde
- * **Freya Arnesen, Records Clerk**
Town of Marana
- * **Danielle Bryan, City Clerk Specialist**
City of Goodyear
- * **Torey Dawson, City Clerk Specialist**
City of Prescott
- * **Beatrice Driver, City Clerk Administrative Assistant**
City of Safford
- * **Stephanie Allred, Senior Office Assistant**
Town of Sahuarita
- * **Rocio Ruiz, Deputy Town Clerk**
Town of Guadalupe
- * **Annie Tisi, City Clerk Specialist**
City of Flagstaff
- * **Cara Smothers, City Clerk Specialist**
City of Yuma
- * **Kyana Hayes, City Clerk Specialist II**
City of Peoria
- * **Corinne Ferguson, Deputy City Clerk**
City of Goodyear



AMCA Members Leaving or Retiring are Encouraged to Complete the New Exit Form

The new **AMCA Membership Exit Interview Form** is now available [online](#). All exiting and retiring members are encouraged to complete and submit this Form, so that the Association is kept informed of their membership change and forwarding address to mail their CMC/MMC plaque, service plaque, or retirement gift based on eligibility requirements detailed in the [Form](#). Retirees are also recognized for their service at the Annual Business Meeting Presentation.

If you know a member who will be leaving or retiring from the Clerk profession, or has recently done so, please share the [online Form link](#) with them and encourage them to fill it out and return it to Membership/Mentoring Committee Chair Kara DeArrastia at Kara_Dearrastia@tempe.gov.



Professional Designations & Certifications

Congratulations to the following individuals for completing their designation of Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) from the International Institute of Municipal Clerks (IIMC). Both programs require an extensive educational component achieved by dedicating time and effort.

Master Municipal Clerk (MMC)

• **Maria Gonzalez, MMC**

Town Clerk, Town of Queen Creek

• **Karen Doncovio, MMC**

Assistant City Clerk, City of Tempe



Certified Municipal Clerk (CMC)

• **Jennifer Wiita, CMC**

Deputy City Clerk, City of Prescott

• **Trina Gaston, CMC**

Administrative Assistant, City of Eloy

• **Cindy Pemberton, CMC**

Town Clerk, Town of Camp Verde

• **Sara Robinson, CMC**

Project Management Assistant of the City of Scottsdale,
City of Scottsdale



Professional Designations & Certifications

Lynda Bushong, MMC

City Clerk, City of Yuma

Interesting Fact about me:

I love camping! My family vacations as a child included camping each year. I grew to love it and as a parent I shared my love of camping and the great outdoors with my boys. My husband and I still camp often and we can't wait to bring our grandson into the loop. I love being outside under the big sky and sitting around a campfire... its peaceful and thought provoking.

Speaking of 'big sky'... another interesting tidbit is that I jumped out of a perfectly good airplane for my 55th birthday...what a rush. It was an amazing day and YES... I'd do it again

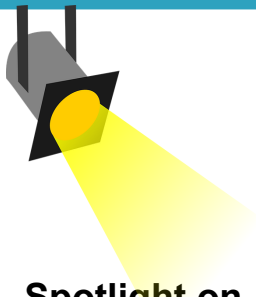
Working towards my MMC

I'm going to tell on myself in hopes that someone else in my shoes may learn from my error. I had my points for my MMC a while ago, but I decided not to submit my paperwork because honestly I don't think a title makes an individual. It does not mean you are better or even smarter than another individual is. However, I found it means something much more! It is a measured accomplishment that shows what YOU did to better yourself... for yourself! It was never my intention to take classes or trainings specifically to fulfill my designation points. I wanted to participate in everything that I could... it was all so interesting and it helped me along the way. The learning was big fun and came from some of the best in the profession. Next thing I knew my points just started accumulating. When I joined the Board I learned even more. My experiences validated the resources that each one of my peers brought to the table, and it made me very proud to be part of the greater good.

