



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

Wednesday, March 17, 2021

9:30 a.m.

Teleconference at (800) 582-3014

Participant Code: 63006808#

Committee Members: Denise Archibald, Lisa Anderson, Erin Deskins, Cherry Lawson, Annie Meredith, Kelsi Miller, Brooke Painter, Leah Rhodes, Stacy Saltzburg, Sarah Siep, Michelle Stine, Kelly Williams, Linda Hess (ASU Liaison), and Teresa Riza (Board Liaison)

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

Discussion and possible approval of the February 17, 2021 minutes (attachment 1)

4. NEW BUSINESS

5. Discussion and update regarding the 2021 AMCA Institute and Academy
6. Discussion and update regarding the 2021 Athenian Dialogue
7. Discussion and update regarding the 2021 Spring Best Practice
8. Discussion and update regarding the 2021 Annual Conference

COMMUNICATION COMMITTEE COMMENTS/IDEAS

9. GOOD OF THE ORDER –

10. NEXT MEETING – Wednesday, April 14th @ 9:30 am

8. ADJOURNMENT



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EDUCATION COMMITTEE MEETING MINUTES
February 17, 2021 @ 9:30 a.m.
Teleconference
DRAFT MINUTES**

Committee Members: Denise Archibald, Lisa Anderson, Erin Deskins, Cherry Lawson, Annie Meredith, Kelsi Miller, Brooke Painter, Leah Rhodes, Stacy Saltzburg, Sarah Siep, Michelle Stine, Kelly Williams, Linda Hess (ASU), and Teresa Riza (Board Liaison)

1. Call to Order

Ms. Michelle Stine (Chair) called the meeting to order at 9:30 a.m.

2. Roll Call

The following members were present: Lisa Anderson, Denise Archibald, Erin Deskins, Linda Hess (ASU), Annie Meredith, Kelsi Miller, Brooke Painter, Leah Rhodes, Stacy Saltzburg, Sarah Siep, Michelle Stine (Chair), and Kelly Williams.

3. Approval of Minutes

A motion to approve the January 13, 2021, meeting minutes was made by Annie Meredith, seconded by Erin Deskins. The motion was approved unanimously.

4. New Business

a. Discussion and update regarding the 2021 AMCA Institute and Academy

Ms. Linda Hess (ASU) reviewed the 2021 AMCA Institute and Academy schedules and said she is working on finding presenters for the session blocks that do not have a confirmed presenter at this time and requested feedback and suggestions from committee members on possible presenters and/or topics to fill either a two or four hour block. She said one session that has been popular in the past has been a clerk panel and requested feedback and ideas from the group on clerks that may be interested in participating in a panel session.

Ms. Hess reported that there are currently 29 registered for the Institute and 12 registered for the Academy. She said both sessions will be held in-person and will be adhering to the COVID-19 guidelines and restrictions.

Ms. Stine asked committee members to email her with any ideas for presenters and/or session topics for Ms. Hess.

b. Discussion and update regarding the 2021 Athenian Dialogue

Ms. Stine reported that the 2021 Spring Athenian Dialogue will be held virtually on Tuesday, April 13 and Wednesday, 14, 2021, from 9:00 a.m. to Noon (two half-day sessions). She said the Athenian Dialogue subcommittee is recommending Ms. Ellen Freeman Wakefield as the facilitator and that the virtual dialogue fees be reduced from \$85 to \$50 for early-registration (members), \$95 to \$60 for registration (members), and \$100 to \$65 for registration (non-members). Ms. Stine said the subcommittee requested feedback from committee members on several book choices (included as an attachment), with *Leading with Emotional Courage* being the book selected for the 2021 Spring Athenian Dialogue.

Ms. Meredith said she was in favor of reducing the fees for the Athenian Dialogue, as the overall expenses for a virtual dialogue are less and still cover any facilitator costs.

The committee was in favor of the recommendations as proposed by the subcommittee.

c. Discussion and update regarding the 2021 Spring Best Practice

Ms. Stine reported that the 2021 Spring Best Practices will be held virtually on Thursday, April 22 and Thursday, April 29, 2021 (two half-day sessions/three hours each). She said the session topics on April 22, would cover best practices/procedures for online executive sessions and virtual meeting with League attorneys/staff, and lessons learned from the last election with an elections committee/clerk panel. She said the session topic on April 29, would cover updates/overview of the electronic liquor license process and temporary extension of premises during COVID-19 with the Arizona Department of Liquor Licenses and Control (Ms. Risa Williams).

Ms. Meredith asked what hours were being proposed, to which Ms. Stine said the subcommittee is tentatively looking at 9:00 a.m. to Noon on both days. Ms. Siep asked if participants had to register for both days, to which Ms. Stine said she would follow up with the League to see whether registration could be split.

There was discussion regarding reducing the fees for the virtual Spring Best Practices to \$45 for members and \$55 for non-members. The committee was in favor of reducing the fees to \$15 for members and \$20 for non-members per day.

