



ARIZONA MUNICIPAL CLERKS' ASSOCIATION EXECUTIVE BOARD MEETING

Wednesday, May 6, 2026
10:00 a.m.

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Meeting ID: 232 783 198 107 1

Passcode: sP3DM2Zh

Board Members: Sarah Thornhill, President; Chaveli Herrera, Vice President; Kelly Williams, Secretary; Crystal Hadfield, Board Director – Small Communities, Ben Lane, Board Director – Large Communities

1. **CALL TO ORDER/ROLL CALL**
2. **MINUTES**
 - A. **Possible Approval of the April 8, 2026 Executive Board Minutes**
3. **IIMC Update**
4. **BUSINESS**
 - A. **Discussion & Possible Action Regarding Approval of Handbook/Constitution Changes Election Results**
 - B. **Discussion & Possible Action Regarding FY26-27 League of Arizona Cities & Towns Items**
 1. **Proposed FY26-27 AMCA Budget**
 2. **Proposed FY26-27 League Contract**
 - C. **Discussion & Possible Action Regarding Updated Applications for Large/Small Population Board Directors and 26/27 Committee Applications**
5. **COMMITTEE ASSIGNMENTS AND UPDATES**
 - A. **CAMPAIGN FINANCE COMMITTEE** (Lisa Anderson, Chair; Whitney Juszczak, Co-Chair; Ben Lane, Board Liaison)
 - B. **COMMUNICATIONS COMMITTEE** (Marcella Sarmiento, Chair ; Judy Martinez, Co-Chair ; Ben Lane, Board Liaison)
 - C. **EDUCATION COMMITTEE** (Steven Aguilar, Chair; Jasmine Pernicano, Co-Chair; Kelly Williams, Board Liaison)
 - D. **ELECTION COMMITTEE** (Fatima Fernandez, Chair; Kelly Williams, Board Liaison)
 - E. **HANDBOOK AND CONSTITUTION COMMITTEE** (Summer Stewart, Chair; Cindy Scott, Co-Chair; Chaveli Herrera, Board Liaison)
 - F. **LEGISLATIVE COMMITTEE** (Denise Archibald, Chair; Summer Stewart, Co-Chair; Ben Lane, Board Liaison)

- G. MEMBERSHIP/MENTORING/REGIONAL LEADERS COMMITTEE** (Jennifer Ekblad, Chair; Jasmine Pernicano, Co-Chair; Kelly Williams, Board Liaison)
- H. RECORDS MANAGEMENT COMMITTEE** (Ian Newcomb, Chair; Chaveli Herrera, Board Liaison)
- I. SCHOLARSHIP/MARKETING COMMITTEE** (Marissa Greenwood, Chair; Annie Reidhead, Co-Chair; Crystal Hadfield, Board Liaison)

6. GOOD OF THE ORDER/COMMENTS FROM COMMITTEE MEMBERS

7. NEXT REGULAR MEETING DATE: WEDNESDAY, JUNE 3, 2026 10:00 A.M.

8. ADJOURNMENT

POSTED AND DISTRIBUTED 05/05/2026

Sarah M. Thornhill

Sarah M. Thornhill
AMCA President



ARIZONA MUNICIPAL CLERKS' ASSOCIATION EXECUTIVE BOARD MEETING MINUTES

APRIL 8, 2026

****DRAFT****

1. CALL TO ORDER/ROLL CALL

Meeting was called to order by President Sarah Thornhill at 10:00 a.m.

Board Members Present: Sarah Thornhill, President; Chaveli Herrera, Vice President; Kelly Williams, Secretary; Crystal Hadfield, Board Director- Small Communities, Ben Lane, Board Director- Large Communities.

Board Member Absent: None.

Attending Association Members: Sandy Morari, Jennifer Ekblad, Steven Aguilar, Cindy Scott, Ian Newcomb, Tracy Stumpf, Jerry DeSantiago, Lizette Castaneda-Arroyo, Mike Sims, Summer Stewart, Melissa Wright, Kara DeArrastia, Adrienne Weller, Annie Reidhead, Judy Martinez, Darcy Aspa, and Gloria Ruiz.

2. MINUTES

A. Possible Approval of the March 4, 2026, Executive Board Minutes

There were no corrections to the minutes.

Board Director Lane made MOTION to APPROVE the March 4, 2026, Executive Board minutes, Board Vice President Herrera SECONDED, and it carried unanimously.

3. IIMC Update

No update was given.

4. BUSINESS

A. Discussion & Possible Action Regarding Approval of Recommendations from the Scholarship Committee for Award of 2026 Scholarships

President Thornhill stated that in the Board packet, the AMCA Scholarship Committee provided a list of all scholarship applications received and recommended recipients for 2026 scholarships.

Board Director Hadfield thought the applications submitted this year were great and recommended awarding all seven (7) applicants the amount that was requested in the memorandum.

President Thornhill asked if there was a motion to approve the recommendation of award for all scholarship applications received for a total amount of \$2,290.

Vice President Herrera made MOTION to APPROVE, Secretary Williams SECONDED, and it carried unanimously.

B. Review & Discussion of Strategic Plan Revisions to the AMCA Handbook & Constitution Provided by the Handbook & Constitution Committee

1. Discussion & Possible Action Regarding Forwarding Revisions to Membership for Electronic Votes

President Thornhill said provided in the Board packet was the memorandum from the Handbook & Constitution Committee which included a summary and recommendations, as well as the redlined changes to the AMCA Handbook and Constitution.

Handbook & Constitution Committee Chair Summer Stewart reviewed the summary and recommendations as follows:

AMCA HANDBOOK REVISIONS

Revision Date and Placement

- Former language: The draft did not place the updated revision notation at the front of this opening section.
- Current language: the handbook now shows “Revised February 2025” before the AMCA Code of Ethics, Mission & Vision Statement section. The revised date and dates throughout the handbook will be updated once approved by the Executive Board.

