



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

**Tuesday, October 26, 2021
9:00 a.m.**

Formed in 1961
60th Year in Operation

Zoom: <https://us06web.zoom.us/j/94395840491?pwd=ZkZyancxakJhOWxGcnNHhU95YWp1UT09#success>

**Meeting ID: 943 9584 0491
Passcode: 612538
Dial in: +1 346 248 7799 US (Houston)
+1 720 707 2699 US (Denver)**

Committee Members: Teresa Riza, President; Darcie McCracken, Vice President; Jennifer Pena, Treasurer; Carla Reece, Secretary, Rhonda Geriminsky, Past-President

1. CALL TO ORDER/ROLL CALL

2. MINUTES

- A. Discussion and possible action to approve the June 24, 2021, 2021 Regular Executive Board Meeting minutes. (Attachment – Page 3)
- B. Discussion and possible action to approve the July 15, 2021, 2021 Regular Executive Board Meeting minutes. (Attachment – Page 11)
- C. Discussion and possible action to approve the August 12, 2021 Executive Board Retreat minutes. (Attachment – Page 14)
- D. Discussion and possible action to approve the September 16, 2021, 2021 Regular Executive Board Meeting minutes. (Attachment – Page 20)

3. NEW BUSINESS

A. COMMITTEE UPDATES, ASSIGNMENTS AND GOALS

Discussion and possible action on Committee updates provided by Committee representatives on assignments from the Executive Board and Committee goals.

1. RECORDS MANAGEMENT COMMITTEE (Ben Lane, Chair; Cathie Butteweg, Co-Chair; Jennifer Pena, Board Liaison)
 - a. 2021-2022 Projects (Attachment – Page 24)
 - b. Retention Schedule – Current 2021-2022 Projects (Attachment – Page 28)
 - c. Retention Schedule - Draft 2021-2022 Projects (Attachment – Page 32)
2. MEMBERSHIP/MENTORING/REGIONAL LEADERS COMMITTEE (Kara DeArrastia, Chair; Fatima Fernandez, Co-Chair; Carla Reece, Board Liaison)
 - a. Committee Report (Attachment – Page 38)
 - b. Mentoring Program Clarification (Attachment – Page 40)
3. COMMUNICATION COMMITTEE (Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Jennifer Pena, Board Liaison)
 - a. Committee Report (Attachment – Page 46)
4. CAMPAIGN FINANCE COMMITTEE (Lynda Bushong, Chair; Tracie Bailey, Co-Chair; Rhonda Geriminsky, Board Liaison)
5. EDUCATION COMMITTEE (Laura Jara, Chair; Cherry Lawson, Co-Chair; Darcie McCracken, Board Liaison)
6. ELECTION COMMITTEE (Linda Mendenhall, Chair; Sheryl Rabin, Co-Chair; Darcie McCracken, Board Liaison)
7. HANDBOOK AND CONSTITUTION COMMITTEE (Byron Jones, Chair; Summer Stewart, Co-Chair; Darcie McCracken, Board Liaison)
 - a. Committee Report Attachment – Page 48)
8. LEGISLATIVE COMMITTEE (Kelsea Holian, Chair; Summer Stewart, Co-Chair; Teresa Riza, Board Liaison)
9. POLICY DEVELOPMENT AD HOC COMMITTEE (Rhonda Geriminsky, Chair)
10. SCHOLARSHIP/MARKETING COMMITTEE (Crystal Hadfield, Chair; Amy Putnam, Co-Chair; Jennifer Pena, Board Liaison)

B. ADMINISTRATION

1. Discussion and possible action regarding the following:
 - a. AMCA pins – rules of usage, design change or update

4. GOOD OF THE ORDER/COMMENTS FROM EXECUTIVE BOARD MEMBERS

5. REMINDERS/DEADLINES

- A. NEXT REGULAR EXECUTIVE BOARD MEETING DATE: November 18, 2021 Propose new date or cancel due to Fall Training.

6. ADJOURNMENT

Teresa Riza

Teresa Riza, AMCA President



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES**

**Thursday, June 24, 2021
2:00 p.m./Teleconference**

1. CALL TO ORDER/ROLL CALL

President Geriminsky called the meeting to order at 2:07 p.m.

