



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD RETREAT AGENDA**

**Wednesday, February 12, 2020
9:30 a.m.
Teleconference at (800) 220-9875
Participant Code: 15438401#**

1. CALL TO ORDER - Roll Call
2. MINUTES
Approval consideration of the November 13, 2019 retreat and January 16, 2020 regular meeting minutes.
3. FINANCIALS
Approval consideration of the January financials.
4. Discussion and possible action on the following agenda items:
 - a. Membership definitions/levels
 - Survey to AMCA members
 - b. Review of Budget Philosophy
 - c. Budget Review
 - Annual Conference/Election Training fees
 - Best Practices
 - Institute and Academy fees
 - Members' dues
 - d. Draft FY2021 Budget
 - e. Number of Scholarships to award for Institute, Academy, IIMC, Conference and Other Trainings.
 - reassignment of IIMC scholarship awarded to Liz Burke
 - f. IIMC conference attendance for President and Education Committee Chair

- g. Retiree gifts
 - h. Disseminating information to membership.
- 5. GOOD OF THE ORDER/BOARD COMMENTS
- 6. REMINDERS/DEADLINES
 - a. March Board meeting – 3/19/2020 at 9:00 a.m.
- 7. ADJOURNMENT

Lisa Maxwell – AMCA President, 2019 - 2020



ARIZONA MUNICIPAL CLERKS' ASSOCIATION EXECUTIVE BOARD MEETING MINUTES

**November 13, 2019 Retreat
9:30 a.m.**

1. CALL TO ORDER – ROLL CALL

President Maxwell called the meeting to order at 9:35 a.m.

Board Members present: Lisa Maxwell, President; Rhonda Geriminsky, Vice President; Teresa Riza, Treasurer; Darcie McCracken, Secretary; and Tracie Bailey, Past President.

Board Members absent: None.

Attending Association Members: Legislative Committee Co-Chair and Region 3 Leader Michelle Stanley (Payson) in person; Constitution and Handbook Committee member Lucinda Aja (Buckeye) via telephone; Constitution and Handbook Committee member Summer Stewart (Buckeye) via telephone; Scholarship Committee Chair Joy Maglione (Queen Creek) checked in but was unable to participate due to prior commitments.

Others Attending: Matt Lore and Sandy Morari (League of Arizona Cities and Towns)

2. MINUTES

Approval consideration of the October 17, 2019 regular meeting minutes

Vice President Geriminsky **MOVED** to approve the October 17, 2019 meeting minutes as written; Past President Bailey **SECONDED** the motion. Motion **CARRIED** 5-0.

3. FINANCIALS

Approval consideration of the October 2019 Financial Report.

Vice President Geriminsky **MOVED** to approve the October 2019 Financial Report; Treasurer Riza **SECONDED** the motion. Motion **CARRIED** 5-0.

4. OLD BUSINESS

a. Governor's Proclamation for Clerk's week

President Maxwell reported that she had checked and the Communications committee would be handling the request for the Clerk's Week Proclamation within the timeframe established by the Governor's office.

b. Handbook Updates from the July meeting

President Maxwell reported that the changes approved by the Board previously had not made it into the handbook. She advised that she had updated the handbook and it had been published to the website.

5. NEW BUSINESS

a. Changes to the Academy

President Maxwell reported that she had received an email from a member requesting potential changes to the structure of the Academy. After discussion, President Maxwell stated she would be checking with Linda Hess from ASU and Michelle Stine, the Chair of the Education Committee.

b. 2019 Financial Audit

The Board discussed the 2019 Financial Audit that was provided by the League. The Financial Audit reported that the Association is in a good position and the majority of the funding comes from the educational programs provided by the Association.

c. FY20 Finances to date

The Board discussed the potential dues increases. Ms. Morari said the Board acted last year to increase the dues by \$5 per year with an evaluation of the dues and finances to be done regularly. Moving forward, funding would be provided for the website re-design as well as professional speakers.

The Board requested a budget retreat in February. Ms. Morari said that would work as long as the budget is adopted by May.

6. COMMITTEE UPDATES: [The committee updates were not done in the following order.]

Updates from the Chairs', Co-Chairs' and/or Region Leaders regarding committee/clerk activities in their respective areas. Some updates may include a request of action.

a. Communications Committee – Co-Chair Chaveli Herrera and Co-Chair Judy Martinez (Treasurer Riza)

Chair Herrera stated that the next meeting would occur the following week. She advised that the deadline for the newsletter was November 21.

Ms. Herrera spoke about social media including adding Facebook page access to the policies and added that the committee would be bringing back some draft language to include best practices for the request to the Governor's office for the Clerk's Week Proclamation.

b. Education Committee – Chair Michelle Stine (Vice President Geriminsky)

President Maxwell reported that Chair Stine was not available. She reported that the location of the Academy would be changing.

Mr. Lore reported that there were already 68 people registered for the Fall Best Practices.

The group discussed rotating locations every 3rd opportunity, or videotaping the training for purchase by those who were not physically able to attend. The Education committee will be asked to research opportunities for online and video training.

- c. Election Committee – Chair Linda Mendenhall (Vice President Geriminsky)

President Maxwell reported that the Election Committee would be handling the Spring Best Practices.

- d. Handbook & Constitution Committee – Chair Terri Roth (Vice President Geriminsky)

President Maxwell reported that Chair Roth was unavailable and Co-Chair Aja had requested to be removed from her position.

- e. Legislative Committee – Chair Sarah Siep (President Maxwell)

No report.

- f. Membership/Mentoring/Region Leaders – Chair Sherry Aguilar (Secretary McCracken)

Chair Aguilar reported that she was able to secure at least one Mentor for each region. The mentors are as follows:

Region 1 – Diane Russell (Prescott Valley) and Jami Lewis (Chino Valley)

Region 2 – Sue Stein (Bullhead City)

Region 3 – Tamra Reidhead (Show Low)

Region 4 – Sherry Aguilar (Surprise) and Julie Bower (Glendale)

Region 5 – DeeAnn Mickelson (Mesa) and Liz Burke (Fountain Hills)

Region 6 – Vanessa Bueras (Maricopa)

Region 7 – Roger Randolph (Tucson)

Region 8 – Tami Webster (Safford)

Region 9 – Ashlee Coronado (Bisbee)

Chair Aguilar reviewed the process used to obtain the comments and input regarding the questions put to the membership regarding membership in the organization. Included in the packet were examples from other states.

The Board recessed at 11:48 a.m.

The Board reconvened at 12:34 p.m.

The Board continued to discuss the memberships with the following breakdown:

- Clerk manages the city’s membership – signs off on application;
- Application revised to show the membership categories;
- Require one full member per entity if there are additional full members;
- Full members would be City and Town Clerks, Deputy Clerks, County Clerks of the Board and Special District Clerks;
- All other City and County Clerk staff would be Additional Full Members; and
- Student members and clerks from other states would be Associate members.

Full members would be allowed to vote, be on the Executive Board, attend trainings, be on committees and be the Chair of committees.

Additional full members would be charged \$60 and would be allowed to do everything a full member can do except vote.

Associate members would be charged \$60 and would be allowed to attend trainings and be on committees.