Table of Contents

- Former language: The table of contents reflected the prior committee names, section titles, and appendix references.
- Current language: The table of contents now matches the revised committee names, updated section headings, and current appendix references.

Mission Statement

- Former language: The mission language centered on professionalism through support, communication, education, leadership, respect, and integrity.
- Current language: The mission language now emphasizes leadership, ethical conduct, communication, education, networking, and support for the clerk profession and the communities served.

Vision Statement

- Former language: The vision language focused on educational opportunities, networking, mentoring, professionalism, leadership and proficiency.
- Current language: The vision language now presents AMCA as a trusted resource that advances growth, development, collaboration, and excellence in public service across Arizona.

Executive Board Introduction

- Former language: The introduction referenced Executive Board selection and ascension under the prior wording.
- Current language: The introduction now states that selection and, if applicable, ascension of Executive Board members occurs as authorized in the AMCA Constitution.

Executive Board Roles and Responsibilities

President

- Former language: The President section reflected the earlier board structure and earlier At Large

Director selection language.

- Current language: The President section now reflects the current board structure, including the selection process for four At-Large Director positions, and adds responsibility to maintain and update the Strategic Plan in coordination with the Strategic Planning/Handbook & Constitution Committee.

Vice President

- Former language: The Vice President section addressed succession support, website coordination, handbook maintenance, retired member outreach, and liaison duties.
- Current language: The Vice President section now also requires updating the committee application form, soliciting new committee members, and assigning committee membership by the end of the term prior to ascension.

Secretary and Board Composition

- Former language: The Secretary section and related board structure language reflected the earlier handbook organization.
- Current language: The Secretary section was updated, and the board composition is now confirmed as two directors representing jurisdictions under 20,000 population and two directors representing jurisdictions over 20,000 population.

AMCA Committees, Roles and Responsibilities Committee Chairs and Co-Chairs

- Former language: Committee Chairs and Co-Chairs were responsible for scheduling meetings, preparing agendas and summaries, mentoring members, and supporting the AMCA mission.
- Current language: The section now also requires annual handbook review, proposed revisions to the Executive Board by January or notice that none are needed, annual reports showing assigned, accomplished, and outstanding goals, minutes posted within seven business days, use of the Board Communication Form, and annual committee and Chair/Co-Chair handbooks posted by August 1.

Campaign Finance Committee

- Former language: The committee served as a resource for campaign finance complaints, templates, manuals, statutes, and support, while being prohibited from giving legal advice or determining reasonable cause.
- Current language: That core role is retained. No major substantive rewrite was identified beyond continuing the committee as a resource for complaint templates, sample letters, statutes, Election Procedures Manual input, and campaign finance support.

Communications Committee

- Former language: The committee's purpose was to gather and share information through the website, social media, newsletter, and email.
- Current language: The committee structure is now clarified as one Chair, two Co-Chairs, and 12 to 15 members, and its duties now expressly include management of the AMCA website, maintenance of social media content within AMCA guidelines, and support for membership growth and recognition notices.

Education & Events Committee

- Former language: The committee was titled the Education Committee and focused on developing, promoting, and providing educational opportunities.
- Current language: The committee is now renamed the Education & Events Committee, and its duties expressly include annual conference education, Institute and Advanced Academy coordination, Fall and Spring Best Practices, online training opportunities, Athenian Dialogues, and collaboration with other committees.

Elections Committee

- Former language: The earlier language focused on election-related educational opportunities and administration of the election certification and recertification program.

- Current language: The committee’s role is now broadened to include campaign finance, election training content, legislative feedback, election resources, and Election Procedures Manual review.

Strategic Planning/Handbook & Constitution Committee

- Former language: The committee was titled the Handbook and Constitution Committee and focused on proposing amendments to and maintaining the handbook and constitution.
- Current language: The committee is now renamed the Strategic Planning/Handbook & Constitution Committee, and its purpose now includes coordinating project updates and working with committee chairs to advance the strategic plan, in addition to handbook and constitution maintenance.

Legislative Committee

- Former language: The committee followed proposed legislation during the state legislative session and identified legislation affecting AMCA members’ responsibilities.
- Current language: The revised purpose expands the committee’s role to proactive legislative engagement, protection of the profession, partnership building with statewide and national organizations, and continued legislative monitoring and recap distribution.

Membership/Mentoring Committee and Region Leaders

- Former language: The committee coordinated regional membership information and managed the mentorship program through representatives from each AMCA region.
- Current language: The revised language places greater emphasis on regional outreach, recruitment, mentoring, membership maintenance, tracking new employees, separations, retirements, and promotions, issuing exit interview forms, and managing the Clerk Areas of Expertise spreadsheet.

Records Management Committee

- Former language: The committee coordinated with the Arizona State Library, Archives and Public Records Division to support retention schedules, policies, training, legal risk mitigation, and disaster recovery planning.
- Current language: The revised language now expressly includes annual review of the AMCA retention schedule, written recommendations to the Executive Board, collaboration on disaster recovery training, and best practice guides for email, social media, and historical collections or gifts.

Scholarship Committee

- Former language: The committee’s purpose was to receive applications and evaluate and administer scholarships for AMCA members attending training sessions.
- Current language: The committee’s purpose now includes planning scholarship-focused events, managing fundraising, overseeing scholarship distribution, administering the selection process for awards, requiring conflict-of-interest disclosures and recusals, and coordinating with the Education & Events Committee and Membership Committee.

Appendix B / AMCA Committee Guidelines

- Appendix B related to Committee Guidelines, drafted for the strategic plan, has been added

AMCA CONSTITUTION REVISIONS

ARTICLE IV

Election of Officers and Duties

- Section A has been updated to reflect the four director positions
- Section D will be updated based on Board direction regarding Immediate Past President and Vice President ascension.