As a leader, these are good lessons to learn and share, but I would recommend not waiting or putting it off as I did. My best advice is to put yourself out there, gather as much knowledge as you can from your peers, veteran staff and paid trainers and then go get that designation or degree that YOU earned. I bet you will be proud of yourself for doing so.

Keep in mind that AMCA and IIMC have so much to offer professionals in our field. They are both tremendous resources in so many ways, and one of their top priorities is to educate us. Best of luck to all those seeking that next designation or degree.





**Spotlight on
Agnes Beltran Goodwine, MMC
Mesa Deputy City Clerk, MMC**

Agnes, thank you for being part of the first “AMCA’s Got Talent” spotlight article. This new feature will focus on members’ talents and attributes outside their role in the clerk’s office.—Article by Kara DeArrastia



Tell me about yourself and your journey to becoming a Certified Yoga Instructor. How long did it take you to obtain certification and what exactly did that entail?

I have worked for the City of Mesa for nine years as Deputy City Clerk where I help manage the City’s Elections, supervise the Records Management process, and the Voter Outreach Programs. I’ve been working for local and state government for the past 30 years and earned my Master Municipal Clerk certification in 2019.

Apart from my professional career, I love finding projects that require me to step out of my comfort zone. After moving to Arizona in 2014, I was having a hard time finding a community, I really felt disconnected. I’ve always volunteered and participated in local community advocacy back in Georgia, and I just couldn’t find the same connection in Arizona during my first few years here. In early 2019 while driving home and listening to a podcast, I received a divine nudge. That nudge was to start my own podcast. “Why not?” I told myself, “I love people”, “I love learning about entrepreneurship”, and “I love making connections and networking”; therefore “Why NOT start a podcast”. That was the start of the Level Up Tribes Podcast.



Subsequently, after a few episodes of interviewing local entrepreneurs, I had an opportunity to interview a Yoga teacher in the Valley who ended up changing my life forever. That teacher is Megan Cannon, former owner of Papago CrossFit and Cactus Moon School of Yoga. During my interview with Megan, I learned about the importance of finding our *Dharma* or life’s purpose, and that resonated with me long after my interview. In January 2020, Megan reached out to me asking if I would be interested in joining her 2020 Yoga Teacher Training, which was 200 hours of training over a course of 11 months. I enrolled in the training not to be a teacher but for my own personal growth. However, after the pandemic, my life started experiencing different serendipitous encounters that kept leading me to teach Yoga; three years later here I am teaching Corporate Mindfulness and Yoga Practices in the Valley.

I absolutely love the Yoga philosophy and the journey it gives you to discover who you really are and slowly let go of the traumas we carry with us since childhood.

Yoga is so much more than a pose or a form of exercise. Yoga is comprised of “Eight Limbs”:



Image Credit: Loka Yoga School

1. *Yama* (attitudes toward our environment, moral principles).
2. *Niyama* (attitudes toward ourselves, observances).
3. *Asana* (physical postures).
4. *Pranayama* (restraint or expansion of the breath, deep breathing techniques).
5. *Pratyahara* (withdrawal of the senses).
6. *Dharana* (concentration).
7. *Dhyana* (meditation).
8. *Samadhi* (liberation, complete integration).

In Sanskrit, the word *Yoga* means “to yoke” or “bring together”. Yoga is an ongoing journey where you (the self) continue to learn and grow. The more you practice Yoga, the more the branches of Yoga will surface for you, ultimately giving you *Samadhi* (liberation) of whatever is holding you back from your authentic self.

If a fellow clerk was thinking about starting their own podcast, what advice would you have for them?

