



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

**Wednesday, October 23, 2019
9:00 a.m.
Teleconference at (800) 220-9875
Participant Code: 23543649#**

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

1. Call to Order
2. Roll Call
3. Liaison Updates
 - a.) Education – Brooke Painter
 - b.) Elections – Linda Mendenhall
 - c.) Handbook & Constitution – Jayme Rush
 - d.) Legislative – Sarah Siep
 - e.) Membership/Mentoring/Region Leaders – Sherry Aguilar
 - f.) Records Management – Ben Lane
 - g.) Scholarship – Judy Martinez
 - h.) Executive Board- Teresa Riza
4. Old Business
 - a.) Discussion and possible approval of the September 25, 2019 minutes (Attachment 1)
 - b.) Discussion on status of the Website Redesign (Attachment 2)
 - c.) E-blast update (Attachment 3)
5. New Business
 - a.) Updates from Executive Board meeting of October 17, 2019
 - b.) Discussion of upcoming newsletter topics, assignments, and deadlines (Attachment 4)
6. Good of the Order/Comments from Committee Members
7. Next Meeting Date: Wednesday, November 20, 2019 @ 9:00 a.m.
8. Adjournment



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
COMMUNICATIONS COMMITTEE
MEETING MINUTES
September 25, 2019
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 Chair Chaveli Herrera at 9:00 a.m.

2. ROLL CALL

Present via Teleconference: Chaveli Herrera, Chair; Judy Martinez, Co-Chair; Fatima Fernandez; Stacy Fobar; Maria Hernandez; Nolette Hernandez; Karen Norris; H. Michelle Stanley; and Teresa Riza, Board Liaison

Absent: Kelsi Miller, Sarah Siep, and Michelle Stine

3. LIAISON UPDATES

a. Education Committee – Brooke Painter

Chaveli Herrera, Communications Committee Chair, provided an update on behalf of the Education Committee. She reported the Education Committee had 16 responses to a survey regarding Fall Best Practices; which would likely be held on either December 3 or December 5, 2019. The Committee considered changing the date of the AMCA Annual Conference, but it would likely be held in July again as in previous years.

b. Elections Committee – Linda Mendenhall

There was no update.

c. Handbook & Constitution Committee – Jayme Rush

There was no update.

d. Legislative Committee – Sarah Siep

Chaveli Herrera, Communications Committee Chair, provided an update on behalf of the Legislative Committee. She stated the Committee recently held its first meeting of the new year and provided updates of the manual to Christina Estes-Werther at the League of Arizona Cities and Towns.

e. Membership/Mentoring & Region Leaders Committee – Sherry Aguilar

Judy Martinez, Communications Committee Co-Chair, provided an update on behalf of the Education Committee. She reported the Committee was encouraging all region leaders to have in-person meetings and to take photos to share on social media. The Committee was also working on the past-due membership list; noting the current membership consisted of 203 active members (121 full members and 82 associate members). The Committee would be working with the Handbook and Constitution Committee regarding the language of full and associate memberships.

f. Records Management Committee – Ben Lane

Ben Lane, Records Management Committee Chair, reported the Records Committee would be holding regular meetings every other month, beginning in October 2020.

g. Scholarship Committee – Judy Martinez

Judy Martinez, Scholarship Committee member, stated the Committee would be announcing the new scholarship initiative in October 2019.

h. Executive Board – Teresa Riza

There was no update.

4. **OLD BUSINESS**

a. Discussion and possible approval of the August 19, 2019 Minutes

Maria Hernandez moved to approve the August 19, 2019 minutes. Michelle Stanley seconded the motion. Motion carried.

b. Discussion status of the Web Redesign Survey

Judy Martinez reported the website redesign survey had previously been completed and the results were reported to the Executive Board. She stated that Sandy Morari from the League of Arizona Cities and Towns had been working with a website designer to

plan the look of the website and create a model of the home page. She noted the Communications Committee may have the opportunity to provide additional feedback on the website redesign, but no other tasks were assigned thus far.

5. NEW BUSINESS

a. Updates from the Executive Board meeting on September 19, 2019

There were no updates from the Executive Board.

b. Discussion and feedback on the Fall 2019 Clerks' Insider Newsletter

Chaveli Herrera asked for feedback on the previously published newsletter. No feedback was given.

Chair Herrera reported that Sandy Morari from the League of Arizona Cities and Towns expressed concerns regarding the e-blasts, stating that formatting the e-blasts with hyperlinks was time-consuming and difficult. Ms. Morari suggested using the old format with only one hyperlink to announce the newsletters.