NON-ACTION CONTINUED DISCUSSION ITEMS

- Vice President ascension and position of Immediate Past President.
- Implementation Plan - Chart of Succession.
- Distribution of Treasurer duties among the four Director positions.

Chair Stewart reviewed the “Implementation Plan – Chart of Succession” in the Handbook which outlined the proposed Board member succession from current year through Fiscal Year 2032.

President Thornhill requested comments, feedback, and questions from the Board on the proposed summary of revisions and recommendations to the Handbook and Constitution.

Vice President Herrera said she was a part of the meetings with Chair Stewart and the team and was familiar with the updates and revisions. She said she missed the last Board meeting and requested an update on the chart of succession. President Thornhill said two options were presented and discussed at the March meeting. She said the position of Immediate Past President would not have a voting roll but would be there to help mentor and guide with the transition of new members. She added that the consensus of the Board at the March meeting was that it made sense to have the Immediate Past President position, with all the positions being directly elected, with the exception of the President who would ascend to the Immediate past President role for the additional year after their two years (as President). Vice President Herrera asked if the biggest impact would be the President role being a three-year commitment, to which President Thornhill stated yes. Vice President Herrera said she was supportive of that option as it satisfied some of the Board’s concerns with continuing continuity of operations and knowledge sharing.

Chair Stewart requested clarification on whether the Vice President position would ascend to President in Fiscal Year 2027-28 and then to Immediate Past President the following year, or if the President position in Fiscal Year 2027-28 would be elected and serve one year as President and then one year as Immediate Past President. President Thornhill thought the Vice President would serve a two-year term, the President position would serve a two-year term, and then the President would ascend to Immediate Past President, with an election every two years for President and Vice President.

Secretary Williams said she thought the option discussed was that the Vice President would serve one year, ascend to President for one year, and then ascend to Immediate Past President for one year, for a total of three years. Board Director Hadfield said she also thought that was the option the Board discussed. Board Director Lane agreed and said he thought the Vice President position would essentially be a three-year commitment serving as Vice President for one year, ascending to President for one year, and then ascending to Immediate Past President for one year. President Thornhill said that option would require a Vice President election annually with the other positions elected every two years.

Chair Stewart asked whether the “Implementation Plan – Chart of Succession” for Fiscal Year 2027-28 (as presented) would need to be revised to reflect the current Vice President (Chaveli Herrera) ascending to President. President Thornhill responded yes if she was willing to do that, to which Vice President Herrera said she would defer to what the Board thought was best. She added that she believes the structure proposed works and sees the value in having an ascension to continue with the vision and what the Board is trying to accomplish. Vice President Herrera said she was willing to ascend to President if that was the direction of the Board, but if not, then she was also happy to consider running for an election. President Thornhill said she thought the ascension was appropriate and appreciated Vice President Herrera’s willingness to continue to serve and ascend as she thought it would be extremely helpful for transitioning over the next several years. She asked for feedback and comments from the Board.

Board Director Hadfield asked if the revisions would make the Vice President position a four-year commitment, to which President Thornhill stated that it would only be a four-year commitment for the current Vice President (Chaveli Herrera). She noted that the following year the Vice President position would be elected for one year and then ascend to President for one year and then to Immediate Past President for one year, for a total of three years.

There was consensus from the Board to revise the “Implementation Plan – Chart of Succession” for Fiscal Year 2027-28 to reflect current Vice President Chaveli Herrera ascending to President.

Secretary Williams requested clarification on the total number of years listed for the President and Vice President positions on Page 4 of the proposed Constitution. There was discussion that the terms, if adopted, would need to be revised to reflect a one-year term as Vice President, with ascension to President for a one-year term, and then ascension to Immediate Past President for a one-year term. Secretary Williams requested clarification on the removal of Item 15 on Page 5 in the AMCA Handbook under President. Chair Stewart explained that initially this item was proposed to be removed as there was not an ascension; however, now with the ascension, if adopted, the Board may want to consider adding it back.

Board Directors Hadfield and Lane thought it would be beneficial to keep it under the role of the President.

Secretary Williams requested clarification on the roles and responsibilities of the Elections Committee and the sections being removed specifically pertaining to the programming and implementation of the annual elections training. Co-Chair Cindy Scott said her understanding, through the strategic planning discussions, was that the elections training would be a collaboration between the Elections Committee and Education & Events Committee, but that they were trying to have more of a separation of all training being under the Education & Events Committee, and all elections being under the Elections Committee. President Thornhill said her understanding was that the Elections Committee would be developing the content for the training sessions and the Education & Events Committee would be spearheading the training once they had all the information from the Elections Committee. Secretary Williams questioned if the language pertaining to the programming and implementation of the annual elections training needed to be outlined under one or both committees. Discussion ensued on adding language under the Education & Events Committee to include planning and promoting the educational sessions of the annual conference and elections training in coordination with the Elections Committee. Director Lane wondered if the language needed to more clearly define what the Elections Committee and Education & Events Committee were responsible for (i.e. topics, speakers, agenda, etc.) related to the annual elections training. Co-Chair Scott explained that the intent of the Elections Committee is to give suggestions of possible speakers and provide content if needed and collaborate with the Education & Events Committee related to the annual elections training, with the intent that the Education & Events Committee is ultimately responsible for the training. President Thornhill suggested adding language under the Elections Committee to include “providing training content to the Education & Events Committee that is dedicated to elections and should address all aspects of municipal elections, provide training and content, and speaker/presenter recommendations to the Education & Events Committee”.

There was consensus from the Board on making the suggested changes under the Education & Events Committee and Elections Committee related to the annual elections training.