1. First, if you have an idea about starting a podcast, don't overthink it, and just start.
2. Find a theme, podcast title, format of discussion/interview, and a passion area that's important to you.
3. Don't worry if someone else is doing the same theme. You have a unique voice, and you will attract your own following of listeners and community.
4. Research YouTube tutorials to learn what type of equipment you will need to start a podcast – a good microphone and headphones to make sure there is no background noise are important but try to keep it as simple as possible.
5. Purchase podcasting equipment. Two great websites are [sweetwater.com](https://www.sweetwater.com) or [amazon.com](https://www.amazon.com). Keep in mind that a podcast can also be recorded over Zoom or Teams.
6. Research the Internet to verify that your podcast name isn't already in use.
7. Develop and maintain a website where you can promote your podcast and provide background information about yourself. I also recommend using a website platform like [GoDaddy.com](https://www.godaddy.com) to build and host a website.
8. Find a podcast hosting application to upload your podcast audio and author tags to YouTube and all the popular podcast hosting sites such as Spotify, Google Podcasts, and Apple Podcasts. I recommend using Libsyn, which offers a \$20-per-month plan but there are different companies out there offering the same or even more according to your needs.
9. Lastly, record an intro and outro with background music for your podcast. You can search royalty-free music on YouTube. You will need an editing software like Audacity or Adobe Audition. For a list of other editing software, visit <https://riverside.fm/blog/podcast-editing-software>.



Continued on page 8

What does Mindfulness mean to you? Do you have any tips for your fellow clerks on ways they can practice mindfulness throughout their day?

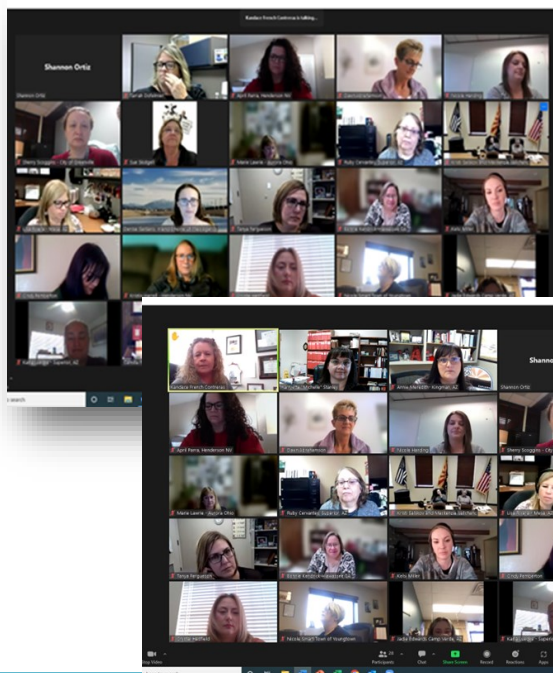
Mindfulness to me means being aware of the present moment; not worrying about the past or the future, only the now.

You can practice mindfulness throughout the day by setting an intention for your day. How do you want to feel today? Once you set an intention for your day, then add goals to that intention. For example, my intention today is to cultivate peace and calm throughout my day. My action goals could be to take a walk during lunch, do one-minute breathwork of long/soft breaths every two hours, listen to soft music; or do any other activity that you enjoy and that gives you a sense of peace. This could be different for everyone, therefore, pick something that resonates with you.

Everything is so fast-paced now, everyone wants things done now, the project must be done now, you need to respond to an email now, and so on. It's important to slow down, it's okay to take a pause, and find a reset button. Self-care is not a luxury, but a necessity. It is important to find time for self-care, because being under constant stress is not good for the body and mind. Our profession is highly stressful and finding a work-life balance is important. We all have that one thing we love to do that we don't have to get paid to do. Find that one thing that really brings joy to your life and do more of that. Another way of self-care is to find your "community", your "tribe" of people that you trust (i.e., family, church, etc.).

I love my profession as a Municipal Clerk; however, if I didn't implement Yoga or mindfulness practice to help me bounce back and recover from work stress burnout, I wouldn't enjoy my job so much. Yoga gives me balance; it is a passion project because when I go home on the weekends, I have something else other than work on my mind. Having that "work-life balance" is critical to my career.

