



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING**

**Wednesday, August 5, 2020
10:00 a.m.
Teleconference at (800) 220-9875
Participant Code: 23543649#**

Committee Members: Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Fatima Comprosky, Kara DeArrastia, Judy Martinez, Sheryl Rabin, Terri Roth, Michelle Stine, and Darcie McCracken (Board Liaison)

1. Call to Order
2. Roll Call
3. Liaison Updates (*committee chairs have been listed until official liaisons have been assigned*)
 - a.) Education – Michelle Stine
 - b.) Elections – Linda Mendenhall
 - c.) Handbook & Constitution – Terri Roth
 - d.) Legislative – Sarah Siep
 - e.) Membership/Mentoring/Region Leaders – Kara DeArrastia
 - f.) Records Management – Ben Lane
 - g.) Scholarship – Crystal Hadfield
 - h.) Executive Board- Darcie McCracken
4. Old Business
 - a.) Discussion and possible approval of the May 20, 2020 minutes (Attachment 1)
5. New Business
 - a) Introduction of committee members
 - b) Review of newsletter calendar and deadlines (Attachment 2)
 - c) Minute taking rotation
 - d) Discussion of upcoming Fall 2020 newsletter
 - e) Discussion of social engagement ideas
6. Good of the Order/Comments from Committee Members
7. Next Meeting Date
 - a.) Discussion of future meeting dates and times
8. Adjournment



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
COMMUNICATIONS COMMITTEE
MEETING MINUTES
May 20, 2020
9:00 a.m.**

Committee Members: Chaveli Herrera, Chair; Judy Martinez, Co-Chair; Fatima Fernandez, Stacy Fobar, Maria Hernandez, Nolette Hernandez, Kelsi Miller, Karen Norris, Sarah Siep, H. Michelle Stanley, Michelle Stine, and Teresa Riza (Board Liaison)

1. CALL TO ORDER

Meeting was called to order by Co-Chair Judy Martinez at 9:01 a.m.

2. ROLL CALL

Present via Teleconference: Chaveli Herrera, Chair; Judy Martinez, Co-Chair; Stacy Fobar; and Kelsi Miller

Absent: Fatima Fernandez; Maria Hernandez; Nolette Hernandez; Karen Norris; Michelle Sarah Siep; Michelle Stanley; Michelle Stine; and Teresa Riza (Board Liaison)

3. LIAISON UPDATES

a.) Education – Brooke Painter

Brooke Painter, Education Committee Co-Chair, reported that upcoming trainings had been cancelled. She noted a survey was sent to AMCA members regarding rescheduling the Clerk Institute and Academy trainings for October, but stated most participants indicated next year would be preferred. She said the Athenian Dialogue of *Option B: Facing Adversity, Building Resilience and Finding Joy* would be held online and facilitated by Dr. Jane Long. She also noted that IIMC had online training options available.

b.) Elections – Linda Mendenhall

Judy Martinez, Communications Committee Co-Chair, provided an update on behalf of Linda Mendenhall. She stated the July elections training would either be cancelled or done by webinar only, adding more information would be provided after the upcoming Executive Board meeting.

c.) Handbook & Constitution – Unknown

There was no update provided.

d.) Legislative – Sarah Siep

There was no updated provided.

e.) Membership/Mentoring/Region Leaders – Sherry Aguilar

Judy Martinez, Communications Committee Co-Chair, provided an update on behalf of Sherry Aguilar. She stated there were currently 208 members and 19 retired members.

f.) Records Management – Ben Lane

Ben Lane, Records Management Committee Chair, reported the Committee met on April 30, 2020 and would be meeting again at the end of May. He stated the April meeting included a representative from the Arizona State Library, Archives, and Public Records Committee for the first time in years. The group discussed several topics including development and engineering records schedules, passport retention schedules, and electronic records. The Committee is working on a social media records policy, a strategic preservation policy, and best practices for involving and motivating staff outside the Clerks' offices who deal with records.

g.) Scholarship – Judy Martinez

Judy Martinez reported the Committee had not awarded scholarships due to the cancellation of trainings. She stated the Committee was considering offering the scholarships to the same recipients next year and would not be fundraising now.

h.) Executive Board- Teresa Riza

Judy Martinez, Communications Committee Co-Chair, provided an update on behalf of Teresa Riza. She stated the Executive Board was still seeking a Board Secretary.

4. OLD BUSINESS

a.) Discussion and possible approval of the January 29, 2020 and March 5, 2020 minutes

Chaveli Herrera moved to approve the minutes of the January 29, 2020 and March 5, 2020 meetings; Stacy Fobar seconded the motion. Motion carried to approve the minutes of the January 29, 2020 and March 5, 2020 meetings.

b.) Post-discussion of the 2020 Governor's Proclamation and Clerks Week

Judy Martinez asked if there was any feedback on the 2020 promotion efforts of Clerks Week. No feedback was provided.

5. NEW BUSINESS

- a.) Brainstorming and discussion of topics for the upcoming Summer 2020 Newsletter

Judy Martinez asked if there were any suggestions or submissions for the upcoming newsletter. Stacy Fobar suggested information regarding traveling, conferences, and training changes due to COVID19; adding the changes may delay certifications for members.

Chaveli Herrera noted more training information may be provided after the upcoming Executive Board meeting. She also suggested sending an email through the AMCA listserv asking for best practices or new procedures that have been developed due to COVID19, such as ways of motivating staff during that time.

- b.) Discussion of 2020-2021 Communications Committee recruitment

Judy Martinez announced AMCA was recruiting for its committees and asked if anyone had any aspirations for the Communications Committee. No feedback was provided.

Chaveli Herrera noted that the application and committee descriptions were provided through the listserv and were also available on the AMCA website.

6. GOOD OF THE ORDER/COMMENTS FROM COMMITTEE MEMBERS

There was no discussion.

7. **NEXT MEETING DATE:** Wednesday, Wednesday April 22, 2020 at 9:00 a.m.

There was no discussion.

8. ADJOURNMENT

The meeting was adjourned at 9:13 a.m.

Respectfully submitted by:

Judy Martinez, Co-Chair

Newsletter Timeline (FY21)

JULY						
S	M	T	W	T	F	S
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	FALL NEWSLETTER PUBLISHED					12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
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25	26	27	28	29	30	31

NOVEMBER						
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22	23	24	25	H	27	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	WINTER NEWSLETTER PUBLISHED					12
13	14	15	16	17	18	19
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JANUARY						
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31						

FEBRUARY						
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28						

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	SPRING NEWSLETTER PUBLISHED					13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
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MAY						
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30	H					

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	SUMMER NEWSLETTER PUBLISHED					12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

 Submittals accepted

 Committee Meeting / Review

 Holiday / Office Closed