Board Members present: Rhonda Geriminsky, President; Teresa Riza, Vice President; Darcie McCracken, Treasurer; Jennifer Pena, Secretary; and Tracie Bailey, Past President 2019.

Board Members absent: None

Attending Association Members: Communications Chair Michelle Stanley; Education Chair Michelle Stine (left the meeting at 3:15 p.m.); Election Committee Chair Linda Mendenhall (left the meeting at 3:25 p.m.); Carla Reece from the city of Tempe, Handbook And Constitution Committee Terri Roth; Membership/Mentoring Chair Kara DeArrastia; Records Committee Chair Ben Lane; Scholarship Committee Chair Crystal Hadfield; Lynda Bushong from the city of Yuma and Lisa Garcia from the Town of Florence.

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

President Geriminsky stated if the Board had no objection to addressing item E first, they would start with Committee Updates. There were no objections.

2. MINUTES

Discussion and possible action to approve the April 15, 2021 regular executive board meeting minutes.

Treasurer McCracken **MOVED, SECONDED** by Secretary Pena to approve the April 15, 2021 meeting minutes. Motion **CARRIED** 5-0.

3. NEW BUSINESS

A. EXECUTIVE BOARD SECRETARY

President Geriminsky welcomed Carla Reece as the new AMCA Secretary.

Treasurer McCracken moved, seconded by Secretary Pena to appoint Carla Reece as the Board Secretary for the 2021-2022 fiscal year. Motion passed unanimously. (5-0)

B. RETIREE/CMC/MMC AWARDS

Discussion and possible action to determine proper recipients of retiree, CMC/MMC and Services Awards.

President Geriminsky stated a few questions arose related to these awards/recognitions. She was hoping to have a discussion and come to some resolutions when it comes to certain circumstances.

1. If a clerk retires from AMCA and later returns to the organization and then retires for a second time, shall they receive a second retirement recognition gift?
 - a. The final conclusion after a very long discussion was there would not be a second retirement gift provided especially if they are only paying retirement dues, not the full membership dues.
 - b. President Geriminsky stated as a job for the past president to develop a process on the "awards".
 - c. The current process will be followed to close out this year.
2. An individual left the clerks office after receiving their MMC. The question is, do we send them a plaque?

Carla Reece commented on her 'side-trip' out of the clerk work for a few years. She moved to associate membership, but the person in question has not maintained membership. Further comments reflected that if membership had been maintained, then yes. In final conclusion, since members may not be in the "clerk's office" it would be based on membership within AMCA. The other issue discussed was persons in this situation would need to communicate to the Association rather than the Association hunt them down.

Final conclusion was that a policy will be created, and this person would not receive a plaque.

C. DONATIONS TO UTAH REGION VIII CONFERENCE

Lisa Garcia, Town Clerk of Florence and IIMC Region VIII Director stated that at the last AMCA meeting held May 20, 2021 she spoke of donations to help with the costs associated with hosting a Region meeting. The state of Utah is the host for IIMC Region

VIII to host this event and since this last meeting where she challenged each Region VIII state to raise funds and help, matters have changed a bit. She stated Colorado had a great suggestion on how to help a hosting state. They suggested that since there are many fundraising events that occur at these Region conferences, that an audit be conducted afterwards to determine what financial assistance is needed to make the hosting state whole would be a better course of action, rather than trying to decide how much each state would contribute prior to the conference.

President Geriminsky stated she has been in communications with Sandy at the League, who “manages” the AMCA Financials, on whether AMCA would be able assist financially, since we are one of the states that has a much smaller number of cities and towns than others and therefore our membership is much smaller. The answer was that we would be able to assist.

The Board felt this was a much more fiscally responsible solution and would wait for the audit to see how much assistance would be needed.

At this point President Geriminsky requested we hear on committee updates since the meeting was running so long, and the Board would return to discuss AMCA Policies.

D. AMCA POLICIES

This Discussion occurred at the end of the meeting.

E. COMMITTEE UPDATES

Updates from the Chairs’, Co-Chairs’ and /or Region Leaders regarding committee/clerk activities in their respective areas. Some updates included requests for action. (Not taken in order.)

President Geriminsky started with the AMCA Records Retention Schedule. See notes under Item No. 7.

President Geriminsky then addressed item No. 4 the Handbook and Constitution Committee.

- (1) COMMUNICATION COMMITTEE (Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Darcie McCracken, Board Liaison)

President Geriminsky stated they did not have any items for this agenda.