If you need help with mindfulness practices or help starting your podcast, please reach out to me. I would love to help!



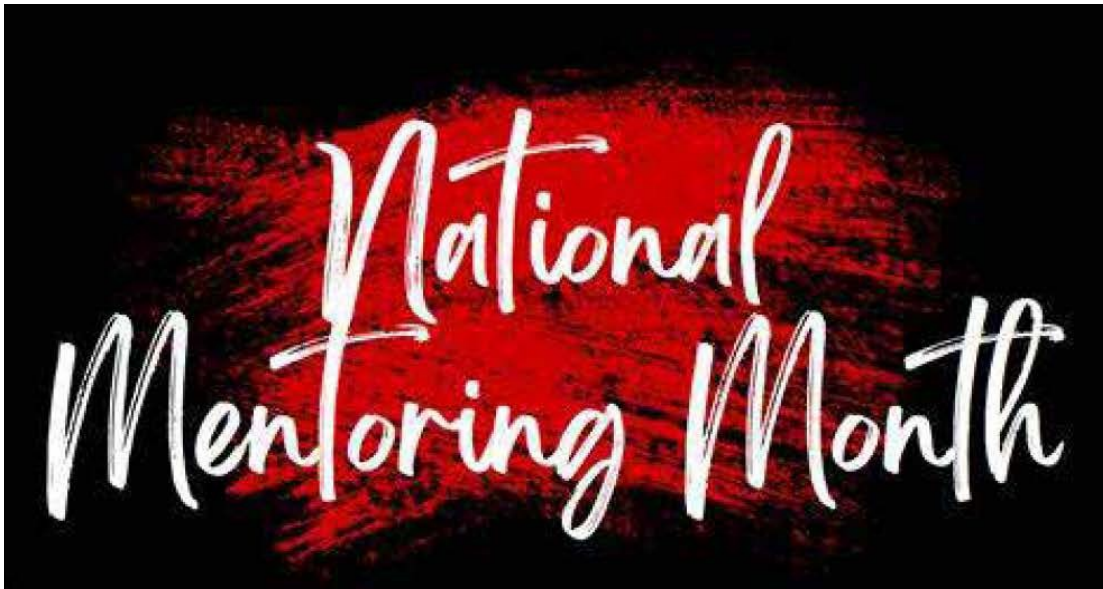
2022 AMCA Fall Virtual Athenian Dialogue: Eat Mor Chikin: Inspire More People. Doing Business the Chick-fil-A Way by S. Truett Cathy

The fascinating story of Truett Cathy who inspired the next generation of Servant Leaders in business.

- S**—See and Shape the future
- E**—Engage and Develop Team Members
- R**—Reinvent continuously
- V**—Value Results and Relationships
- E**—Embody the Values

HONOR YOUR MENTOR DURING NATIONAL MENTORING MONTH

Article by Mary Lynne Stratta, MMC, President, IIMC Foundation
Excerpt from the December 2022 IIMC Digest



Every Municipal Clerk has at least one experienced Municipal Clerk who is their mentor. Many of us have more than one Clerk who has guided us, counseled us, encouraged us, taught us, consoled us, and inspired us. So how do we thank them? **January is National Mentoring Month.** An excellent way to say thank you to your mentor(s) is to make a donation to the IIMC Foundation in their honor.

Please include the name and address of the mentor you wish to honor in your communication and mail this information along with your donation to:

IIMC Foundation Treasurer Vincent Buttiglieri
1532 Waterford Drive
Edison, NJ 08817

Your mentor(s) will receive a letter from the Foundation informing them of your generous gift in their honor.

Pay it forward! Your contribution to the Foundation will help fund clerk education programs, scholarships and grants. What better way to honor your mentor(s) than passing along the favor!

Remember – when we all give a little, we all learn a lot!





The Inside Scoop on...

What keeps Flagstaff, AZ Weird



What do you mean you live in Arizona?