Secretary McCracken and Chair Aguilar were directed to review the Utah information, create the definitions listed above and present to the Membership Committee/Region leaders.

g. Records Committee – Chair Ben Lane (Treasurer Riza)

Chair Lane reported that the group met last month and would be meeting the following week. He advised that they were working on a social media policy as well as a strategic preservation policy for those items received by Mayor, Council and the city that did not necessarily qualify as a record but more of a memento. He also advised that they were working on an overview on how to complete the state forms. Chair Lane advised they were still working to get a member from ASLAPR to be on the committee.

h. Scholarship/Marketing Committee – Chair Joy Maglione (Treasurer Riza)

Chair Maglione checked in on the telephone, however, was not able to stay on the telephone for her report.

7. GOOD OF THE ORDER/ BOARD COMMENTS

None.

8. REMINDERS/DEADLINES

a. December Board Meeting – December 19, 2019 at 9:00 a.m.

10. ADJOURNMENT

President Maxwell adjourned the meeting at 1:53 p.m.

Minutes Respectfully Submitted by:

Darcie McCracken, MMC, MEd – AMCA Secretary 2019-2020
Submitted for approval at the February 12, 2020 Board Meeting.



ARIZONA MUNICIPAL CLERKS' ASSOCIATION EXECUTIVE BOARD MEETING MINUTES

Thursday, January 16, 2020
9:00 a.m./Teleconference

1. CALL TO ORDER – ROLL CALL

President Maxwell called the meeting to order at 9:02 a.m.

Board Members present: Lisa Maxwell, President; Rhonda Geriminsky, Vice President; Teresa Riza Treasurer; Darcie McCracken, Secretary; and Tracie Bailey, Past President.

Attending Association Members: IIMC Region VIII Director Lisa Garcia, (Florence); Communication Committee Co-Chair Judy Martinez (Gilbert); Education Committee Chair Michelle Stine (Oro Valley); Election Committee Chair Linda Mendenhall (Avondale) joined later to give her committee update; Handbook and Constitution Chair Terri Roth (Litchfield Park); Legislative Committee Chair Sarah Siep (Prescott); Membership/Mentoring/Regional Leaders Committee Chair Sherry Aguilar (Surprise); Records Chair Ben Lane (Phoenix); Scholarship/Marketing Joy Maglione (Queen Creek); and Region 3 Leader Michelle Stanley (Payson).

Others Attending: Sandy Morari (League of Arizona Cities and Towns)

2. MINUTES

After discussion and identification of several items the Board would like changed, it was decided to bring the November 13, 2019 Board Retreat Meeting Minutes back for review and consideration for approval at the February meeting.

Vice President Geriminsky asked about adding for discussion at the February meeting an item about the messages sent out by the Board.

Additional discussion took place about the AMCA Region 4 breakfast and the points of contention with the recent options discussed by the Board.

3. FINANCIALS

Approval consideration of the November and December financials

Vice President Geriminsky **MOVED** to approve the November and December financials; Past President Bailey **SECONDED** the motion. Motion **CARRIED** 5-0.

4. REGION VIII UPDATE: Update from Lisa Garcia [Not taken in this order, as Ms. Garcia had to leave the meeting.]

a. Information to include from AMCA for the IIMC Region VIII Newsletter

Region VIII Director Lisa Garcia spoke about splitting the states in the Region VIII category to allow more Clerks to serve on the IIMC Board. She spoke about the outreach she has done with other states within the region.

[After Ms. Garcia left and after the Financial Vote, additional discussion took place regarding this topic.]

Treasurer Riza outlined what she would be sending to the Region Director for inclusion in the Region newsletter including the Clerk's Week Proclamation from the Governor and the recent website update.

5. COMMITTEE UPDATES: Updates from the Chairs', Co-Chairs' and/or Region Leaders regarding committee/clerk activities in their respective areas. Some updates may include a request of action.

- a. Communications Committee – Co-Chair Judy Martinez (Treasurer Riza)

Judy Martinez, Co-Chair of the Communications Committee reported that the next newsletter would be sent out on the listserv March 13 with a February 20 deadline for submissions. They would be highlighting training information including the Institute/Academy and Spring Training. The committee also continues to work on a proclamation from the Governor for Clerk's Week.

- b. Education Committee – Chair Michelle Stine (Vice President Geriminsky)

1. Education Chair, Michelle Stine, reported the process for presenters' gifts appeared to have recently changed. After discussion, the board determined that pre-approval was not required to provide gifts to presenters at conferences and trainings.

2. Chair Stine spoke about the Fall Best Practices and presented the full expense report. She added that there was a lot of positive feedback on the roundtable and the speakers that presented.

3. Chair Stine asked for approval for the Spring Athenian Dialogue book and presenter which would be held on April 20. The presenter is being recommended as Jane Long and the book is "Option B" – Facing Adversity, Building Resilience and Finding Joy by Sheryl Sandberg.

Vice President Geriminsky **MOVED** to approve Jane Long as the speaker and book "Option B" for the Athenian Dialogue; Treasurer Riza **SECONDED** the motion. Motion **CARRIED** 5-0.

4. Chair Stine reported on the proposed conference speaker recommendations for the 2020 Annual Conference. The committee consensus was to have two speakers for the day. The committee recommendation was to have Kathy Till present for the morning session and Jody Urquhart present for the afternoon session.

Treasurer Riza **MOVED** to approve the committee recommendation for the 2020 Conference. Past President Bailey **SECONDED** the motion. Motion **CARRIED** 5-0.

c. Election Committee – Chair Linda Mendenhall (Vice President Geriminsky)

Chair Mendenhall spoke about the Spring Best Practices planning scheduled for April 21, 2020. The training would be held at the American Sports Center in Avondale and the committee sent a request for speakers via the listserve.

[Secretary McCracken excused herself from the meeting.]

d. Handbook & Constitution Committee – Chair Terri Roth (Vice President Geriminsky)

Discussion ensued regarding the AMCA Handbook. President Maxwell explained that no changes have been submitted to the AMCA Handbook, but that any changes will be forwarded to the Handbook & Constitution Committee.

e. Legislative Committee – Chair Sarah Siep (President Maxwell)

Sarah Siep, Legislative Committee Chair, reported that the Legislative Session commenced on January 13th and that the League Conference Call will begin within the next two weeks. Chairperson Siep presented that there have been some bills dropped related to local authority on short-term rentals and another related to the 2nd Amendment and Federal Laws. Chairperson Siep explained that once the League Conference Calls begin, the Legislative Committee will begin sending updates on the Listserve so that Clerks can contact the Legislative Committee with any questions.

Discussion ensued regarding when the Conference Calls will be held. Chairperson Siep stated the Legislative Committee would send an email on the Listserve to let everyone know once a time has been established for the calls. Discussion ensued that Tom Belshe would lead the calls for the first part of the Legislative Session.

f. Membership/Mentoring/Region Leaders – Chair Sherry Aguilar (Secretary McCracken)

Sherry Aguilar, Committee Chair, reported that AMCA has 208 paid memberships and 17 paid retiree memberships, which is an increase from last year. Chairperson Aguilar also reported that mentors have been found for all nine Regions and that the Committee has not held a meeting yet, as they await the Executive Board's direction on current membership issues. Chairperson Aguilar reported that all Region Leaders have been encouraged to hold meetings in their regions.