Secretary Williams requested clarification regarding the reference of “Executive Board Treasurer” in

Section 2(G) under Membership Committee and whether that would be one of the Director positions, to which Chair Stewart responded that some direction was needed from the Board on who to reference throughout the Handbook for “Executive Board Treasurer”. She noted that there were a lot of duties related to the elections of the Executive Board members and thought those sections needed to be delegated to different Executive Board members, possibly the Directors. Chair Stewart reviewed the sections in the Handbook that referenced “Executive Board Treasurer”. President Thornhill thought the Executive Board Secretary Recruitment Procedure needed to be removed since the positions are done through an election process. Board Director Lane stated that the responsibility of organizing and managing the recruitment for the next AMCA Executive Board Secretary is listed in the Handbook under the roles and responsibilities of the Large Director (Page 8). President Thornhill suggested the language be revised as follows “organizes and manages the recruitment for incoming AMCA Executive Board members” and be a collaborative effort between the two Large Directors. There was consensus from the Board on inserting language related to the election process under the Large Directors roles and responsibilities and changing the title of the Executive Board Secretary Recruitment Procedure to “Executive Board Recruitment Application and Election Procedure” to cover the Executive Board application and election process as a whole.

Board Director Lane suggested a section be added in the Handbook under the roles and responsibilities section to include the role of the Immediate Past President position. There was discussion that the role of the Immediate Past President would be a non-voting member and would be to serve as a mentor to the incoming President and Executive Board and assist with ascension and transition for continuity. Board Director Lane wondered if under the roles of the President, there needed to be a section that indicates that they ascend to Immediate Past President. Discussion ensued on including language regarding the ascension to Immediate Past President under President, and the ascension to President under Vice President. Board Director Lane suggested removing Item 6 under the roles of the Vice President that references the Vice President serving as the Executive Board Liaison to the Legislative Committee since the President’s role is to appoint Board members to serve as Executive Board Liaisons to one or more committees. President Thornhill agreed and said she thought the language may have been carried over as previously all the Board Liaison roles were position specific and was later changed to give the President the authority to assign the Board Liaison positions. She thought any of the Board Liaison specific roles under each of the positions in the Handbook could be removed if the Board was comfortable with continuing to have the Board Liaison roles be assigned by the President. There was consensus from the Board on removing the Board Liaison specific roles under each of the positions.

Board Director Hadfield requested clarification regarding the attendance requirement under the Committee Member Performance Expectations in the Handbook (Page 27). She thought committee members who may not be able to attend meetings but are putting in the work should still be eligible for education credit, and thought attendance and committee participation should be at the discretion of the committee chairs. President Thornhill said she agreed and thought the attendance requirement was something that the Board had previously discussed and that the Strategic Planning Committee also discussed in trying to determine and set some level of expectation. She requested feedback and input from the Board on revising the Committee Member Performance Expectations to include “Committee members should make their best effort to regularly attend meetings and actively participate and contribute to the committee, and if there is a concern from the Committee Chair regarding eligibility for education or professional contribution credits the Committee Chair shall schedule a conversation with the Executive Board President to address the concerns and determine eligibility.” Board Director Hadfield said she was in favor of the suggested changes. Vice President Herrera said she also was in favor of the suggested changes as any questions or concerns regarding attendance/participation go back to the President since the President is the one making the committee assignments, and the committee

chair is not having to make the decisions on their own. Board Director Lane and Secretary Williams also agreed with the suggested changes.

There were no additional questions or comments from the Board.

Chair Stewart said, based on the changes from the Board, she was comfortable with giving an overview of the changes to the Handbook & Constitution Committee. President Thornhill said she envisioned, based on discussion and direction from the Board, receiving the finalized redlined version of the Handbook and Constitution so it could be sent out to membership for feedback and voting prior to the Executive Board meeting in May.

Chair Stewart explained that amendments to the Constitution require a vote of membership and requested clarification as to how the Board would like to proceed as Article V, Amendments, in the Constitution states "The Constitution may be amended by a two-thirds vote of all member voting, and provided to the Secretary at least 60 days prior to the annual meeting. The Secretary shall provide the proposed amendments to each member of the Association via mail, or electronic methods, when feasible, at least 30 days prior to the annual meeting in which the proposed amendments will be considered by the members," or "In the event that an emergency amendment is needed to update the Constitution prior to the annual meeting, said Constitution can be updated by a two-thirds vote of the voting members by electronic vote, and said amendment will be presented by publication in the Association newsletter and/or email. The President, or President's designee, shall notify the membership in writing on the proposed amendment".

President Thornhill said based on previous discussion the plan was to do an electronic vote on the Constitution as well as the Handbook. She noted that while the Handbook changes do not require a vote of the membership, due to the number of changes the Board would like to put it out to the membership for a vote prior to the Executive Board meeting in May. She explained that this timing would allow the Board to affirm everything at the May meeting and then go over everything and ratify the vote in-person with membership at the Annual Conference in July. She requested feedback, comments, or questions from the Board on the proposed timeline.

Vice President Herrera agreed and thought it was a good route as some of the items needed to be addressed before the Annual Conference in July. She added that she thought it was a good method of combining both routes just to ensure the membership's ability to speak to it now but also ratify it in-person during the Annual Conference when there is an opportunity to explain it a little bit more in detail.

Secretary Williams agreed and wondered if the proposed timeline would allow enough time for the election process to occur prior to the Annual Conference. President Thornhill stated that the timing would likely be shorter than normal.

Board Director Lane said he supported the proposed timeline and suggested noting something possibly during the electronic voting that if the changes do pass, that the elections for the other two positions – Large and Small Community Directors - would open shortly afterwards so anyone wanting to run for those positions could be prepared to submit their application. He thought putting something out there would be good due to the expedited timeline.

President Thornhill asked if any of the committee chairs had any comments or questions. There were no comments or questions from the committee chairs.

President Thornhill requested a revised red-line version from the Handbook & Constitution Committee so that it could be sent out to membership for a vote.

5. COMMITTEE ASSIGNMENTS AND UPDATES

To accommodate the review of the Handbook/Constitution revisions, no committee assignments and updates were given.