- article by Stacy Fobar

Close your eyes and picture Arizona for a second. The Sonoran Desert with its beautiful saguaros, the breath-taking smell of a rain during the monsoon season, the feel of the dry heat, and the multi-feet storms of snow. Say what? Snow? Welcome to Northern Arizona and especially to Flagstaff, Arizona, one of the snowiest cities in the United States.

Flagstaff is an eclectic mix of small-town charm, endless outdoor adventures, a plethora of educational experiences, the first Dark Sky City and a STEAM City, and four beautiful seasons. We are situated in the middle of a Ponderosa Pine forest at an elevation of nearly 7,000 feet. On average, we receive about 108 inches of snowfall a year. We have a great downtown scene with bars and restaurants ranging from casual fish and chips to elegant four-star eateries.

Some of the highlights of Flagstaff:

- * We're a college town! NAU was founded in 1899 and hosts over 20,000 students a year.
- * We're the home of Arizona Snowbowl and the tallest point in the state, Mount Humphreys. Our average snowfall at Snowbowl is 260 inches!
- * Lowell Observatory, founded by Percival Lowell, is situated in Flagstaff. Lowell Observatory was originally founded to search for life on Mars and Flagstaff is the home of Pluto, which was first discovered at the Observatory. With the Observatory and Meteor Crater, Flagstaff is a stellar destination with experiences truly out of this world!
- * The Museum of Northern Arizona is a gateway to understanding the Colorado Plateau, engaging local, regional and global audiences with life-enriching knowledge and experiences.
- * Flagstaff is a City of Seven Wonders. From staying here to visit the Grand Canyon, enjoying Native American relics, and exploring the great outdoors, Flagstaff has something for everyone.



Best Practice Ideas



A Better Way to Recognize Your Employees

By Christopher Littlefield, Harvard Business Review ([full article here](#))

Research shows what great leaders already know: Recognition is fundamental to the engagement and retention of top talent and the profitability of our organizations. A recent study found that employees who reported that their managers were great at recognizing them were more than 40% more engaged than those with managers who were not. In addition, they were more confident, felt better informed, offered more discretionary effort, and were less likely to quit.

Putting Reflective Recognition into Action

Reflective recognition gives you, the leader, a window into what matters most to another person while at the same time, helping employees get present to their own progress and accomplishments. What's more? When employees stop and reflect on their own achievements, how they've tackled challenges, and how they've made progress, it is great for engagement, too. Research shows that when we make progress towards goals that matter to us, we feel motivated to continue. In other words, reflecting on even small wins can motivate employees to get more done. The best part? It is extremely simple, requires no preparation, costs nothing, and makes a world of difference for both parties.

There are three steps in reflective recognition which, to the employee, is going to just look like a simple conversation.

1. Invite them to share.

The first step is to empower your employees to share what they are proud of and why. This doesn't need to happen as a separate, focused meeting. During your regular one-to-ones, or even when you bump into each other in the office, you could ask them a simple question. Note that the first time you try this with your employee, don't be surprised if they look concerned or suspicious of why you are asking. They may be thinking, "Did you just attend leadership training or something?" But here's a way to mitigate those reactions. You could preface your question by saying, "I recently read an article that explained how we often don't see most of the work our people do every day and it got me thinking that I would love to learn more about what you're proud of that I don't see." After you ask, some people will take your invitation to share and run with it, and tell you everything they have been doing, and more. Others might give you a standard, "I'm proud of being a good team player," "Everything I'm doing is exciting," or even shy away from saying anything. And this is where the next step comes in.

2. Probe positively.

In her book, *The Perfectionism Detox*, author Petra Kolber shared that as humans, we have a tendency to minimize our accomplishments and maximize our shortcomings. As their leader, you can help people dig into their achievements and uncover together what it took for them to do what they did. If they respond with "I don't know" try following up with questions that help them reflect on what they have done. If they say, "I've been struggling with this new program for a month, but I just finally figured out X and we can finally get it off the ground. That's exciting!" use positive probing to draw their attention to their own effort and progress. As they are sharing — and they will likely reveal what is most important to them — listen for the barrier they overcame, the sacrifices they made, the struggles they worked through, to do all they did.