Discussion ensued regarding whether the Membership Committee has enough information at this time to proceed with a meeting to discuss the options the Executive Board agreed upon and gain their feedback. Further discussion ensued regarding the survey that was conducted by the Membership Committee and Region Leaders and whether the results were indicative of the majority of the membership.

Consensus was that the Executive Board will discuss questions for a survey to send out to the entire membership via Survey Monkey at the February 12th Retreat.

Discussion ensued regarding whether the Committee was able to find a replacement Region Leader for Region 9 since Brenda Aguilar's retirement. Chairperson Aguilar reported that she intends to reach out to Ashlee Coronado of Bisbee to gauge her interest for the position.

President Maxwell congratulated Chairperson Aguilar on her 30-Year anniversary as a Clerk!

g. Records Committee – Chair Ben Lane (Treasurer Riza)

Ben Lane, Records Committee Chair, reported that the Records Committee last met in November and will meet again at the end of January. Chairperson Lane reported that the Committee is working on a Strategic Preservation Policy related to gifts received by the City Manager, Mayor and Councilmembers and what should be done with the gifts. The Committee also discussed records questions related to Development and Engineering retention schedules and developing guidelines for creating essential records lists.

President Maxwell reported that the City of Chandler sent custom schedules to the State Archives and the schedules were approved in two weeks.

h. Scholarship/Marketing Committee – Chair Joy Maglione [Ms. Maglione was not able to be present.] (Treasurer Riza)

Judy Martinez, Committee Member, reported that no scholarships have been received to date and that the deadline to submit an application is February 7th. Ms. Martinez reported that the Committee intends to reach out to Region Leaders to help encourage scholarship application submittals.

Discussion ensued regarding Liz Burke's IIMC scholarship that she is unable to use and whether the Executive Board should vote to transfer the scholarship to someone else.

Consensus was that if applications for scholarships to IIMC came in, the Board would vote to transfer Ms. Burke's scholarship first.

6. OLD BUSINESS

None.

7. NEW BUSINESS

a. The Executive Board reviewed the contract from ASU and discussion ensued regarding the location of the classes and how the classes are selected.

Treasurer Riza **MOVED** to approve the 2020 contract with Arizona State University. Past President Bailey **SECONDED** the motion. Motion **CARRIED** 4-0.

b. President Maxwell suggested that the February 20 Board Agenda items be combined with the February 12 Board Retreat Agenda and that the February 20th Board Meeting be cancelled. Consensus of the Board was to combine the two agendas and cancel the February 20th meeting.

President Maxwell requested that agenda topics be sent to her via email.

8. GOOD OF THE ORDER/ BOARD COMMENTS

9. REMINDERS/DEADLINES

a. Financial Retreat – 2/12/2020 at 9:30 a.m.

b. February Board Meeting – 2/20/2020 at 9:00 a.m. – The Board Meeting will be cancelled and will be combined with the retreat.

10. ADJOURNMENT

President Maxwell adjourned the meeting at 10:19 a.m.

Secretary:

Darcie McCracken, MMC, MEd – AMCA Secretary 2019-2020
Submitted for approval at the February 12, 2020 Board Meeting.

Arizona Municipal Clerks Association
Balance Sheet
As of January 31, 2020

	<u>Jan 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Chase Bank Checking	29,808.13
1005 · Chase Bank Savings	89,634.59
Total Checking/Savings	<u>119,442.72</u>
Total Current Assets	<u>119,442.72</u>
TOTAL ASSETS	<u>119,442.72</u>
LIABILITIES & EQUITY	
Equity	
3200 · Opening Balance Equity	111,738.97
Net Income	7,703.75
Total Equity	<u>119,442.72</u>
TOTAL LIABILITIES & EQUITY	<u>119,442.72</u>

Arizona Municipal Clerks Association
Profit & Loss Budget vs. Actual
July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
Income				
4000 · Membership Dues	20,735.00	20,000.00	735.00	103.7%
4010 · Conferences & Training				
4010-1 · Annual/Elections Conference	21,545.00	22,000.00	-455.00	97.9%
4010-2 · Fall Training	3,125.00	2,600.00	525.00	120.2%
4010-3 · Spring Training	0.00	2,600.00	-2,600.00	0.0%
4010-4 · Institute & Academy	0.00	25,000.00	-25,000.00	0.0%
4010-5 · Athenian Dialogue	2,355.00	4,500.00	-2,145.00	52.3%
Total 4010 · Conferences & Training	27,025.00	56,700.00	-29,675.00	47.7%
4015 · Gifts, Donations & Fundraising	1,687.00	900.00	787.00	187.4%
4018 · Scholarship Fundraising	1,550.00	1,100.00	450.00	140.9%
4020 · Sponsorships	7,000.00	8,000.00	-1,000.00	87.5%
4050 · Interest Income	26.45	40.00	-13.55	66.1%
Total Income	58,023.45	86,740.00	-28,716.55	66.9%
Expense				
6005 · IIMC & Regional Conferences				
6005-1 · IIMC Director Expenses	0.00	5,000.00	-5,000.00	0.0%
6005-2 · Registration Fees	0.00	1,720.00	-1,720.00	0.0%
6005-3 · Accommodations/Lodging	115.92	1,200.00	-1,084.08	9.7%
6005-4 · Transportation	385.56	1,350.00	-964.44	28.6%
6005-5 · Meals	84.00	235.00	-151.00	35.7%
Total 6005 · IIMC & Regional Conferences	585.48	9,505.00	-8,919.52	6.2%
6025 · Scholarships				
6025-1 · Institute	0.00	1,050.00	-1,050.00	0.0%
6025-2 · Academy	0.00	825.00	-825.00	0.0%
6025-3 · Elections	0.00	300.00	-300.00	0.0%
6025-4 · IIMC	0.00	1,200.00	-1,200.00	0.0%
Total 6025 · Scholarships	0.00	3,375.00	-3,375.00	0.0%
6520 · Awards	1,631.08	2,000.00	-368.92	81.6%
6522 · Board Expenses	2,689.33	1,500.00	1,189.33	179.3%
6526 · Conferences & Trainings				
6526-1 · Annual/Elections Conference	28,029.94	22,000.00	6,029.94	127.4%
6526-2 · Fall Training	0.00	1,800.00	-1,800.00	0.0%
6526-3 · Spring Training	0.00	1,800.00	-1,800.00	0.0%
6526-4 · Institute & Academy	0.00	20,000.00	-20,000.00	0.0%
6526-5 · Athenian Dialogue	648.99	3,000.00	-2,351.01	21.6%
Total 6526 · Conferences & Trainings	28,678.93	48,600.00	-19,921.07	59.0%
6590 · Support Services				
6591 · Administrative	3,100.02	6,200.00	-3,099.98	50.0%
6593 · Financial Services	4,460.00	5,360.00	-900.00	83.2%
6595 · Supplies	1,774.86	3,500.00	-1,725.14	50.7%
6597 · Web Hosting	7,400.00	7,700.00	-300.00	96.1%
Total 6590 · Support Services	16,734.88	22,760.00	-6,025.12	73.5%
Total Expense	50,319.70	87,740.00	-37,420.30	57.4%
Net Income	7,703.75	-1,000.00	8,703.75	-770.4%