President Thornhill said the Communications Committee would like feedback and input from the Board on having a photo booth at this year's Annual Conference. The Board was supportive of the idea.

President Thornhill noted that the meeting recording would be available on the AMCA website.

6. GOOD OF THE ORDER/COMMENTS FROM EXECUTIVE BOARD

President Thornhill thanked the committees for their hard work in incorporating all of the changes into the Handbook and Constitution and thanked the Board for their review and input.

7. NEXT REGULAR MEETING DATE:

President Thornhill said the next regular meeting would be held on May 6, 2026, at 10:00 a.m.

8. ADJOURNMENT

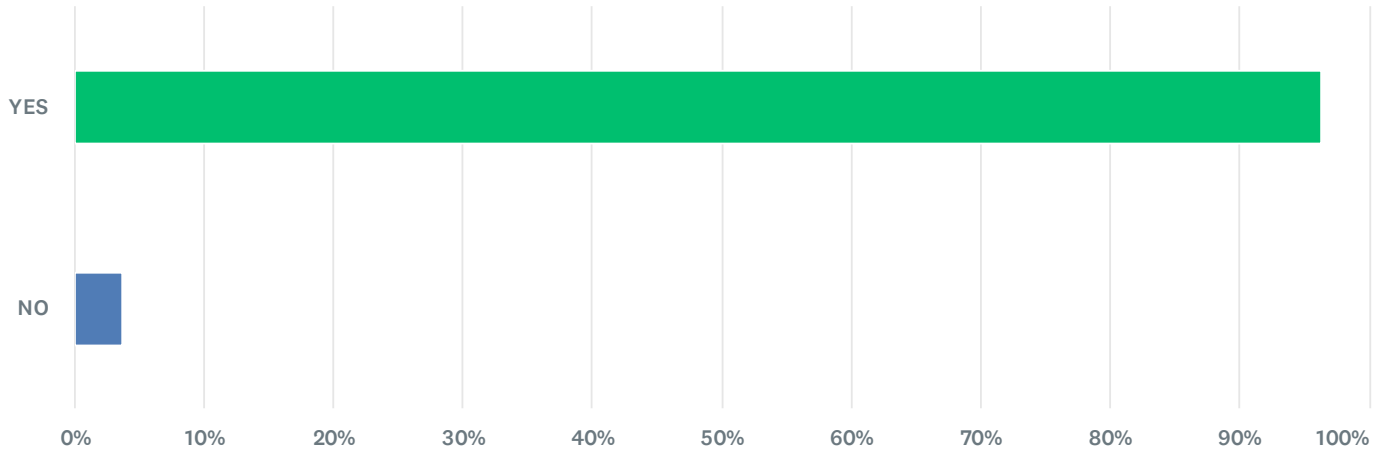
President Thornhill adjourned the meeting at 11:27 a.m.

Kelly Williams

Minute Taker

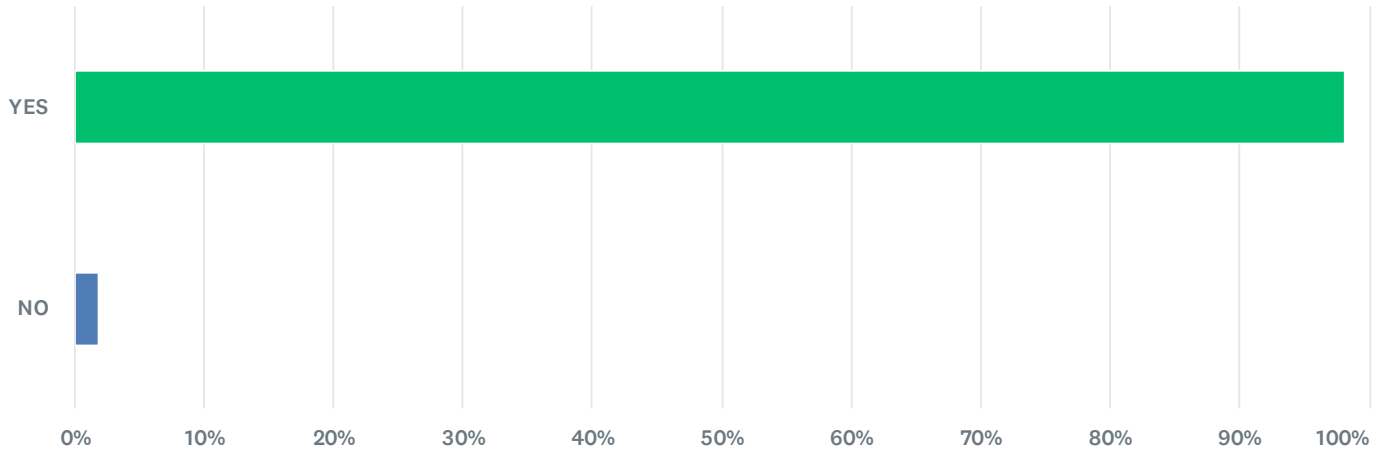
Q1 55 responses

Do you agree with the changes to Article IV Section A?