3. Reflect back.

After your employee has shared, it is time to reflect back on what you heard. Sometimes this can be as simple as "Thank you for all you have been doing, I had no idea you had worked through all that," or "Thank you for sharing, that is amazing." Other times, maybe when you have not spoken in a long time, or notice your employee struggling, it is important to reflect back in more detail to show them you understand what they have been working on and amplify what they have done. You could say: "Alia, I knew the training program you put together was amazing, but I had no idea everything you had been doing behind the scenes to make this happen. From the curriculum design, to organizing the filming and editing of all the content, to the thought you put into rolling this out to all our stores is extraordinary. And doing all of this on top of your life outside of work. Thank you for everything you have been doing."

Reflective recognition is a simple way to empower your people to share what they are proud of and why. It's important to note that some people aren't used to talking about what they're proud of, so it may take some time for your team to warm up to the idea. But if you build it into each of your one-on-ones, and team meetings, people will start coming ready to share and, you may just build a culture of recognition and celebration where good work is validated, and employees feel valued.



10 Steps for Staying Healthy This Winter

from Cleveland Clinic Family Medicine ([full article here](#))

During winter, chances are good that all you want to do is curl up on the couch under a blanket and watch TV. That's completely understandable! The sun sets earlier, it's cold and the great outdoors isn't always fun when it's snowing. It's also understandable that your wellness and fitness goals might get off track, especially if you exercise outdoors during warmer months. But family medicine physician Neha Vyas, MD, reassures you that you do have options and can still make healthy choices even when it's freezing. Here, Dr. Vyas shares some easy tips to incorporate healthy decisions into your daily routine.

1. Get in extra steps

At work, park in the farthest spot and walk the extra steps to your office. (Unless it's icy, then it's best to put safety first and park as close as you can.) When you get to your building, take the stairs, not the elevator. If you work in a high-rise, stop the elevator a few flights before your floor and walk up the rest of the way. Set a goal of how many flights you want to accomplish.

2. Keep moving

If you work at a desk all day, take periodic breaks for a mini-workout. Try chair yoga or keep resistance bands and light weights near your cubicle or desk. Studies show that even 10 minutes of physical activity, such as chair yoga or lifting light weights a few times a day, can have positive health benefits. At a minimum, stand up and stretch every hour while working at your computer.

3. Winterproof your workout

These days, there's no shortage of online workouts, videos and apps that allow you to work up a sweat from the comfort of your home. The internet is full of free workout videos. You can also swap outdoor activities for indoor ones. For example, buy an exercise bike and go cycling while watching your favorite TV show or reading a book.

4. Swap your chair for a fitness ball, and get a standing desk

If these aren't options for you, innovate! You can do a DIY standing desk by stacking several discarded corrugated boxes placed on top of each other to achieve the right height for a computer screen, and other boxes for your keyboard and mouse. Or use books to raise your computer to a higher level.

5. Make your lunch — don't get take-out

Making lunch at home tends to be much healthier (and cost-effective) than grabbing food from a restaurant or vendor. When you choose the items in advance, you think more about what you're putting in your body.

6. Drink water

Choose water instead of a soda, or infuse your water with fruit or citrus for a unique flavor. When it's cold outside and you want to drink something hot, consider herbal tea instead of hot chocolate.

7. Disinfect your surfaces

Every week or so, run a disinfectant cloth over your keyboard, mouse and phone earpiece to prevent the spread of germs. And be sure to wash your hands frequently.

8. Get a flu vaccine

Getting the flu vaccine will benefit everyone around you and, most importantly, yourself. Getting vaccinated builds herd immunity; the more people who receive the flu vaccine, the more of those who can't receive it for health reasons will benefit.