- (2) EDUCATION COMMITTEE (Michelle Stine, Chair; Brooke Painter, Co-Chair; Teresa Riza, Board Liaison)

a. Institute and Academy Updates

Chair Stine reported the feedback from these classes was very positive. There were 40 attendees for the Institute and 25 for the Academy.

President Geriminsky stated she has heard comments regarding the Athenian Dialog sessions. These sessions have been mostly conducted virtually, and that there has been less discussion on critical thinking and leadership development and more touchy feeling discussion.

Chair Stine said she would report back after she attends the discussion that is scheduled for June 28th on how these sessions are going.

- (3) ELECTION COMMITTEE (Linda Mendenhall, Chair; Sheryl Rabin, Co-Chair; Teresa Riza, Board Liaison)

Chair Mendenhall stated registration for session one is open. Second Session on campaign finance and session three is being finalized.

- (4) HANDBOOK AND CONSTITUTION COMMITTEE (Terri Roth, Chair; Dusty Christopherson, Co-Chair, Teresa Riza, Board Liaison)

- a. AMCA Executive Board Roles
- b. Elections Committee Handbook Revisions
- c. Committee Member Performance Expectations
- d. AMCA Handbook Revisions

President Geriminsky stated she had some concerns that focused around the reviews Treasurer McCracken had done on the policies and thought those updates may cause confusion with the proposed changes to the Handbook and Constitution duties. President Geriminsky recommended delaying the review of the Handbook and Constitution changes until the policy updates were completed. Chair Roth and the Board felt it would create less confusion if the two reviews were conducted at different times.

President Geriminsky then addressed Item No. 2 approval of the April 15, 2021 Executive Board Minutes.

- (5) LEGISLATIVE COMMITTEE (Sarah Siep, Chair; Hilary Hiser, Co-Chair; Rhonda Geriminsky, Board Liaison)

At this time there were no committee members present to discuss any updates and President Geriminsky stated she had no updates at this time.

- (6) MEMBERSHIP/MENTORING/REGIONAL LEADERS COMMITTEE (Kara DeArrastia, Chair; Jill Adams, Co-Chair; Jennifer Pena, Board Liaison)

Chair Kara DeArrastia stated she provided a detailed update at the last meeting. She announced she has applied to serve as the chair for next year, and the committee's annual report has been submitted.

- (7) RECORDS MANAGEMENT COMMITTEE (Ben Lane, Chair; Cathie Butteweg, Co-Chair; Darcie McCracken, Board Liaison)

Chairman Lane stated the landscape pages, starting on page 96 of the agenda packet, titled Record Retention Schedule/Document Retention Policy is the current retention schedule on the AMCA website. The excel spread sheet, page 100 of the packet, is the "proposed" layout and schedule. This draft does not include all the record series at this time because the committee wanted feedback on the layout before moving forward.

The first two columns are the same from the original AMCA Records Retention schedule. The third column is a new column that defines the retention period more precisely. The "Document Resides with" and the "online columns" need a closer look to see who actually retains the record, and whether it is online or not.

The last two columns are being proposed to be included as they match the state library and archives retention schedule layout. The intent of the last two columns are to help determine the record series since a document could cross over into several different record types.

President Geriminsky asked the Board for any comment about the format. President Geriminsky and Secretary Pena stated they liked the new layout.

Chair Lane then addressed inconsistencies with the AMCA retention period and the need for them to be updated to match the state's retention schedule. He will bring back a completed schedule that matches the state's schedule.

Treasurer McCracken stated if we are using a point of reference then we should reference and match the state schedule.

President Geriminsky questioned whether some of the documents in the spreadsheet even existed. There were records listed that are likely not being created much less retained. Another question was where do these documents actually reside? Are they

with a person, are they also kept on the web, or are they being sent to the League? If they do exist, what updates are being done to keep them current and compliant.

It was discovered that not all chairpersons realize they should send their documents to the League for record retention. On that note though, there has been a disconnect in communication on the process the organization should be following. President Geriminsky stated the Board members, each year, should be reminding their committee chairs to forward their agendas and minutes and other pertinent documents to Sandy at the League for retention purposes so the organizations members can access those documents.

Secretary Pena requested that minutes from meetings be retained longer on the website. Sandy stated she scanned what she found that could be considered historical, and they save everything in case we do need them.