Ms. Stine said she would work with the League on the registration and sending out a save-the-date for the Spring Best Practices, as well as sending all the materials to IIMC for education points.

d. Discussion and update regarding the 2021 Annual Conference

Ms. Stine reviewed the conference survey results as follows:

Question 1: Do you foresee any travel / training budget restrictions that may prevent you from attending the 2021 AMCA Annual Conference in July?

Yes: 28.18% (31 Responses)

No: 71.82% (79 Responses)

Question 2: Would you be able to attend a virtual 2021 AMCA Annual Conference if there was a fee to attend?

Yes: 95.45% (105 Responses)

No: 4.55% (5 Responses)

Question 3: How much time could you commit to attending a virtual conference if each three (3) hour session was divided over several weeks?

3 Hours: 15.89% (17 Responses)

6 Hours: 14.02% (15 Responses)

9 Hours: 22.43% (24 Responses)

12 Hours: 24.30% (26 Responses)

More than 12 Hours: 23.36% (25 Responses)

Question 4: Please rank in order of importance to you the following AMCA Annual Conference topics?

Professional Speakers: 2.96 (107 Responses)

Elections Training: 3.53 (108 Responses)

Networking: 2.25 (106 Responses)

Vendor Presentations: 1.26 (106 Responses)

The committee reviewed the results of the survey and discussed where the subcommittee was in terms of planning the venue/location, sessions/topics, and presenters. Ms. Stine noted that they are still unsure whether the conference will be held in-person or virtual this year, and added that the conference subcommittee has received several professional speaker proposals for this year's proposal with some of the costs for a virtual presentation coming in close to if not more than the costs for an in-person presentation. She said there also may be some challenges with COVID-19 travel restrictions.

Ms. Stine said she would be looking for direction and guidance from the AMCA Board at their next meeting on whether the committee should proceed with planning a virtual or in-person conference this year.

5. Communications Committee Comments/Ideas

Ms. Stine reminded committee members to submit items for the newsletter.

6. Good of the Order

Ms. Stine reported that the AMCA Board will be holding their meeting on February 18, 2021.

7. Next Meeting

The next Education Committee meeting is scheduled for March 17, 2021, at 9:30 a.m.

8. Adjournment

There being no further business Ms. Stine adjourned the meeting at 10:08 a.m.

Submitted By: Kelly Williams
Minute Taker

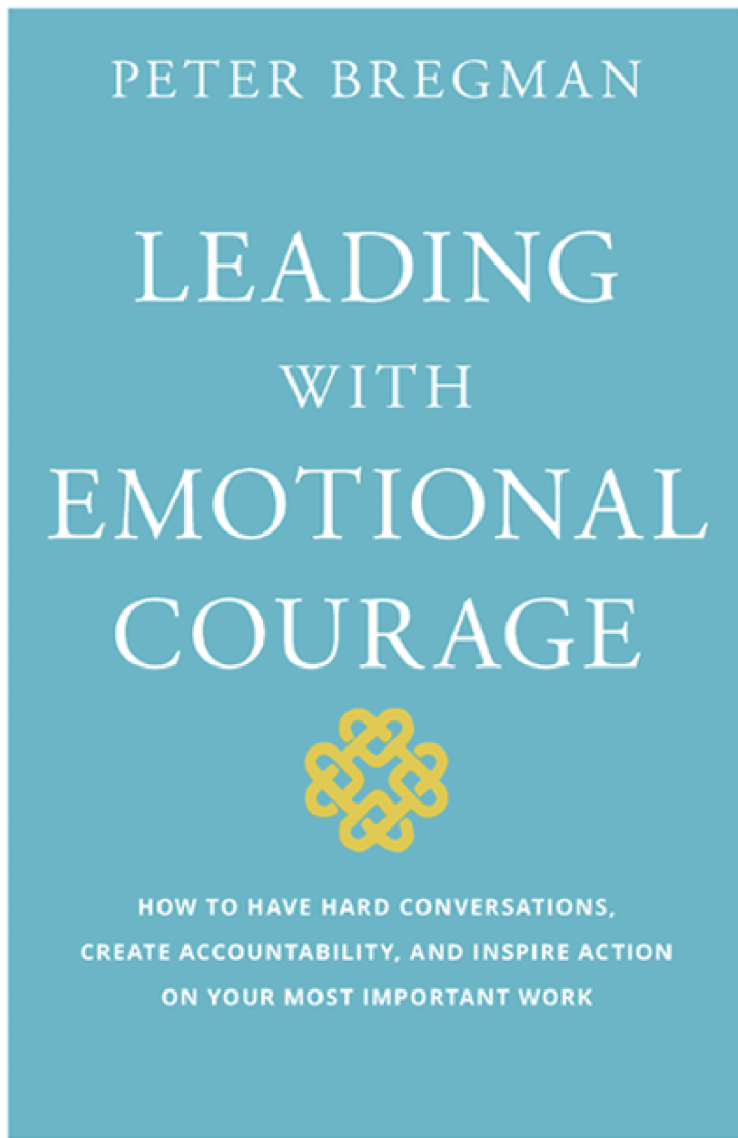
Spring Athenian Dialogue

Tuesday, April 13, 2021 & Wednesday, April 14, 2021 – 9:00 a.m. to 12:00 p.m.