Arizona Municipal Clerks Association
General Ledger
As of January 31, 2019

Type	Date	Num	Name	Memo	Amount	Balance
1000 · Chase Bank Checking						29,773.38
Genera...	01/02/2019	120		Bankcard charges	-35.00	29,738.38
Deposit	01/03/2019			Deposit	50.00	29,788.38
Deposit	01/14/2019			Deposit	60.00	29,848.38
Check	01/22/2019	On-li...	Chase Card Services		-1,021.13	28,827.25
Check	01/23/2019	1380	League of Arizona Citi...	FY20 November Invoice	-450.62	28,376.63
Check	01/23/2019	1381	League of Arizona Citi...	FY20 December Invoice	-634.63	27,742.00
Check	01/23/2019	1382	Masters Performance I...		-500.00	27,242.00
Check	01/23/2019	1383	Marlene Mortimore		-150.00	27,092.00
Total 1000 · Chase Bank Checking					-2,681.38	27,092.00
1005 · Chase Bank Savings						89,586.33
Deposit	01/31/2019			Interest	3.78	89,590.11
Total 1005 · Chase Bank Savings					3.78	89,590.11
1300 · Prepaid Expenses						0.00
Check	01/23/2019	1382	Masters Performance I...	FY20 AMCA Clerks Conf 7/23/19	500.00	500.00
Total 1300 · Prepaid Expenses					500.00	500.00
3200 · Opening Balance Equity						-105,311.54
Total 3200 · Opening Balance Equity						-105,311.54
4000 · Membership Dues						-19,920.00
Deposit	01/03/2019		Various	FY20 Dues	-50.00	-19,970.00
Deposit	01/14/2019		Various	FY20 Dues	-60.00	-20,030.00
Total 4000 · Membership Dues					-110.00	-20,030.00
4010 · Conferences & Training						-24,965.00
4010-1 · Annual/Elections Conference						-20,595.00
Total 4010-1 · Annual/Elections Conference						-20,595.00
4010-2 · Fall Training						-2,320.00
Total 4010-2 · Fall Training						-2,320.00
4010-5 · Athenian Dialogue						-2,050.00
Total 4010-5 · Athenian Dialogue						-2,050.00
Total 4010 · Conferences & Training						-24,965.00
4015 · Gifts, Donations & Fundraising						-1,868.00
Total 4015 · Gifts, Donations & Fundraising						-1,868.00
4018 · Scholarship Fundraising						-1,290.00
Total 4018 · Scholarship Fundraising						-1,290.00
4020 · Sponsorships						-7,000.00
Total 4020 · Sponsorships						-7,000.00
4050 · Interest Income						-21.50
Deposit	01/31/2019			Interest	-3.78	-25.28
Total 4050 · Interest Income					-3.78	-25.28
6520 · Awards						1,988.77
Total 6520 · Awards						1,988.77
6522 · Board Expenses						1,014.38
Check	01/23/2019	1380	League of Arizona Citi...	FY20 November Invoice	17.29	1,031.67
Check	01/23/2019	1381	League of Arizona Citi...	FY20 December Invoice	70.19	1,101.86
Total 6522 · Board Expenses					87.48	1,101.86
6526 · Conferences & Trainings						29,056.44
6526-1 · Annual/Elections Conference						29,056.44
Total 6526-1 · Annual/Elections Conference						29,056.44
6526-2 · Fall Training						0.00
Check	01/22/2019	On-li...	Chase Card Services	Kneaders, City Services Glendale,Fry's	996.13	996.13

Arizona Municipal Clerks Association
General Ledger
As of January 31, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Check	01/23/2019	1381	League of Arizona Citi...	Cvent Reg & supplies	126.92	1,123.05
Total 6526-2 · Fall Training					1,123.05	1,123.05
Total 6526 · Conferences & Trainings					1,123.05	30,179.49
6590 · Support Services						8,956.74
6591 · Administrative						1,733.32
Check	01/23/2019	1380	League of Arizona Citi...	FY20 November Invoice	433.33	2,166.65
Check	01/23/2019	1381	League of Arizona Citi...	FY20 December Invoice	433.33	2,599.98
Total 6591 · Administrative					866.66	2,599.98
6593 · Financial Services						4,215.00
Check	01/23/2019	1383	Marlene Mortimore	Inv# 123118 December accounting fees	150.00	4,365.00
Total 6593 · Financial Services					150.00	4,365.00
6595 · Supplies						2,278.42
Genera...	01/02/2019	120		Bankcard charges	35.00	2,313.42
Check	01/23/2019	1381	League of Arizona Citi...	FY20 December Invoice	4.19	2,317.61
Total 6595 · Supplies					39.19	2,317.61
6597 · Web Hosting						730.00
Check	01/22/2019	On-li...	Chase Card Services	Net Atlantic	25.00	755.00
Total 6597 · Web Hosting					25.00	755.00
Total 6590 · Support Services					1,080.85	10,037.59
TOTAL					0.00	0.00

ARTICLE IV
Election of Officers and Duties

Section A. The officers of the Association, collectively known as the Executive Board will consist of a President, Vice President, Treasurer, Secretary and Immediate Past President.

Section B. At the time of application, an applicant for Secretary on the Executive Board must ~~have~~ be a Certified Municipal Clerk (CMC), have —been a Full Member of the Association for three (3) years and ~~have~~ provided three (3) years of service on AMCA committees. ~~They may have served one year on multiple committees.~~ Service on multiple committees within a single year will constitute one (1) year of service. The Secretary election procedure ~~is~~ shall be outlined in the AMCA Handbook.

Section C. If the application deadline has passed and no Full Member has applied, applications will be accepted from any Associate Member who is a Certified Municipal Clerk (CMC), been a member of the Association for three (3) years and provided three (3) years of service on AMCA committees. Service on multiple committees within a single year will constitute one (1) year of service. The election process shall be the same as in Section B and outlined in the AMCA Handbook.

Section ~~CD~~. The Executive Board shall accept the Canvass of the Election as presented by the Treasurer at the Executive Board meeting prior to the swearing in ceremony. In the event only one member applies for the position of Secretary, the Executive Board may appoint said member as Secretary by affirmation.

Section ~~DE~~. The officers may be sworn-in at the annual business meeting, or at a special board meeting called for that purpose, and officers shall hold office for one year. President, Vice President, Treasurer, and Secretary shall ascend to their respective offices upon being sworn in.

Any member of the Executive Board may be removed from office for cause, misconduct or neglect of duty in office. The procedure to be followed shall be outlined in the AMCA Handbook.

Section ~~EF~~. Mid-term vacancies on the Executive Board shall be filled as follows:

- If more than six months remain in the current term, the remaining Executive Board member(s) shall ascend, as necessary to fill the vacated position and an emergency application/election process shall begin within 20 days following notice of such vacancy for the position of Secretary. The application and election process shall follow current procedures as outlined in the AMCA Handbook.
- If less than six months remain in the current term, the remaining

Executive Board member(s) shall ascend, as necessary, to fill the vacated position and shall appoint a member who meets the qualifications to hold office, as defined in Section B of this Article, to the position of Secretary for the remainder of the unexpired term. Should the person desire to remain on the Executive Board at the end of the appointed term, they must apply and be elected during the course of the next regular election.

Section **FG**. Should vacancies in the positions of Vice President and Treasurer occur at the same time, the current President shall remain in office for an additional term. The Secretary shall ascend to Vice President and elections shall be held for the offices of Treasurer and Secretary.