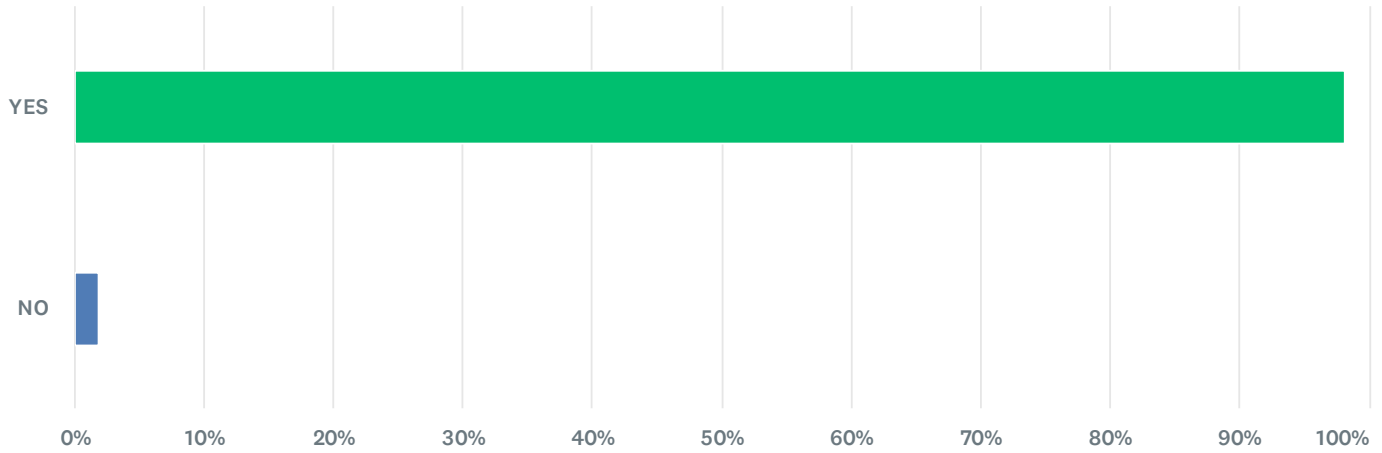
Q2 55 responses

Do you agree with the changes to Article IV Section D?



Q3 55 responses

Do you agree with the changes to the AMCA Handbook & Policy Statements?



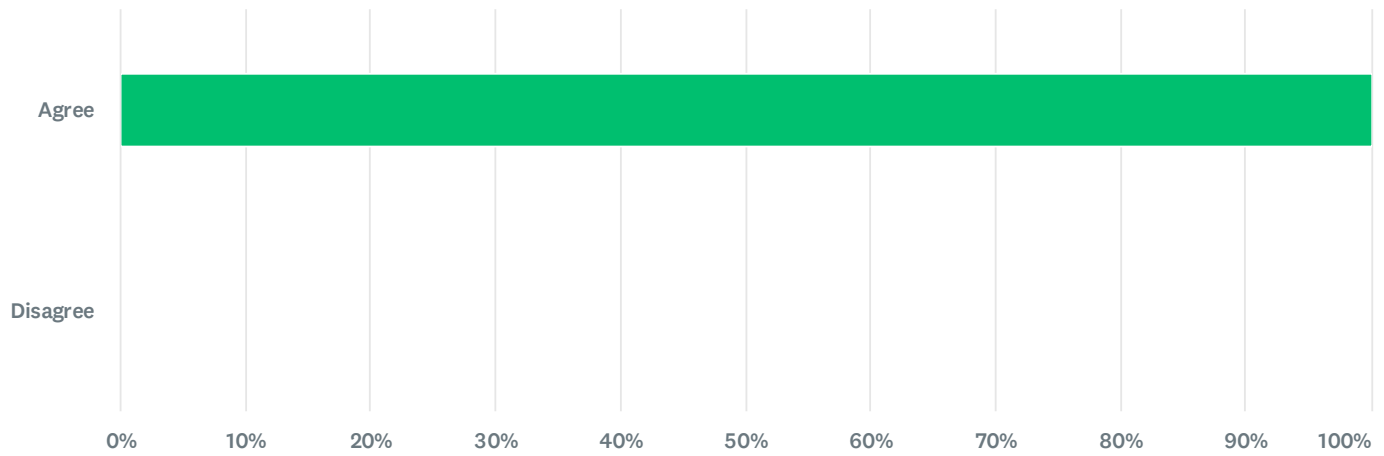
Q4 If no, please provide your comments and concerns here.

Answered: 3 Skipped: 52

#	RESPONSES	DATE
1	None	4/21/2026 7:50 AM
2	It is hard to approved the Handbook and Policy Statements when the changes to to the Constitution that are on this same ballot could and will change these documents. As of right now the proposed changes reflect the changes in the Constitution that have not passed until the voting is complete.	4/21/2026 7:31 AM
3	So much work and consideration went into these changes. Thank you all for your hard work!	4/13/2026 1:14 PM

Q5 55 responses

I am a FULL member of AMCA and therefore have the right to vote.



2026-2027 AMCA Budget

REVENUES	Budget FY 2026	Expected FY 2026	Over / (Under)	Proposed FY 2027	% Change	% of Total Budget
CONFERENCES & TRAININGS	62,500	53,275	(9,225)	66,000	5.6%	55.45%
Annual/Elections Conference	23,000	26,080	3,080	26,000	13.0%	21.85%
Fall Training	5,000	5,595	595	5,000	0.0%	4.20%
Spring Training	5,000	5,000	0	5,000	0.0%	4.20%
Athenian Dialogues	4,500	5,500	1,000	5,000	11.1%	4.20%
Institute & Academy (June)	25,000	11,100	(13,900)	25,000	0.0%	21.00%
Gifts, Donations & Misc Fundraising	1,000	3,408	2,408	2,000	100.0%	1.68%
Interest Income	20	28	8	20	0.0%	0.02%
Membership Dues	29,000	30,438	1,438	33,000	13.8%	27.73%
Scholarship Fundraising	3,500	2,700	(800)	3,000	-14.3%	2.52%
Sponsorships	10,500	15,000	4,500	15,000	42.9%	12.60%
TOTAL REVENUES	\$106,520	\$104,849	-\$1,671	\$119,020	11.7%	