Dialogue Will Be Held Online Via Zoom Platform

Leading with Emotional Courage

by Peter Bregman



Leading with Emotional Courage: How to Have Hard Conversations, Create Accountability & Inspire Action on Your Most Important Work

Wall Street Journal bestselling author Peter Bregman unlocks the secrets of highly successful leaders and pinpoints the missing ingredient that makes all the difference. Based on Bregman's popular blogs for Harvard Business Review, *Leading with Emotional Courage* provides practical, real-world advice for building your emotional courage muscle. Each short, easy to read chapter details a distinct step in this emotional "workout" giving you grounded advice for handling the difficult situations without sacrificing professional ground. By building the courage to say the necessary but difficult things, you become a stronger leader and leave the "should've's" behind.

Leading with Emotional Courage coaches you to build your emotional courage, exercise it effectively, and create an environment in which people around you take accountability to get hard things done.

You have the opportunity to lead: to show up with confidence, connected to others, and committed to a purpose in a way that inspires others to follow. Maybe it's in your workplace, or in your relationships, or simply in your own life. But great leadership – leadership that aligns teams, inspires action, and achieves results – is hard. And what makes it hard isn't theoretical, it's practical. It's not about knowing what to say or do. It's about whether you're willing to experience the discomfort, risk and uncertainty of saying or doing it. In other words, the most critical challenge of leadership is emotional courage. If you are willing to feel everything, you can do anything.

(Excerpt from Amazon)



REGISTRATION

Early Bird (deadline: March 15, 2021)

AMCA Members \$50

After March 15, 2021

AMCA Members \$60

Non-Members \$65

To register please click on the following link:

<https://cvent.me/yqzLON>

Limited to 30 participants

Registration will close once participation has reached 30 (maximum).

An invitation to the Zoom meeting will be sent to registrants in advance of the Dialogue.

POINTS

3 CMC/MMC points
(with completion of learning assessment)

Participants are required to purchase their own book and read prior to the dialogue.

Participants must have access to quality internet service, a webcam and mic, and be able to participate via the Zoom video conferencing application.

QUESTIONS/CONTACT:

AMCAInfo@azleague.org

FACILITATOR:

Ms. Ellen Freeman-Wakefield

About the Facilitator: Ellen Freeman-Wakefield

Ms. Freeman-Wakefield was born and raised in Harold Wood Essex, England and after coming to the United States on holiday in 1980 decided to attend the University of Nebraska at Omaha.

Ms. Freeman-Wakefield has more than twenty-five year's administrative experience in nonprofit agency administration. In her position as Director for Professional Programs for the School of Public Administration at the University of Nebraska at Omaha, she works with the Nebraska Certified Public Manager® Program, Great Plains Government Finance Officers Association and Nebraska Municipal Clerks Association to foster and encourage the highest possible levels of performance and ethical practice of public and nonprofit sector practitioners and students in order to effectively provide services and continuously improve the performance of state, local and federal government and the nonprofit sector. In addition to serving as a facilitator for the Athenian Society, she serves as a member of the Education Advisory Board. In 2018 Ms. Freeman-Wakefield received the IIMC Institute Director of Excellence Award.

Previous to her work in higher education, she spent her time advocating for those women and children fleeing intimate partner violence and oversaw the daily operations of the Women's' Center for Advancement (formerly the YWCA). Before working in domestic violence, Ms. Freeman Wakefield spent her early career advocating and administering early childhood education programs.

Ms. Freeman-Wakefield also holds a position with School of Community Service and Public Affairs University of Nebraska at Omaha School of Public Administration where she teaches in both the undergraduate and graduate program. In addition to UNO Ms. Freeman Wakefield also taught at Creighton University in the Political Science Department and Midland University in the Sociology Department. Ms. Freeman-Wakefield is on the National Certified Public Manager Consortium Board and Executive Council, where she is the Chair of the Governance Committee and Chair of the Accreditation Standards Committee. She also holds a board position of President with the American Society of Public Administration – Nebraska Chapter.

Athenian Leadership Dialogue

Leadership Dialogues are conversations that exceed the usual knowledge recall and application process familiar to all Municipal Clerks in training seminars. They explore leadership principles and practices, drawing on the insights contained in a book that all participants have read. Dialogues focus on helping develop critical thinking skills and increasing leadership ability. See the IIMC website, www.iimc.com for more information on this unique program.

From: [Sandy Morari](#) on behalf of [AMCAInfo](#)
To: [AMCAInfo](#)
Subject: Save the date: Spring Best Practice
Date: Wednesday, March 10, 2021 11:05:38 AM
Attachments: [image001.jpg](#)



Save the date!

2021 AMCA Spring Best Practice

Thursday, April 22nd 9:00 a.m. – 12:15 p.m.
Best Practices for Remote and Virtual Public Meetings
and Elections: Lessons Learned

and

Thursday, April 29th 9:00 a.m. – 12:00 p.m.
Arizona Department of Liquor License and Control Legislation Updates
and Overview of Processes and Procedures

Held via Zoom

\$25.00 per day

Registration information and agenda will be sent out
to all members in the coming weeks.

If you have any questions, please email amcainfo@azleague.org.