Section **GH**. The duties of the Executive Board shall be outlined in the AMCA Handbook.

Section **HJ**. The President shall have the power to appoint such standing or special committees and add, eliminate or combine committees as necessary for the proper transaction of business.

Section **IJ**. No individual or committee of the Association shall be authorized to create any financial liability for the Association unless it has been previously authorized by action of the Executive Board.

Student and Out of State Membership

ARTICLE II Membership

Section A. **Full Members.** Any city/town clerk, assistant or deputy city/town clerk or other person who may serve as a municipal clerk and/or those with similar titles who serve government bodies in administrative capacities with management responsibilities and duties that include four of the following, may become a Full Member by submitting an application and paying the applicable membership dues for the current year.

1. General management;
2. Meeting administration;
3. Elections administration;
4. Records management;
5. Custody of the official seal and execution of official documents;
6. Stewardship of by-laws, Articles of Incorporation, ordinances, resolutions, and other legal instruments;

7. Financial management;
8. Human resources management.

In no case shall a municipality have more than two Full Members.

Section B. **Associate Members.** This class of membership shall be available to any other governmental employee who is interested in the activities and objectives of the Association by submitting an application and paying the applicable dues including IIMC members from other states. An Associate Member has no voting rights except as provided in Section F of this Article and shall not be eligible to or serve in an elected office. The Associate Member may serve on, or chair, any committee of the Association.

Section C. **Retired Members.** This class of membership shall be available to former Full Members when they leave public employment by submitting an application and paying the applicable membership dues. A Retired Member has no voting rights and shall not be eligible to or serve in an elected office. A Retired Member may serve on, or chair, any committee of the association.

Section D. **Honorary Members.** The Association may, at its annual meeting, bestow honorary membership upon persons who, in the opinion of the Association, have made such an outstanding and distinctive contribution to the municipal clerk profession that their efforts deserve recognition. The procedure to be followed shall be outlined in the AMCA Handbook. An Honorary Member has no voting rights and shall not be eligible to or serve in an elected office. An Honorary Member may serve on, or chair, any committee of the association.

Section E. **Student Members.** This class of membership shall be available to students in colleges, universities and other educational organizations with no employment in municipal, local, county or state government. The Student Member shall pay nominal dues each year and shall be allowed to attend trainings at the member rate. In no circumstance shall a Student Member be allowed to vote.

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Section E. **Membership Dues.** Membership dues are for one fiscal year effective July 1 of each year.

Dues for new members joining the Association after January 1 of a given year shall be one half of the applicable annual fees.

Membership and membership rights belong to the individual member, not the municipality served by the member. If a member no longer meets the criteria for membership as defined in Article II Sections A and B of the Constitution, the membership shall be automatically converted

to a Retired Member status as defined in Article II Section C of this Constitution, unless the member can show proof that voting rights have been transferred to them from another qualifying agency.

Section F. **Voting Rights.** The right to vote shall be limited to Full Members only, as defined in Article II, Section A, with each jurisdiction having one vote for each Full Member, with the following exception: an Associate Member may be entitled to vote on behalf of a Full Member, serving as a proxy in the Full Member's absence. The Full Member must assign said voting right to a proxy in writing. The designated proxy must represent the same jurisdiction as the Full Member assigning the voting right.

AMCA ANNUAL CONFERENCE / ELECTIONS TRAINING - JULY 23-25, 2019
FOUNTAIN HILLS COMMUNITY CENTER, FOUNTAIN HILLS ARIZONA

I N C O M E			
Registration Fees:			
Member Registration for 2 1/2 Days - Annual Conference & Elections Training (92 @180)	92	\$180.00	\$16,560.00
Non-Member Registration for 2 1/2 Days - Annual Conference & Elections Training (2 @ 210)	2	\$210.00	\$420.00
Non-Member Registration for 2 1/2 days - Special Rate (1 @ 35)	1	\$35.00	\$35.00
One and 1/2 day Member Registration - Elections Training (21 @ 115)	21	\$115.00	\$2,415.00
One and 1/2 day Non-Member Registration - Elections Training (8 @ 135)	8	\$135.00	\$1,080.00
One-day Member Registration - Annual Conference (5 @ 105)	5	\$105.00	\$525.00
One-day Non-Member Registration - Annual Conference (1 @ 115)	1	\$115.00	\$115.00
No-Shows (Non-Refundable)			\$475.00
Comped Board registrations 6 @ \$0.00 (Bailey, Bushong, Geriminsky, Maxwell & Riza)			
Total Revenue			\$21,625.00
EXPENDITURES			
Name Badges 151 Badges @ .40 ea.	151	0.40	\$60.40
Agenda Copies 150 @ .37	150	0.37	\$55.50
Copies Attendee Hours Sheets - 150 @ .06	150	0.06	\$9.00
Sponsor Punch Cards 135 @ .18 ea.	135	0.18	\$24.30
Fountain Hills Community Center			\$2,593.68
Speaker: Charles Masters (Masters Performance Improvement, LLC)			\$957.10
Speaker: Brenda Viola (Travel Expenses)			\$1,087.52
Speaker: Gift Cards	4	25.00	\$100.00
Food from Phil's Filling Station			\$11,862.97
Grapeables Wine Bar & Lounge - Reception			\$1,300.00
Sports Bottles w/Logo			\$1,451.16
Cvent Registrations	142	2.17	\$308.14
Total Expenses			\$19,809.77
Excess Revenue Over Expenditures			<u>\$1,815.23</u>

ATHENIAN DIALOGUE - JULY 22, 2019
FOUNTAIN HILLS COMMUNITY CENTER, FOUNTAIN HILLS ARIZONA

I N C O M E			
Registration Fees:			
24 @ 85.00 Member Registrations (including 1 No Show)			\$2,040.00
5 @ \$100.00 Non-Member Reg. (incuding 3 No Shows)			\$500.00
Total Revenue			\$2,540.00
EXPENDITURES			
Name Badges crack and peel 33 @ .10 ea.			\$3.30
Cvent Registrations	30	2.17	\$65.10
Speaker: Camilla Pitman			\$580.79
Food from Phil's Filling Station			\$875.00
Total Expenses			\$1,524.19
Excess Revenue Over Expenditures			<u>\$1,015.81</u>