EXPENDITURES	Budget FY 2026	Expected FY 2026	Over / (Under)	Proposed FY 2027	% Change	% of Total Budget
CONFERENCES & TRAININGS	49,600	60,479	10,879	56,500	13.9%	49.1%
Annual/Elections Conference	30,000	38,590	8,590	38,000	26.7%	33.0%
Fall Training	800	489	(311)	500	-37.5%	0.4%
Spring Training	800	800	0	500	-37.5%	0.4%
Athenian Dialogues	1,000	600	(400)	500	-50.0%	0.4%
Institute & Academy	17,000	20,000	3,000	17,000	0.0%	14.8%
IIMC & REGIONAL CONFERENCES	12,005	12,005	0	12,070	0.5%	10.5%
IIMC Director & Region Rep	5,000	5,000	0	5,000	0.0%	4.3%
Registration Fees	1,720	1,720	0	1,720	0.0%	1.5%
Accommodations / Lodging	1,200	1,200	0	1,200	0.0%	1.0%
Transportation	1,350	1,350	0	1,350	0.0%	1.2%
Meals	235	235	0	300	27.7%	0.3%
Misc (IIMC contributions)	2,500	2,500	0	2,500		
OTHER	8,500	8,620	120	8,500	0.0%	7.4%
Awards	2,000	2,120	120	2,000	0.0%	1.7%
Board Expenses	1,500	1,500	0	1,500	0.0%	1.3%
Sponsorships/Contributions	5,000	5,000	0	5,000	NEW	4.3%
SCHOLARSHIPS	3,825	3,825	0	3,825	0.0%	3.3%
Institute (3 @ \$375)	1,125	1,125	0	1,125	0.0%	1.0%
Academy (3 @ \$300)	900	900	0	900	0.0%	0.8%
IIMC (2 @ \$750)	1,500	1,500	0	1,500	0.0%	1.3%
Misc Scholarships (3 @ \$100)	300	300	0	300	0.0%	0.3%
SUPPORT SERVICES	31,310	33,541	2,231	34,225	9.3%	29.7%
Administrative	15,360	15,360	0	15,775	2.7%	13.7%
Financial Services	9,550	9,532	(18)	9,850	3.1%	8.6%
Supplies	5,000	7,000	2,000	7,000	40.0%	6.1%
Web Hosting / Listserv	1,400	1,649	249	1,600	14.3%	1.4%
TOTAL EXPENDITURES	\$105,240	\$118,470	\$13,230	\$115,120	9.4%	

Revenues Over (Under) Expenditures	\$1,280	(\$13,621)	(\$14,901)	\$3,900
Beginning Fund Balance	\$174,612	\$174,612		\$160,991
Ending Fund Balance	\$175,892	\$160,991		\$164,891

* Final number in black; estimated or unknown number in blue.

	Ending Balance *	FY	Rev over Exp
Total fund balance as of July 1, 2025 **	\$174,612	24-25	\$5,117
Total fund balance as of July 1, 2024 **	\$169,495	23-24	\$14,704
Total fund balance as of July 1, 2023 **	\$154,791	22-23	\$7,209
Total fund balance as of July 1, 2022 **	\$147,582	21-22	\$13,638
Total fund balance as of July 1, 2021 **	\$133,944	20-21	\$18,022
Total fund balance as of July 1, 2020	\$115,922	19-20	\$4,183
Total fund balance as of July 1, 2019	\$111,739	18-19	\$6,428
Total fund balance as of July 1, 2018	\$105,311	17-18	\$3,272
Total fund balance as of July 1, 2017	\$102,039	16-17	\$8,629
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.

Prior Year Actuals

FY24-25 Actual	FY23-24 Actual	FY22-23 Actual	FY21-22 Actual	FY20-21 Actual
59,250	61,808	55,680	38,250	38,410
21,575	21,034	16,945	10,425	10,285
4,875	5,480	3,740	2,850	0
4,950	5,824	5,155	2,600	5,960
3,050	5,445	3,440	1,925	1,290
24,800	24,025	26,400	20,450	20,875
1,318	1,208	471	148	25
28	22	17	18	18
29,800	27,398	24,853	22,905	22,708
3,384	3,450	2,234	3,088	50
8,750	6,250	7,500	4,500	0
\$102,530	\$100,136	\$90,755	\$68,909	\$61,211

FY24-25 Actual	FY23-24 Actual	FY22-23 Actual	FY21-22 Actual	FY20-21 Actual
49,405	46,886	54,937	26,906	18,953
30,671	28,453	31,361	5,045	907
714	641	1,084	1,162	0
529	178	300	1,706	519
107	747	350	1,410	93
17,384	16,867	21,842	17,583	17,434
4,296	5,206	5,887	5,399	1,921
0	0	0	2,048	0
700	675	650	875	550
1,751	1,475	0	1,202	1,073
1,509	556	459	974	298
336	0	278	300	0
	2,500	4,500		
11,644	2,923	1,847	3,465	3,141
2,861	2,081	1,121	2,458	1,447
6,283	842	726	1,007	1,694
2,500	0			
1,760	2,500	3,130	700	1,925
375	1,875	2,600	700	700
0	0	350	0	275
1,300	625	0	0	950
85	0	180	0	0
28,678	25,360	17,744	18,453	17,122
13,750	10,000	6,367	6,200	6,200
6,646	7,033	6,108	5,845	5,790
6,873	7,092	4,132	5,337	4,142
1,409	1,235	1,137	1,071	990
\$95,783	\$82,875	\$83,545	\$54,923	\$43,062

Bank Account Balances as of June 30, 2024:

Checking	\$69,229.73
Savings	\$139,747.71
	\$208,977.44

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.