After further discussion on the layout, it was decided to remove the "Document Resides with" column and add information about where the documents are retained on the first page with other "disclosures" of information.

President Geriminsky requested Chair Lane add a policy statement for the Record Retention Schedule/Policy in the back of the AMCA Handbook with the other policies. Chair Lane stated he would bring back a policy statement to the Board.

If the Board finds other documents that are no longer being kept to let him know they will remove those. Certain documents such as research reports and data analysis are listed as permanent records. But are these general records, or are these more specific to a defined type of research and data analysis. There are different retention schedules for these types of documents.

President Geriminsky inquired about the surveys the organization conducts and Sandy Morari stated she exports the data and sends to the person that requested the survey, but she always has a copy.

Other questions arose on documents such as press releases and testimony and final comments on rule making and legislation.

Treasurer McCracken stated the press release, announcing the Clerk of the Year and items of that nature are included in the Annual Report, because it is in the following year, and for those items that are not, could be captured in this document. Discussion on whether there is value in some of the documents was discussed.

After much discussion it was suggested review and cataloging the documents AMCA has would be a retreat item.

- (8) SCHOLARSHIP/MARKETING COMMITTEE (Crystal Hadfield, Chair; Darcie McCracken, Board Liaison)

Chair Crystal Hadfield stated they have been working with the Elections Committee to discuss the online fundraising they would be doing. An article was also included in the AMCA newsletter. Everyone seems excited for the fundraiser.

D. AMCA POLICIES

Discussion and possible action to approve changes to the following AMCA Policies:

- Handbook and Constitution Committee
- AMCA Clerk of the Year Award
- AMCA Deputy or Assistant Clerk of the Year Award
- Cancellation Policy
- Elections Policies
- Executive Board Secretary Election Procedure
- Election Canvass Policy
- IIMC Region VIII Director Representative Recommendation Policy
- Membership Dues Policy
- Registration Fee Policies
- Travel Policy

President Geriminsky stated the track changes were notated in the word version, but they disappeared when it was converted to a PDF.

Treasurer Darcie McCracken began the review of the AMCA Policies.

- Page 61 in the Agenda Packet – but page 16 of the AMCA Policies – No. 2 - This does not clarify that the Board can submit changes to the Constitution, just the Handbook and Constitution Committee or an association member. A simple fix would be to add the Board. Language should be updated in No. 3 as well.

Vice President Riza **MOVED, SECONDED** by Treasurer McCracken to approve the proposed changes to the Handbook. Motion **CARRIED** 5-0.

- AMCA Clerk of the Year Award
There were grammatical corrections needed. Clarification is needed on what is considered an active member in good standing. What defines an AMCA member in good standing? What if they are retired and whether they have paid their membership dues. Currently non-member nominations can come from a Mayor or administrator. There was discussion on whether this should be limited. There was a brief discussion on who can submit a nomination. There was discussion on why the nominations were limited to certain individuals. Treasurer McCracken will add in the words “significant contribution” and if a Board member is nominated, they will recuse themselves from

the review and selection of the Clerk of the Year award. President Geriminsky, stated there should be a defined way of “ranking” nominations for consistency. She stated the Scholarship Committee has a rubric for selecting scholarship recipients and she would like to see something similar for the Clerk of the Year award. A way to remove the subjectivity out of the selection.

Discussion on the Clerk of the Year and Deputy Clerk of the Year awards will be discussed further at a Board Retreat.

Due to the length of the meeting and members needing to leave, Treasurer McCracken stated the two pressing matters were:

Treasurer Darcie McCracken stated currently the membership dues policy states that those individuals who have not renewed their membership by August 1 shall be contacted. But the policy does not clarify which committee is working with the league to perform this process. Clarification was that Membership/Mentoring Committee does this.

Vice President Riza **MOVED, SECONDED** by Treasurer McCracken to update the process on the membership dues as proposed. Motion **CARRIED** 5-0.

President Geriminsky called for a motion on the Travel Policy since the changes were only formatting changes. Secretary Pena **MOVED, SECONDED** by Vice President Riza to approve the Travel Policy changes. Motion **CARRIED** 5-0.

President Geriminsky requested Treasurer McCracken send her the word version of the policy changes, she had a few changes she would like to include and bring back to the Board for consideration.