ANNUAL CONFERENCE & ELECTIONS TRAINING

FINANCIAL COMPARISONS	2019 Fountain Hills Community Center		2018 Fountain Hills Community Center		2017 Fountain Hills Community Center		2016 Fountain Hills Community Center		2015 Fountain Hills Community Center	
I N C O M E										
REGISTRATION FEES - Full Conference	92 @ 180	\$16,560	96 @ 175	\$16,800	84 @ 170	\$14,280	89 @ 170	\$15,130	92 @ 160	\$14,720
REGISTRATION FEES - One and a Half Day	21 @ 115	\$2,415	24 @ 110	\$2,640	21 @ 110	\$2,310	21 @ 110	\$2,310	16 @ 100	\$1,600
REGISTRATION FEES - One Day	5 @ 105	\$525	6 @ 100	\$600	7 @ 100	\$700	3 @ 100	\$300	3 @ 90	\$270
REGISTRATION FEES - Full Conference (Non-Member)	2 @ 210	\$420	1 @ 205	\$205	3 @ 205	\$615	1 @ 205	\$205	3 @ 195	\$585
REGISTRATION FEES - One and a Half Day (Non-Member)	8 @ 135	\$1,080	6 @ 130	\$780	12 @ 130	\$1,560	14 @ 130	\$1,820	7 @ 120	\$840
REGISTRATION FEES - One Day (Non-Member)	1 @ 115	\$115	0 @ 110	\$0	0 @ 110	\$0	0 @ 110	\$0	1 @ 100	\$100
REGISTRATION FEES - Other (COMPS)	6 @ 0	\$0	6 @ 0	\$0	7 @ 0	\$0	5 @ 0	\$0		
REGISTRATION FEES - Special Rate		\$35	6 @ 0	\$0	7 @ 0	\$0	5 @ 0	\$0		
REGISTRATION FEES - Cancellation Fees		\$475								
Total Revenue		\$21,625		\$21,025		\$19,465		\$19,765		\$18,115
E X P E N D I T U R E S										
NAME BADGES		\$60		\$60		\$60		\$56		\$51
CVENT REGISTRATION FEES	142 @ 2.17	\$308								
COPIES		\$89		\$88		\$92		\$91		\$12
MOBILE APP										
FACILITY CHARGES		\$2,594		\$2,694		\$2,557		\$2,408		\$2,139
FOOD / CATERING	\$14,457	\$11,863	\$13,612	\$10,918	\$11,558	\$9,001	\$10,874	\$8,466	\$9,740	\$7,601
SPEAKER FEES / EXPENSES		\$2,145		\$9,175		\$6,583		\$3,500		\$2,454
RECEPTION		\$1,300		\$1,274		\$1,200		\$1,560		\$900
MISCELLANEOUS				\$311		\$316		\$230		
Sports Bottles	175 @ \$8.29	\$1,451								
Tote bag		N/A	200 @ \$6.32	\$1,264						
T-shirts		N/A		N/A	112 @ \$10.71	\$1,103		\$2,717		
Lapel pins		N/A		N/A		N/A	\$4,521	\$758		
Stylus pens		N/A		N/A		N/A		\$197		
Shoulder bags		N/A		N/A		N/A		\$849		
Total Expenses		\$19,810		\$25,784		\$20,913		\$20,832		\$13,157
Excess Revenue Over Expenditures		\$1,815		-\$4,759		-\$1,448		-\$1,067		\$4,958
Total Attendance		135		145		141		138		122

ATHENIAN DIALOGUE

FINANCIAL COMPARISONS	2019 Fountain Hills Community Center July 2019		2019 Skysong, Scottsdale April 2019		2018 Fountain Hills Community Center July 2018		2018 League of AZ Cities & Towns April 2018		2017 Fountain Hills Community Center July 2017	
I N C O M E										
REGISTRATION FEES - Member EARLY	24 @ \$85	\$2,040	22 @ \$85	\$1,870	24 @ \$85	\$2,050	21 @ \$85	\$1,795	23 @ \$85	\$1,955
REGISTRATION FEES - Member	0 @ \$95	\$0	1 @ \$95	\$95	1 @ \$95	\$95	0 @ \$95	\$0	1 @ \$95	\$95
REGISTRATION FEES - Non-member	5 @ \$100	\$500	0 @ \$100	\$0	0 @ \$100	\$0	0 @ \$100	\$0	1 @ \$100	\$100
Total Revenue		\$2,540		\$1,965		\$2,145		\$1,795		\$2,150
E X P E N D I T U R E S										
NAME BADGES		\$3		\$2		\$3		\$2		\$2
CVENT REGISTRATION FEES	30 @ 2.17	\$65	27 @ 2.17	\$59						
COPIES		\$0		\$2		\$0		\$0		\$3
FOOD / CATERING		\$875		\$629		\$750		\$409		\$887
SPEAKER FEES / EXPENSES		\$581		\$386		\$548		\$1,304		\$488
Total Expenses		\$1,524		\$1,078		\$1,301		\$1,715		\$1,380
Excess Revenue Over Expenditures		\$1,016		\$887		\$844		\$80		\$770
Total Attendance		23		23		25		21		25

AMCA FALL TRAINING: BEST PRACTICES

Burton Barr Library - December 3, 2019

INCOME	
Registration Fees:	
68 @ \$40 Member Registration	\$2,720
8 @ \$50 Non-Member Registration	\$400
1 @ \$5.00 Member Cancellation	\$5
Total Revenue	\$3,125
EXPENDITURES	
Name Badges crack and peel	\$7
Copies	\$41
Food / Catering (Discounted food costs)	\$2,038
Facility Charges	\$0
Speaker Fees / Expenses	\$75
CVENT Resistration Fees (77 @ 2.17)	\$167
Total Expenses	\$2,328
Excess Revenue Over Expenditures	<u><u>\$797</u></u>

FALL TRAININGS

FINANCIAL COMPARISONS		2018: Best Practices Glendale Public Safety Training Facility		2017: Best Practices Yavapai College, Prescott		2016: Implications of New Campaign Finance Law Burton Barr Library, Phoenix		2015: Best Practices Rio Vista Community Center, Peoria	
I N C O M E									
REGISTRATION FEES - Member		52 @ \$40	\$2,080	44 @ \$40	\$1,760	77 @ \$40	\$3,080	52 @ \$40	\$2,080
REGISTRATION FEES - Non-member		4 @ \$50	\$200	6 @ \$50	\$300	33 @ \$50	\$1,650	5 @ \$50	\$250
			\$2,280		\$2,060		\$4,730		\$2,330
EXPENDITURES									
NAME BADGES			\$5		\$5		\$11		\$13
COPIES			\$25		\$47		\$494		\$6
FOOD / CATERING (<i>Discounted food costs</i>)			\$743		\$1,259		\$2,660		\$1,244
FACILITY CHARGES			\$103		\$662		\$0		\$0
SPEAKER FEES / EXPENSES			\$150		\$228		\$0		\$0
CVENT REGISTRATION FEES (66 @ 2.17 ea)			\$143						
			\$1,170		\$2,201		\$3,165		\$1,263
Excess Revenue Over Expenditures			\$1,110		-\$141		\$1,565		\$1,067
Total Attendance			56		50		110		57

SPRING TRAININGS

FINANCIAL COMPARISONS		2018: Spring Training Public Safety Training Facility, Mesa		2017: Best Practices Rio Vista Community Center, Peoria		2016: Best Practices Communiiversity, Surprise		2015: Best Practices Tempe Public Library	
I N C O M E									
REGISTRATION FEES - Member		69 @ \$40	\$2,760	55 @ \$40	\$2,200	47 @ \$40	\$1,880	50 @ \$40	\$2,000
REGISTRATION FEES - Non-member		9 @ \$50	\$450	19 @ \$50	\$950	3 @ \$50	\$150	8 @ \$50	\$400
			\$3,210		\$3,150		\$2,030		\$2,400
EXPENDITURES									
NAME BADGES			\$9		\$9		\$13		\$13
COPIES			\$31		\$10		\$4		\$6
FOOD / CATERING			\$1,730		\$1,473		\$1,004		\$727
FACILITY CHARGES			\$0		\$0		\$0		\$0
SPEAKER FEES / EXPENSES			\$0		\$0		\$30		\$0
			\$1,770		\$1,492		\$1,050		\$746
Excess Revenue Over Expenditures			\$1,440		\$1,658		\$980		\$1,654
Total Attendance			78		74		50		58