AMCA FY 2026-2027 BUDGET

Budget Narrative

Income		
Conferences & Trainings		CONFERENCES & TRAININGS – This item includes revenues from the Annual Conference/Elections Training, Spring and Fall Trainings, Athenian Dialogues, Institute & Academy and any other possible training events. This revenue is intended to cover all event expenses, plus provide approximately \$3,000-\$5,000 in net revenue to the AMCA to support other programs throughout the year. <i>[Board approved a \$10 annual fee increase on all registration fees, except Athenian Dialogues beginning in FY26. Fees for I&A increased by \$25 in June 2023.]</i>
Annual/Elections Conference	26,000	
Fall Training	5,000	
Spring Training	5,000	
Athenian Dialogues	5,000	
Institute & Academy (June)	25,000	
Total Conferences & Trainings	66,000	
Gifts, Donations & Misc Fundraising	2,000	GIFTS, DONATIONS & MISCELLANEOUS FUNDRAISING – This item includes funds received as a voluntary contribution and raffle income.
Interest Income	20	INTEREST INCOME – Excess revenue is held in a High Yield Savings account and accrues interest.
Membership Dues	33,000	MEMBERSHIP DUES – Dues are collected from the membership by FY. There are four membership categories which include full member, associate member, student member and retired member. <i>[Board approved \$10 odd year increases starting in FY27.]</i>
Scholarship Fundraising	3,000	SCHOLARSHIP FUNDRAISING – This item includes funds received from the gift basket fundraiser.
Sponsorships	15,000	SPONSORSHIPS – This is revenue collected through the League’s coordination of an AMCA corporate sponsorship program.
Total Income	119,020	
Expense		
Conferences & Trainings		CONFERENCES & TRAININGS – This item includes all expenses incurred at the Annual Conference/Elections Training, Spring and Fall Trainings, Athenian Dialogues and any other possible training events. The Institute & Academy item includes expenses incurred from the annual Institute and Academy trainings as stated in the contract with ASU.
Annual/Elections Conference	38,000	
Fall Training	500	
Spring Training	500	
Athenian Dialogues	500	
Institute & Academy	17,000	
Total Conferences & Trainings	56,500	
IIMC & Regional Conferences		IIMC & REGIONAL CONFERENCES – This budget item includes costs associated with attendance at IIMC conferences. The AMCA will reimburse registration and travel costs for the IIMC Executive Director, the Regional Representative, the AMCA President and AMCA Education Chairman to attend the IIMC Annual Conference. <i>[Miscellaneous: FY23 - included \$4,500 Endowment start-up contribution; FY24 included a \$2,500 contribution to IIMC conference event. Board recommended keeping a \$2,500 budget for possible future contributions.]</i>
IIMC Director & Region Rep	5,000	
Registration Fees	1,720	
Accommodations / Lodging	1,200	
Transportation	1,350	
Meals	300	
Miscellaneous	2,500	
Total IIMC & Regional Conferences	12,070	
Other		AWARDS – Each year awards (certificates & plaques) are given at the annual meeting for service to the AMCA. This item also includes retirement gifts.
Awards	2,000	
Board Expenses	1,500	BOARD EXPENSES – This category includes conference call charges and all other charges necessary to support the day-to-day activities and meetings of the Board.
Sponsorships/Contributions	5,000	SPONSORSHIPS/CONTRIBUTIONS - This category is for possible future sponsorships and/or contributions to Regional or National events.
Total Other	8,500	
Scholarships		SCHOLARSHIPS – Annually scholarships are awarded to successful applicants to offset the cost of the registration fee for training opportunities.
Institute (3 @ \$375)	1,125	
Academy (3 @ \$300)	900	
IIMC (2 @ \$750)	1,500	
Misc Scholarships (3 @ \$100)	300	
Total Scholarships	3,825	
Support Services		SUPPORT SERVICES –
Administrative	15,775	• Administrative – League support services <i>[To be adjusted annually by an amount equal to the increase, if any, in the Consumer Price Index ("CPI"). For FY27, the CPI is 2.7%.]</i>
Financial Services	9,850	• Financial Services – Contract accounting service <i>[Accounting-\$3,150; Audit Review-\$6,700]</i>
Supplies	7,000	• Supplies – General office supplies, copies, postage, shipping, credit card processing fees, online registration fees and other miscellaneous including charitable contributions
Web Hosting / Listserv	1,600	• Web Hosting - Website maintenance and domain <i>[Listserv - ~\$800; Website hosting fee - ~\$800]</i>
Total Support Services	34,225	
Total Expense	115,120	
Revenues Over (Under) Expenditures	3,900	



1820 West Washington Street, Phoenix AZ 85007
(602) 258-5786 www.azclerks.org

April 7, 2026

Sarah Thornhill, President
Arizona Municipal Clerks Association
1820 West Washington Street
Phoenix, AZ 85007

Dear Ms. Thornhill:

This letter is an agreement to continue the relationship established formally in January 2012 between the League of Arizona Cities and Towns (**League**) and Arizona Municipal Clerks Association (**AMCA**). As **AMCA** continues to grow in membership and services for its members, this agreement will allow the **League** to provide quality staff support.

The **League** will provide the following services:

- Provide general administrative support
- Processing membership renewal and new member marketing and processing
- Conference/Training Planning and coordination for Election Conference and two (2) other trainings
- Coordination of corporate sponsorship program
- Coordination of accounting, audits, tax, legal contracts as needed
- Submit Corporation Commission filings
- Provide strategic planning and budgeting support
- Administration and maintenance of AMCA ListServ
- Administration and maintenance of AMCA website
- Process Election Certifications / Recertifications
- Coordinate record keeping and document storage
- Format and send email blast communications

The annual fee for services will be **\$15,775**. On a monthly basis, AMCA will pay the League 1/12 of \$15,775 plus the full cost of copying/printing, postage, credit card processing and online registration fees. This agreement does not dictate that any specific League staff member will provide any particular service. *Accounting services are invoiced and paid directly to the accounting firm, separate from this contract.*

This agreement begins July 1, 2026 and if during that or subsequent fiscal years, the level of service is adjusted, the League and the AMCA board will agree to the proper adjustment in the above amount. Each year thereafter, the contract fee will be adjusted by an amount equal to the increase, if any, in the Consumer Price Index ("CPI").

Please sign below to agree to the above terms. We at the League look forward to many more great years providing high quality service to AMCA.

Sincerely,

Rene Guillen
Executive Director

Sarah Thornhill
President, AMCA