4. GOOD OF THE ORDER/COMMENTS FROM EXECUTIVE BOARD MEMBERS
5. REMINDERS/DEADLINES
 - a. NEXT EXECUTIVE BOARD MEETING DATE: July 16, 2020
6. ADJOURNMENT

President Geriminsky adjourned the meeting at 4:07 p.m.

Rhonda Geriminsky

Rhonda Geriminsky, AMCA President



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES**

**Thursday, July 15, 2021
10:00 a.m./Teleconference**

1. CALL TO ORDER – ROLL CALL

President Geriminsky called the meeting to order at 10:02 a.m.

Board Members present: Rhonda Geriminsky, President; Teresa Riza, Vice President; Darcie McCracken, Treasurer; Jennifer Pena, Secretary.

Board Members absent: None.

Attending Association Members: Sherry Aguilar, City of Surprise and Byron Jones, Incoming Handbook and Constitution Committee Chair.

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

2. MINUTES

Discussion and possible action to approve the May 20, 2021 and June 24, 2021 Regular Executive Board Meeting minutes.

President Geriminsky stated the June 24, 2021 minutes will be voted on at a later date.

Treasurer McCracken stated there were a few corrections to be made, adding the “r” to “Treasure” **MOVED** to approve the May 20, 2021 minutes with the noted corrections; Vice President Riza **SECONDED** the motion. Motion **CARRIED** 4-0.

3. NEW BUSINESS

A. IIMC VICE PRESIDENT CANDIDACY SUPPORT

Discussion and possible action to formally support Lisa Garcia in her run for IIMC Vice President in 2022.

President Geriminsky presented the question to the Board on whether the Board should support one candidate over another since candidates for Region VIII may come from other states in the Region.

After a brief discussion the important issues were that AMCA should always support any Region VIII candidate because it is rare to have a candidate submit their nomination. If it is a candidate from Arizona, then the Board should always support them.

Vice President Riza stated that a letter of support is required.

Secretary Pena **moved, seconded** by Treasurer McCracken to support Lisa Garcia as a candidate for Region VIII in the election for IIMC Vice President for 2022. Motion **CARRIED** 4-0.

President Geriminsky stated she will prepare a formal letter to send to IIMC.

B. 2021-2022 MEETING DATES

Discussion and possible action on 2021-2022 meeting dates and board retreat dates.

President Geriminsky turned the item over to incoming President Teresa Riza. Vice President Riza inquired if everyone was still available on the third Thursday of every month at 10:00 a.m. for the Board meetings. Hearing no objections she inquired about retreat dates. Usually the Board meets in August for its first retreat to set annual goals for the committees and a second retreat is scheduled in October to hear from the committees on goal implementation.

Treasurer McCracken stated the first of August was already filling up with obligations.

Vice President Riza stated at the first retreat, in the past, committee members could call in, there was a second retreat in October at the League where committee chairs have the option to attend in person or by telephone to provide a brief update for the Board.

Further discussion considered whether to hold a retreat in person at Fountain Hills, or at the League, and allowing electronic means or attendance as well. The second retreat should be held in October.

4. GOOD OF THE ORDER/COMMENTS FROM EXECUTIVE BOARD MEMBERS

Treasurer McCracken had a suggestion as one of the discussions this year revolved around the Handbook and Constitution Committee reviewing the Board structure. The titles do not match the duties. We have seen situations where a 5-year commitment has turned into 6 or even 7 years. There needs to be a better solution.

Consider options for those that want to serve but do not want the commitment of serving as President.

The Handbook and Constitution Committee sent in their review and suggestions in May or June for review but the Board had so many other items and policy updates to review it decided to bring this issue back.

Considering changes to the Board structure is significant, an Ad-Hoc committee is a great option.

Options further discussed was maybe do a survey of membership as to why people do not apply to serve on the Board, a survey as to how the Board roles and title may be restructured and other items to consider.

President Geriminsky stated she would reach out to Terri Roth that the Board will address other policy issues that have not been addressed yet.

5. REMINDERS/DEADLINES

a. ANNUAL BUSINESS MEETING DATE

President Geriminsky stated the annual business meeting will be July 28th at 12:15 p.m. Board members need to be at the League office and others may attend virtually.

6. ADJOURNMENT

President Geriminsky adjourned the meeting at 10:30 a.m.