ARIZONA MUNICIPAL CLERKS INSTITUTE AND ACADEMY

June 10-14, 2019 and June 18-20, 2019

I N C O M E

Institute		
41 @ 350 (in state)	14,350.00	
2 @ 400 (out of state)	800.00	
4 @ -350 (scholarship recipients: Comprosky, Akins, Maestas, Hernandez)		
		\$15,150.00
Academy		
25 @ 275 (in state)	6,875.00	
4 @ 300 (out of state)	1,200.00	
1 @ -275 (scholarship recipient: French)		
		\$8,075.00
Total Revenue		\$23,225.00
	(45% of Gross Revenue is paid to AMCA)	\$10,451.25
	(55% of Gross Revenue is retained by ASU)	\$12,773.75

E X P E N D I T U R E S

ASU Services Fee		
ASU retains 55% of registration fees	-12,773.75	
Facility Costs (included in services fee)	0.00	
Instructional Technology (included in services fee)	0.00	
Copy & Materials Costs (included in services fee)	0.00	
Parking (included in services fee)	0.00	
		Total ASU Services Fee
		-\$12,773.75
PRESENTERS (To be paid directly by AMCA)		
Institute: Sheila Murphy	-500.00	
Institute: Patrick Ibarra	-500.00	
Institute: Janet Boberg	-500.00	
Institute: Pathfinder Strategies (Brandi Ferrer)	-500.00	
Institute: Dustin Jackson	-500.00	
Institute: Tim Ernster	-500.00	
Institute: Aaron Peterson	-500.00	
Institute: Maria Church	-500.00	
Academy: Sheila Murphy	-500.00	
Academy: Patrick Ibarra	-500.00	
Academy: Janet Boberg	-500.00	
Academy: Pathfinder Strategies (Deborah Mayer)	-500.00	
Academy: Dustin Jackson	-500.00	
		Total Presenters
		-\$6,500.00
FOOD AND REFRESHMENT (Paid by ASU)		
Return of Overpayment, Institute Director IIMC Conf Expenses	10.00	
Institute	-138.09	
Academy	-81.85	
		Total Food & Refreshment
		-\$209.94
		TOTAL EXPENSES
		-\$19,483.69
REVENUES OVER EXPENDITURES		\$3,741.31

ASU check to AMCA for Revenue less food expenses		\$10,241.31
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INSTITUTE & ACADEMY (ASU)

FINANCIAL COMPARISONS	2019		2018		2017		2016	
I N C O M E								
REGISTRATION FEES - Institute (in state)	41 @ \$350	\$14,350	36 @ \$350	\$12,600	35 @ \$350	\$12,250	35 @ \$350	\$12,250
REGISTRATION FEES - Institute (out of state)	2 @ \$400	\$800	1 @ \$400	\$400	6 @ \$400	\$2,400	1 @ \$400	\$400
SCHOLARSHIPS - Institute	4 @ -\$350		3 @ -\$350		2 @ -\$350			
REGISTRATION FEES - Academy (in state)	25 @ \$275	\$6,875	34 @ \$275	\$9,350	27 @ \$275	\$7,425	23 @ \$275	\$6,325
REGISTRATION FEES - Academy (out of state)	4 @ \$300	\$1,200	3 @ \$300	\$900	0 @ \$350	\$0	0 @ \$350	\$0
SCHOLARSHIPS - Academy	1 @ -\$275		2 @ -\$275		1 @ -\$275			
Total Revenue		\$23,225		\$23,250		\$22,075		\$18,975
E X P E N D I T U R E S								
ASU Services Fee (55% of registration fees)		\$12,774		\$12,788		\$12,141		\$10,436
PRESENTERS FEE & EXPENSES		\$6,500		\$7,500		\$6,350		\$6,150
FOOD & REFRESHMENTS		\$210		\$214		\$171		\$123
COMMUNICATIONS & OTHER CHARGES								
MATERIALS & SUPPLIES								
Total Expenses		\$19,484		\$20,501		\$18,662		\$16,709
Excess Revenue Over Expenditures		\$3,741		\$2,749		\$3,413		\$2,266

FINANCIAL COMPARISONS	2015		2014		2013		2012	
I N C O M E								
REGISTRATION FEES - Institute (in state)	31 @ \$300	\$9,300	30 @ \$300	\$9,000	33 @ \$300	\$9,900	34 @ \$300	\$10,200
REGISTRATION FEES - Institute (out of state)	0 @ \$350	\$0	0 @ \$350	\$0	2 @ \$350	\$700	2 @ \$350	\$700
SCHOLARSHIPS - Institute								
REGISTRATION FEES - Academy (in state)	32 @ \$225	\$7,200	33 @ \$225	\$7,425	36 @ \$225	\$8,100	34 @ \$225	\$7,650
REGISTRATION FEES - Academy (out of state)	0 @ \$250	\$0	0 @ \$250	\$0	0 @ \$250	\$0	0 @ \$250	\$0
SCHOLARSHIPS - Academy	2 @ -\$225	-\$450						
Total Revenue		\$16,050		\$16,425		\$18,700		\$18,550
E X P E N D I T U R E S								
ASU Services Fee (55% of registration fees)		\$8,828		\$9,034		\$10,285		\$6,598
PRESENTERS FEE & EXPENSES		\$6,430		\$4,465		\$3,303		\$5,284
FOOD & REFRESHMENTS		\$223		\$640		\$1,614		\$1,522
COMMUNICATIONS & OTHER CHARGES								\$1,791
MATERIALS & SUPPLIES								\$1,863
Total Expenses		\$15,481		\$14,139		\$15,202		\$17,058
Excess Revenue Over Expenditures		\$569		\$2,286		\$3,498		\$1,492

FY2020-2021 MEMBERHSIP DUES RECEIVED				
FULL	Less than 20000	\$90	63	\$5,670
FULL	Over 20000	\$165	63	\$10,395
ADD'L FULL		\$65		
ASSOC		\$65	91	\$5,915
Retired		\$10	9	\$90
Total Members / Dues Received			226	\$22,070
▼ Number of members in category				

FY2018-2019 MEMBERHSIP DUES RECEIVED				
FULL	Less than 20000	\$85	60	\$5,100
FULL	Over 20000	\$160	58	\$9,280
ASSOC		\$60	92	\$5,520
Retired		\$10	7	\$70
Total Members / Dues Received			217	\$19,970
▼ Number of members in category				

FY2019-2020 MEMBERHSIP DUES RECEIVED				
FULL	Less than 20000	\$85	63	\$5,355
FULL	Over 20000	\$160	63	\$10,080
ASSOC		\$60	91	\$5,460
Retired		\$10	9	\$90
Total Members / Dues Received			226	\$20,985
▼ Number of members in category				

FY2016-2017 MEMBERHSIP DUES RECEIVED				
FULL	Less than 20000	\$75	61	\$4,575
FULL	Over 20000	\$150	51	\$7,650
ASSOC		\$50	80	\$4,000
Retired		\$5	5	\$25
Total Members / Dues Received			197	\$16,250
▼ Number of members in category				