9. Stress less

Learn the art of deep breathing. Take a few moments to step away from the computer or device screen and practice reflective [meditation](#). The more you practice this, the quicker you can call upon these skills to help remain calm during stressful days, poor driving conditions or other winter challenges.

10. Do a digital detox

Every so often, take a complete break from your devices — a [digital detox](#). That means step away from your cell phone, tablet, computer and even TV. Read a book, play a game, have a conversation with your roommates or partner — and generally try and go analog for a while. You might be surprised at how much calmer you might feel.

Educational Opportunities

- ◆ **Legislative Calls with the League** — 9:00 a.m. Monday mornings
Listen to a summation of bills potentially impacting Clerks and Elections.
(Zoom login and legislative tracking bills will be sent out via Listserv)
- ◆ **Clerk Conversations with Darcie McCracken, AMCA President**
Monthly informal discussions, alternating between mornings and afternoons.
(Zoom login and schedule will be sent out via Listserv)

- ◆ **IIMC Online Learning Opportunities** [\[Visit the IIMC website\]](#)

Mark the Dates:

- **March 3rd—deadline for AMCA Scholarship Applications**
- 2023 Spring Best Practice
- 2023 Athenian Dialogue
- May 14-17, 2023 IIMC Annual Conference Minneapolis, MN
- June 2023 AMCA CMC Institute
- June 2023 AMCA MMC Academy
- July 24-27, 2023 AMCA Annual Conference and Elections Training



The URL to the [Listserv Questions & Answers webpage](#) recently changed. Once you log into the Members Only section of the [AMCA website](#), you can navigate to the Listserv Questions and Answers by selecting that menu option under Members Only (see image).



Say "Aloha" to Hawaii

Sponsored by the IIMC Foundation and American Legal, this education fundraiser can land you in beautiful Hawaii. When you support IIMC education programs, you can win a trip for two to Hawaii, including airfare and a week's hotel on Waikiki Beach.

With tickets available at \$20 each or 3 for \$50, take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.



2021 winner Suzanne McNeel from Blackfoot, ID

**Sponsored by
American Legal Publishing Corporation**

*All proceeds support the IIMC Foundation
and IIMC education programs*

Name _____ \$ _____

Phone _____ Email _____

City _____ State/Province/Country _____

- Pay by check** - Return flier and check payable to IIMC Foundation to:
Vincent Buttiglieri, IIMC Foundation Treasurer, 1532 Waterford Drive; Edison, NJ 08817
- Pay by credit card – Place order online at:**
www.iimcfoundation.com/general/webform/donationorder-form (choose: Drawing/Special Events)

Winner drawn at IIMC Annual Conference in Minneapolis, MN, at the banquet in May, 2023.

Winner need not be present to win.

For ticket numbers or stubs email rbollhauer@amlegal.com

www.iimcfoundation.com



**Interested in submitting an article for the Newsletter?
We are always looking for:**

- ◆ **Clerks in the News**
(professional designations, awards, retirements, promotions)
- ◆ **Training Opportunities**
(online or in person professional training for clerks)
- ◆ **Funny Work Anecdotes**
(Think Reader's Digest Workplace Humor)
- ◆ **New Technology & Software**
(things that make work/life better)

Deadline for the Spring Newsletter is April 3rd!

Please send article ideas to:

Michelle Stanley, Chair, at hstanley@paysonaz.gov

Or

Stacy Fobar, Co-Chair, at stacy.fobar@flagstaffaz.gov



Save the Date

AMCA ANNUAL CONFERENCE and
ELECTIONS TRAINING

July 24 – 27, 2023

Fountain Hills Community Center

Add to your calendar and watch for more information coming soon.

THANK YOU!

We thank the sponsors listed below for their support of the AMCA.

Be sure to click on the image to be directed to their website.



A GENERAL CODE COMPANY

