ARIZONA MUNICIPAL CLERKS' ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING MINUTES
August 11, 2026

1. **Call to Order**

The meeting was called to order by Chair Annie Meredith at 9:00 a.m.

2. **Roll Call**

Committee Members Present: Chair Annie Meredith; Co-Chair Judy Martinez; Board Members Annie Reidhead, Marissa Greenwood, Amy Loper, Steven Aguilar, Kelsey Pickard, Lindsay Martinez, Emily Soria; and Board Liaison Marcella Sarmiento, Avondale

Committee Members Absent: Board Members Maria Rivera, Regina Guisto, Desombra Gray, Beatrice Driver, and Stacy Saltzberg.

3. **Newsletter Timeline Calendar**
   a. Chair Annie Meredith reviewed the calendar with the committee members.

4. **Volunteer Opportunities**
   a. Meeting Minute Takers-
      Chair Annie Meredith requested volunteers to take minutes for upcoming committee meetings.

   b. Member CMC/MMC Announcements-
      Chair Annie Meredith requested a volunteer to send out and post the CMC/MMC announcements.

      Co-Chair Judy Martinez and Member Marissa Greenwood volunteered to work together on this.

   c. Newsletter Sections (Canva Invite)-
      Chair Annie Meredith shared that she would be inviting everyone to edit the Fall Newsletter via Canva.

      Board Liaison Marcella Sarmiento gave an overview of how the process works with Canva.

5. **Upcoming Projects**
   a. Fall Newsletter Submission Due Date-
      Chair Annie Meredith reviewed the future projects for 2026-27. She shared that the due date for the Fall Newsletter submissions is September 1st.

6. **Future Projects**
   Member Marissa Greenwood suggested doing a short update from each jurisdiction to see what is going on around the state.

   Member Steven Aguilar shared that the Membership Committee is working on a speaker list.

7. **Good of the Order/Comments from Committee Members**
   Member Steven Aguilar asked if the Clerk's Conversations were going to be starting back up quarterly.

Chair Annie Meredith said that it was discussed to bring them back. She asked Board Liaison Marcella Sarmiento to take it to the board see how they would like to proceed.

Board Liaison Marcella Sarmiento said that she would take it to the upcoming board retreat, and suggested that each AMCA Committee take a turn hosting them.

8. **Next Meeting Date: September 8, 2026, at 9:00 a.m.**
   Member Marissa Greenwood will be the minute taker.

9. **Adjournment**

The meeting was adjourned at 9:29 a.m.

Minute Taker: Annie Meredith, City Clerk, City of Kingman