



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

**Wednesday, September 14, 2022
9:00 a.m.**

Microsoft Teams :

[Click here to join the meeting](#)

Meeting ID: 256 100 044 111; Passcode: tjcdyi

Or call in (audio only)

[+1 929-352-1911,,734945473#](#)

Phone Conference ID: 734 945 473#

Committee Members: Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Donna Black, Patricia Buchanan, Sara Burchill, Marcella Carrillo, Kara DeArrastia, Christy Estavillo, Wendy Henson, Judy Martinez, Sheryl Rabin, Terri Roth, June Wilson and Carla Reece (Board Liaison).

1. Call to Order
2. Roll Call and Introductions
3. Liaison Updates
 - a.) Campaign Finance – Sharon Antes/Sherry Aquilar
 - b.) Education – Laura Jara/Rommel Cordova
 - c.) Elections – Linda Mendenhall/Janet Pierson
 - d.) Handbook & Constitution – Summer Stewart/Byron Jones
 - e.) Legislative – Denise Archibald/Summer Stewart
 - f.) Membership/Mentoring/Region Leaders – Kara DeArrastia/ Annie Meredith
 - g.) Records Management – Ben Lane/Cathie Butteweg
 - h.) Scholarship – Crystal Hadfield/Kristen Benavidez
 - i.) Executive Board- Carla Reece
4. Old Business
 - a.) Discussion and possible approval of the May 11, 2022 Meeting Minutes. (*attached*)
5. New Business
 - a.) Review of the Committee Responsibilities for 2022/2023 and a request for volunteers. (*The responsibilities list and the minute taker schedule are attached*).
 - b.) Discussion of the AMCA Fall Newsletter. (*The 22/23 submission calendar and the Fall Newsletter list are attached*).
6. Good of the Order/Comments from Committee Members
7. Next Meeting Date: October 2022 (*a scheduler poll will be emailed to the committee*)
8. Adjournment



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
MINUTES
Wednesday, May 11, 2022**

Committee Members: Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Anne Thomson, Fatima Fernandez, Judy Martinez, Kara DeArrastia, Laura Jara, Sheryl Rabin, Terri Roth, Whitney Juszczak, and Jennifer Pena (Board Liaison)

1. Call to Order

The meeting was called to order by Chair Michelle Stanley at 9:02 a.m.

2. Roll Call and Introductions

The following members were present: Michelle Stanley (Chair), Anne Thomson, Fatima Fernandez, Judy Martinez, Kara DeArrastia, Laura Jara, Sheryl Rabin, Terri Roth, Whitney Juszczak (not present: Stacey Fobar, Jennifer Pena)

3. Liaison Updates

a.) Campaign Finance – Ms. Juszczak reported there was no update.

b.) Education – Ms. Jara stated that the Education Committee would be meeting today to continue planning and reviewing content for the Academy, the Institute, and the Athenian Dialogue, as well as Annual Conference details. The Committee would also discuss its Annual Report.

c.) Elections – Ms. Rabin reported that the committee met yesterday to review the agenda and speakers for the Annual Elections Conference.

d.) Handbook & Constitution – Mr. Byron Jones stated that the Handbook & Constitution Committee would be presenting constitutional amendments to the Executive Board next week. Communications Committee members asked questions regarding the response to the second survey by the Handbook & Constitution Committee.

- e.) Legislative – Ms. Summer Stewart stated the Legislative Committee was continuing to track bills through the State Legislature and will update the AMCA membership after bills are finalized.
- f.) Membership/Mentoring/Region Leaders – Ms. DeArrastia reported that the Committee met on May 9th and received an update from committee members. They discussed last week's Clerks Week. They also discussed Council formats. A lot of cities had maintained an in-person Council format. Many continue to use a hybrid model.

The Committee looked over recent changes to its section of the Handbook. The Committee also reviewed incoming and exiting members from the Association.

The Committee may get together during the July conference/elections training. Some regional groups will have dinners. This is a good opportunity for people to meet in person. This was the Committee's last meeting of the year.

- g.) Records Management – Ms. Cathie Butteweg reported that the Committee is working on a preservation document related to gifts and other objects. The document will be presented to the Board. The Committee is also working on a succession plan. Additionally, the Committee is working on a plan for AMCA records to comply with State retention schedules. Finally, Ms. Butteweg reported that the Committee is working on best practices related to social media.
- h.) Scholarship - Ms. Crystal Hadfield reported that the Committee is in full swing for the baskets. The deadline is July 1st. Baskets can be brought to the annual Elections Training and winners will be announced the last day of the conference.
- i.) Executive Board – There was no report. The next Board meeting is May 19th.

4. Old Business

- a.) Discussion and possible approval of the March 3, 2022 Meeting Minutes.

Ms. De Arrastia moved to approve the minutes, seconded by Ms. Juszczak. The motion to approve was approved unanimously.

- b.) Review of the Committee Responsibilities for 21-22

Ms. Stanley reported that the Committee is on track. She will have a draft of the annual committee report available for members to review.

The Committee will need to work on the PowerPoint presentation for the Annual Meeting. Ms. Stanley will be asking for volunteers at the next Committee meeting.

Ms. Stanley said she appreciates all the assistance from Committee members with newsletter review.

Regarding the listserv, the Committee discussed when people “reply all” in their responses.