There was discussion regarding whether an e-blast with a summary of the newsletter contents was necessary. Stacy Fobar and Maria Hernandez stated they typically only used the main link to access the newsletters. Michelle Stanley stated that the creation of the e-blast was from direction of the Executive Board after it received feedback that the newsletters were too long. Chair Herrera asked for suggestions on how to simplify the e-blast process that could be submitted to the Executive Board for consideration.

c. Discussion of upcoming newsletter assignments

Judy Martinez discussed the possibility of assigning sections of the newsletter to Committee members and asked for volunteers. She suggested assigning specific pages to Committee members for editing and proofreading.

- Maria Hernandez stated she would be happy to accept any assignment.
- Michelle Stanley volunteered to submit articles for the Best Practices section.
- Stacy Fobar requested to be a copy editor.

Chair Herrera asked the Committee to consider ways to contribute.

6. GOOD OF THE ORDER/COMMENTS FROM COMMITTEE MEMBERS

There was no discussion.

7. **NEXT MEETING DATE:** Wednesday, October 23, 2019 at 9:00 a.m.

Chaveli Herrera noted it was previously indicated that Wednesdays were the preferred date; however, Wednesday mornings were also popular dates for other committees to meet. She suggested using the same teleconference line that was used for this meeting to be used for future meetings, as it would help with scheduling conflicts. She stated the next meeting would be on Wednesday, October 23, 2019 at 9:00 a.m., but if any members had conflicts to please let her know.

ADJOURNMENT

The meeting adjourned at 9:16 a.m.

Respectfully Submitted by:
Judy Martinez, Co-Chair

DRAFT

Attachement 2: Webiste Redesign Draft Version – Home Page



78.0° A Few Clouds

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- [Men](#)





Agenda & Minutes



Budgets



Certificates



Committees



Constitution & Handbook



Jobs



Election Certification

AMCA Members

This section of the AMCA website is private and can only be accessed by members of AMCA. Below is a brief summary of the information included in this section.

- Certificates of Service – Download certificates of service.
- Forms – Links to various AMCA forms.
- Listserv – Information and link to subscribe.
- Membership List – Membership list in excel.
- Resources – Links to a variety of Internet sources and documents of municipal interest.

Forgot Password? Please contact the League at AMCAInfo@azleague.org

Education & Training

The mission of the Arizona Municipal Clerks Association is to provide the best education possible to help the municipal clerks keep up with the ever changing laws and local government requirements in Arizona.

Currently there are two Best Practices held during the year. The Spring Best Practices is held around the first of April, and the Fall Best Practices is held around November. Other trainings such as Elections training/update is held in conjunction with the AMCA Annual Conference usually held in July, and the Institute and Academy which are held in June. Other specialty classes may be scheduled throughout the year.

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Official Website of the Arizona Municipal Clerks Association

1820 West Washington Street, Phoenix AZ 85007

The Arizona Municipal Clerks' Association contracts with the League of Arizona Cities and Towns to provide services.

To contact League Staff, please call 602-258-5786 or email amcainfo@azleague.org.

You may also contact any of your Board Members - [Click Here](#) for Current Board Member Information

Interior Page Sample



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Sidebar Title

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Dear AMCA Members,

The Clerk's Insider is now online, [click here](#) to read it or save it to your desktop for a more convenient time. We hope you enjoy!

The Communications Committee

AMCA News Corner



- ⇒ Lisa Maxwell, AMCA 2019-2020 President, reflects on her time as a Clerk.
- ⇒ Each city or town should be submitting their Essential Records List to the Arizona State Library, Archives, and Public Records this year. [Click here](#) for details.
- ⇒ Find out what the AMCA Committees are up to!

Clerks in the News



- ⇒ Learn a little more about our newest CMCs and MMCs!
- ⇒ Check out the latest adventure in Athenian Dialogue when the ladies explored the *Hidden Figures* of NASA!

Educational & Professional Development Opportunities



- ⇒ High Performance Leadership Institute (12-week online program with 8 CMC or MMC points)
- ⇒ IIMC Region VIII Conference in Utah (September 2020)
- ⇒ AZSOS Election Officer Re-Certification Training (October 2019)
- ⇒ AZSOS Election Officer Initial Certification (December 2019)

Best Practices



- ⇒ Feeling frazzled? There are some easy things you can do each day to keep your cool! Learn "9 Simple Ways to Deal with Stress at Work"!

Sponsors



- ⇒ Are you still waiting to update your agenda and meeting practices? Find out how Municode can help!

If you'd like to submit content or have an idea for a future Newsletter, please send info to the Communications Chair.



news

The Fall AMCA Newsletter is here!

Open the attached document to view, or click on the link below to view it from the website.

Fall Newsletter

If you have any questions, please feel free to contact AMCAInfo@azleague.org.

Newsletter Timeline (FY20)

JULY						
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SEPTEMBER						
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DECEMBER						
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8	WINTER NEWSLETTER PUBLISHED					14
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JANUARY						
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JUNE						
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7	SUMMER NEWSLETTER PUBLISHED					13
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 Submittals accepted

 Committee Meeting / Review

 Holiday / Office Closed