FY2017-2018 MEMBERHSIP DUES RECEIVED				
FULL	Less than 20000	\$75	62	\$4,650
FULL	Over 20000	\$150	50	\$7,500
ASSOC		\$50	82	\$4,100
Retired		\$5	5	\$25
Assoc - prorated		\$25	3	\$75
Total Members / Dues Received			202	\$16,350
▼ Number of members in category				

FY2014-2015 MEMBERHSIP DUES RECEIVED				
FULL	Less than 20000	\$75	63	\$4,725
FULL	Over 20000	\$150	43	\$6,450
ASSOC		\$50	70	\$3,500
Retired		\$5	6	\$30
Total Members / Dues Received			182	\$14,705
▼ Number of members in category				

FY2015-2016 MEMBERHSIP DUES RECEIVED				
FULL	Less than 20000	\$75	60	\$4,500
FULL	Over 20000	\$150	46	\$6,900
ASSOC		\$50	67	\$3,350
Retired		\$5	4	\$20
Total Members / Dues Received			177	\$14,770
▼ Number of members in category				

FY2012-2013 MEMBERHSIP DUES RECEIVED				
FULL	Up to 5000	\$40	30	\$1,200
FULL	5001-20000	\$60	30	\$1,800
FULL	20001-50000	\$80	23	\$1,840
FULL	50001 and over	\$110	21	\$2,310
ASSOC	Up to 5000	\$20	8	\$160
ASSOC	5001-20000	\$30	6	\$180
ASSOC	20001-50000	\$40	14	\$560
ASSOC	50001 and over	\$55	27	\$1,485
Retired		\$5	8	\$40
Total Members / Dues Received			167	\$9,575
▼ Number of members in category				

FY2013-2014 MEMBERHSIP DUES RECEIVED				
FULL	Up to 5000	\$40	29	\$1,160
FULL	5001-20000	\$60	33	\$1,980
FULL	20001-50000	\$80	23	\$1,840
FULL	50001 and over	\$110	24	\$2,640
ASSOC	Up to 5000	\$20	6	\$120
ASSOC	5001-20000	\$30	7	\$210
ASSOC	20001-50000	\$40	14	\$560
ASSOC	50001 and over	\$55	27	\$1,485
Retired		\$5	6	\$30
Total Members / Dues Received			169	\$10,025
▼ Number of members in category				

AMCA FY 2020-2021 PROPOSED BUDGET (working document)

	FY 19 Actual	FY 20 Budget	Expected FY20*	Over/ (Under) Budget	PROPOSED FY 2021	NOTES
Income						
Conferences & Trainings						
Annual/Elections Conference	20,595	22,000	21,545	(455)	22,000	Board approved a \$5 annual fee increase on all registration fees, except Athenian Dialogues (adopted 4/24/19).
Fall Training	2,320	2,600	3,125	525	2,600	
Spring Training	3,230	2,600	2,600	0	2,600	
Athenian Dialogues	4,175	4,500	2,355	(2,145)	4,500	
Institute & Academy (June)	22,725	25,000	23,000	(2,000)	25,000	
Total Conferences & Trainings	53,045	56,700	52,625		56,700	
Gifts, Donations & Misc Fundraising	1,923	900	1,687	787	1,600	Raffle and other donations
Grants	0	0	0	0	0	
Interest Income	43	40	30	(10)	40	
Membership Dues	20,945	20,000	21,205	1,205	22,250	Board approved a \$5 increase for FY21 (adopted 3/21/19).
Scholarship Fundraising	1,290	1,100	1,550	450	1,400	Gift Basket fundraiser
Sponsorships	7,000	8,000	7,000	(1,000)	8,000	
Total Income	84,246	86,740	84,097	1,432	89,990	
Expense						
Awards	1,989	2,000	1,631	(369)	2,000	
Board Expenses	1,709	1,500	1,500	0	1,500	
Conferences & Trainings						
Annual/Elections Conference	29,056	22,000	28,030	6,030	22,000	
Fall Training	1,123	1,800	2,100	300	1,800	
Spring Training	2,449	1,800	1,800	0	1,800	
Athenian Dialogues	386	3,000	649	(2,351)	3,000	
Institute & Academy	18,984	20,000	19,000	(1,000)	20,000	
Total Conferences & Trainings	51,998	48,600	51,579		48,600	
IIMC & Regional Conferences						
IIMC Director & Region Rep	1,527	5,000	3,000	(2,000)	5,000	Region Rep expenses to be included here
Registration Fees	550	1,720	1,000	(720)	1,720	
Accommodations / Lodging	934	1,200	1,200	0	1,200	
Transportation	884	1,350	1,000	(350)	1,350	
Meals	98	235	150	(85)	235	
Total IIMC & Regional Conferences	3,993	9,505	6,350		9,505	
Scholarships						
Institute (3 @ \$350)	1,400	1,050	1,050	0	1,050	
Academy (3 @ \$275)	275	825	825	0	825	
IIMC (2 @ \$600)	1,100	1,200	1,200	0	1,200	
Misc Scholarships (3 @ \$100)	xxx	300	300	0	300	
Total Scholarships	2,775	3,375	3,375		3,375	
Support Services						
Administrative	5,200	6,200	6,200	0	6,200	
Financial Services	5,265	5,360	5,360	0	5,430	Accounting-\$1800; Audit Review-\$3,630
Supplies	3,923	3,500	3,500	0	3,500	Includes Cvent & Verisign accts; lapel pins, etc
Web Hosting / Listserv	905	7,700	7,550	(150)	850	Listserv-\$300; Website hosting fee-\$550
Total Support Services	15,293	22,760	22,610		15,980	
Total Expense	77,757	87,740	87,045	-369	80,960	
Revenues Over (Under) Expenditures	6,489	-1,000	-2,948	1,801	9,030	

* Final number in black; estimated number in blue.

	Ending Balance *	FY	Rev over Exp	Bank Account Balances as of June 30, 2018:
Total fund balance as of July 1, 2019 **	\$111,739	18-19	\$6,428	Checking \$56,249.38
Total fund balance as of July 1, 2018	\$105,311	17-18	\$3,272	Savings \$79,316.29
Total fund balance as of July 1, 2017	\$102,039	16-17	\$8,629	\$135,565.67
Total fund balance as of July 1, 2016	\$93,410	15-16	\$9,284	
Total fund balance as of July 1, 2015	\$84,126	14-15	\$15,062	
Total fund balance as of July 1, 2014	\$69,064	13-14	\$12,494	
Total fund balance as of July 1, 2013	\$56,570	12-13		

* Audited Figures

**Fund balance to be used for possible future Region Meeting expenses and maintaining a \$50,000 reserve.

Please Note: The total bank balance and ending balance figures will not be the same since deferred revenue is not included in the audited ending balance figure. Deferred revenue would include, for example, conference registration fees and sponsorship money collected before the June 30 fiscal year end for the Annual Conference in July.

FY19-20 NOTES:

The FY20 budget included adjustments to revenue to accommodate the additional expenses and present a balanced budget.

The board decided NOT to increase dues for FY20; but adopted a \$5 increase for FY21 on 3/21/19.

The board approved an annual increase to registration fees for trainings and Annual/Elections Conference by \$5 beginning FY20; adopted on 4/24/19.

The board approved a \$1,000 increase to the League.

The board added a Miscellaneous Scholarships line item (3 @ \$100)

The board approved a one-time increase of \$6,700 to the Web Hosting line item for the website redesign.