5. New Business

a.) LinkedIn Update by Stacy Fobar – There was no presentation due to Ms. Fobar’s absence. Ms. DeArrastia asked about the membership response to LinkedIn. Ms. Stanley said the revamped LinkedIn has not been advertised to the membership yet, but it will be included in the next newsletter.

b.) Discussion regarding the 2022 Clerks Week and suggestions to improve 2023

Ms. Stanley said it looked like there were a lot of City proclamations. Discussion regarding the challenges with Clerks Week included the following: everyone is super busy, some people are resigning, some Clerks have taken on additional roles in their cities/towns, and Clerks as a group don’t like self-promotion. There was additional discussion that next year the Committee can brainstorm more ideas with impact. People enjoyed the video put together by the League.

c.) Discussion of the AMCA Summer Newsletter

The Committee discussed the ideas on the list. It was suggested to add Liz Klein to the retiring Clerks list for an article in the Fall newsletter.

6. Good of the Order/Comments from Committee Members

Ms. Stanley encouraged everyone to re-apply for the Committee for 2022-2023. There were no other comments from Committee members.

7. Next Meeting Date: June 2, 2022

8. Adjournment

Ms. Stanley adjourned the meeting at 9:29 a.m.

Sheryl Rabin
Minute Taker

AMCA COMMUNICATIONS COMMITTEE PROJECTS

TASKS	ASSIGNED TO	DUE DATE
Review of the AMCA website <ul style="list-style-type: none"> • General info (due immediately) • Resources current (due Jan 2023) 	Need volunteers	Due ASAP (General) Jan 2023 (Resources)
Survey questions to membership about what they would like in the newsletter	The Committee will discuss as a whole	January 2023
Social Media <i>(to foster a community of Clerks)</i> <ul style="list-style-type: none"> • Facebook posts for weekly discussions • LinkedIn posts as needed 	Posting: Need Volunteer <i>Topic ideas:</i> Committee Members	Twice a month
Listserv Archives on website	Need Volunteers (2)	Monthly
New CMC/MMC Designations Listserv, Facebook announcements. <i>(to promote designations & motivate Clerks to continue their education)</i>	Need volunteer <i>Back-up support:</i> Chair/Co-Chair	As needed
Newsletter Design & Publication <ul style="list-style-type: none"> • Best Practice and Work/Life Balance articles <u>are always needed</u> 	The Committee will propose ideas, submit articles, and edit draft newsletters. <i>Publisher:</i> Chair/Vice-Chair	October 2022 January 2023 April 2023 July 2023
AMCA Board Secretary Elections	Chair/Co-Chair	February 2023
Clerks Week Celebration Packet on website for membership <i>(2023 – need to add more ideas for the shy)</i>	Committee will discuss as a whole	March 2023
Clerks Week Governor's Proclamation	Chair/Co-Chair	April 2023
Annual Committee Report	Chair/Co-Chair	June 2023
AMCA PowerPoint Presentation for Annual Meeting (work w/ President)	Committee will discuss as a whole	July 2023
Member Spotlight Year-End Page on the website (after Annual Meeting)	Chair/Co-Chair	July 2023
Committee Forms and Succession Plans for next the next Communications Chair	Current Chair	Before term ends

Communications Committee Minutes Rotation 2022-2023

If you are unable to attend the meeting or take minutes for your assigned meeting, please let the Chair/Co-Chair know as soon as possible so that a substitute can be found. Thank you!

- September 14, 2022 – Michelle Stanley
- October 2022 – Donna Black
- November 2022 – Patricia Buchanan
- December 2022 – Sara Burchill
- January 2023 – Marcella Carrillo
- February 2023 – Kara DeArrastia
- March 2023 – Christy Estavillo
- April 2023 – Stacy Fobar
- May 2023 – Wendy Henson
- June 2023 – Judy Martinez

Possible alternates if needed: Sheryl Rabin, Terri Roth, June Wilson

Per AMCA Handbook:

The Communications Committee Chair/Co-Chair shall:

- 2. Assign a rotating list for members of the committee to take minutes of the meetings*

2022-2023

AMCA CLERKS INSIDER NEWSLETTER CALENDAR

 Submittals accepted

 Submission Deadline

 Newsletter Published

August '22						
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 '22						
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October '22						
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November '22						
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December '22						
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January '23						
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February '23						
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March '23						
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April '23						
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May '23						
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June '23						
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July '23						
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23	24	25	26	27	28	29
30	31					

AMCA Fall Newsletter – submission deadline October 3rd

*President's message

*Committee Updates

- ✓ Region VIII update

*AMCA/educational training

*New Member spotlight

*Best Practice article

- ✓ *Work/Life Balance article – 6 Ways to Weave Self-Care (thank you Kara!)

*IIMC News

- ✓ *Website feature – 21/22 Achievement page, Listserv reminder

potential CMC spotlights: Maria James, Karla Lange, Andy Juarez

- ✓ Crystal Hadfield (CMC)

potential MMC spotlights:

- ✓ Holly Moseley (MMC)

potential Sponsor article – General Code

potential Retiree article – Liz Klein

potential article – Ben Lane (article on adjusting to a diff municipality)

- ✓ 2022 Conference Award highlights

**Board directed content for newsletter*