Rhonda Geriminsky

Rhonda Geriminsky, AMCA President, 2020-2021



Formed in 1961
60th Year in Operation

**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD RETREAT MEETING MINUTES**

**Thursday, August 12, 2021
9:00 a.m.**

In Person with Teleconference

1. CALL TO ORDER/ROLL CALL

President Riza called the meeting to order at 9:13 a.m.

Board Members present: Teresa Riza, President; Darcie McCracken, Vice President; Jennifer Pena, Treasurer; Carla Reece, Secretary, Rhonda Geriminsky, Past-President

Absent: None

Attending Association Members: Education Committee Co-Chair Cherry Lawson (Marana); Handbook and Constitution Committee Chair Byron Jones (Tucson Airport Authority)

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

2. WELCOME AND INTRODUCTION

Welcome and introduction of the 2021-2022 Arizona Municipal Clerks' Association (AMCA) Executive Board members.

3. NEW BUSINESS

A. STRATEGIC PLAN UPDATE

Discussion and possible action regarding outstanding items from the 2017-2022 Strategic Plan.

This item was discussed following Section 3. B. 1-8

Board discussion pointed out that the Strategic Plan, while a 5-year document, should be a living document and updated annually based on goals achieved and new goals being set forward so that the document continuously projects a 5-year plan.

That being noted, the Strategic Plan is available to each of the AMCA Committees. Committees will be asked to provide updates at the October retreat.

President Riza noted she would send the Strategic Plan word document to new Board Member, Carla Reece for her review as well.

B. ADMINISTRATION

Discussion and possible action regarding the following:

1. Possible Executive Board Restructuring Ad Hoc Committee

The Handbook and Constitution Committee submitted some research of Clerk's and other professional organizations in various states. The Committee hesitated to make a recommendation since any such changes should come from the membership and fit the needs for our Arizona Municipal Clerks' Association needs. It was decided by consensus that no changes would be recommended until a study or poll could be distributed to the membership to identify reasons for the lack of participation by more members. Anecdotal commentary and feedback expressed by Board Members included:

- Number of years of commitment
- Ability to absorb the workload
- Myths or misconceptions
- Intimidating election process

Byron Jones, Handbook and Constitution Committee Chair, noted that the committee could work on designing a poll and collect data and indicators that will hopefully provide more insight. No current timeline has been established for the poll, but ideas can be reviewed at the October retreat.

2. Possible Policy Development Ad Hoc Committee or Subcommittee to Handbook Committee

Due to the volume of work being handled by the Handbook and Constitution Committee, the idea of an Ad Hoc Committee or a subcommittee has been proposed.

Past President, Rhonda Geriminsky, noted her willingness to serve a lead role for such a committee. After continued discussion, board members reached a consensus in having the committee act as an Ad Hoc Committee, consult with the Handbook and Constitution committee, but report to the Executive Board for direction. Membership is anticipated to include a liaison from the Handbook and Constitution Committee and three other seats to be filled by the membership.

3. Possible Policy for CMC/MMC if leaving AMCA and/or Clerk World

This item was proposed for discussion as it relates to members who have earned their CMC or MMC credential and since have left their job roles and AMCA membership prior to the annual awards. The Board Members expressed strong support in providing plaques for those with active Associate memberships and who have updated contact information available, even if they have assumed new job assignments outside of the Clerk's office. However, consensus was evident for members who had left the job role, did not renew their AMCA membership and/or could not be reached, no plaque would be provided.

This item was assigned for development of the policy to the newly created Policy Development Ad Hoc Committee.

4. AMCA Records Retention

The Records Management Committee inquired about the AMCA records retention policy.

Sandy Morari, Arizona League of Cities and Towns, indicated that the League maintains the Association records in compliance with Arizona State Records Retention policies as published by ASLAPR.

Discussion continued to items that are submitted to the Executive Board Members directly such as award nominations, board applications, scholarship applications, etc. It was decided that a centralized email should be used for continuity and records retention purposes. Jennifer Pena, Treasurer, indicated that she would create a central email for Board access and submission documents so they could be centralized and provided to the League for retention. Continuity would also be protected, since the email would be accessible to all Board Members.

5. How to Recognize Membership with Member Service Awards

Members are currently recognized as follows:

Five Years of membership – Certificate

Ten Years of membership – Certificate

Fifteen Years – Plaque

Twenty Years – Plaque

6. Retiree Gifts for 2nd Time Retirees

The topic of gifts for retirees who had already received a gift expanded to review whether Retiree gifts should be a policy at all. It was noted research indicated that many professional associations do not recognize retirees with a gift item.

Ideas to honor the retirees in other meaningful ways including notation in the AMCA Newsletter in proximity to the retirement date. Additionally, capturing the retiree's contact information would prove useful in inviting them to the annual business meeting and they could continue to receive recognition at that event as well. Ms. Geriminsky indicated that contacting the retirees can be a bit problematic after retirement and fully supported gathering the information as the members retire, rather than waiting for the annual event.

The Policy Development Ad Hoc Committee received this assignment.

7. Region VIII Conference and/or IIMC Conference bids

The Education Committee has begun exploration for bidding for a Region VIII Conference and/or IIMC Conference. The bidding process and requirements are being collated and there are possible competitive venues in the Phoenix metro area. Additionally, hybrid options were being looked at, costs for videographer and analysis of the technology requirements would need to be completed. Ms. Morari noted the League uses a third-party vendor that might be able to provide expertise and input for completing a competitive bid submission. She agreed to provide the vendor contact information to the Education Committee.

8. Other 2021-2022 goals for AMCA.

No additional input was offered for this agenda item.

C. COMMITTEE ASSIGNMENTS AND GOALS

Discussion and possible action regarding providing direction to Committees. Will ask committee chairs to bring back ideas of projects they would also like to work on.

1. CAMPAIGN FINANCE COMMITTEE (Lynda Bushong, Chair; Tracie Bailey, Co-Chair; Rhonda Geriminsky, Board Liaison)

No input for this item.

2. COMMUNICATION COMMITTEE (Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Jennifer Pena, Board Liaison)

No input for this item.

3. EDUCATION COMMITTEE (Laura Jara, Chair; Cherry Lawson, Co-Chair; Darcie McCracken, Board Liaison)

No input for this item.

4. ELECTION COMMITTEE (Linda Mendenhall, Chair; Sheryl Rabin, Co-Chair; Darcie McCracken, Board Liaison)

No input for this item.

5. HANDBOOK AND CONSTITUTION COMMITTEE (Byron Jones, Chair; Summer Stewart, Co-Chair; Darcie McCracken, Board Liaison)

No input for this item.

6. LEGISLATIVE COMMITTEE (Hilary Hiser, Chair; Kelsea Holian, Co-Chair; Teresa Riza, Board Liaison)

No input for this item.

7. MEMBERSHIP/MENTORING/REGIONAL LEADERS COMMITTEE (Kara DeArrastia, Chair; Fatima Fernandez, Co-Chair; Carla Reece, Board Liaison)

No input for this item.

8. RECORDS MANAGEMENT COMMITTEE (Ben Lane, Chair; Cathie Butteweg, Co-Chair; Jennifer Pena, Board Liaison)

No input for this item.

9. SCHOLARSHIP/MARKETING COMMITTEE (Crystal Hadfield, Chair; Amy Putnam, Co-Chair; Jennifer Pena, Board Liaison)

No input for this item.

4. GOOD OF THE ORDER/COMMENTS FROM EXECUTIVE BOARD MEMBERS

President Riza inquired if there was a need for the regularly scheduled August meeting, in light of today's retreat. The Board Members noted there were no pending agenda items and that the meeting could be cancelled.

Ms. Morari indicated that she has been receiving requests to update the website from the membership and suggested that the website be reviewed in full, possibly via one or more committees to capture all needed changes.

Past President Geriminsky suggested this could be added as an annual assignment and added to the Committee Handbook. Ms. Morari noted she would send the Word version of the Handbook to Ms. Geriminsky.

Ms. Pena, Treasurer, indicated she would send details for the new email and she circulated a hard copy document with additional security details.

5. REMINDERS/DEADLINES

- A. NEXT REGULAR EXECUTIVE BOARD MEETING DATE: September 16, 2021
- B. NEXT EXECUTIVE BOARD AND COMMITTEE RETREAT MEETING DATE (in person and/or telephone): October 26, 2021

6. ADJOURNMENT

The meeting adjourned at 12:42 p.m.

Teresa Riza, AMCA President



Formed in 1961
60th Year in Operation

**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES**

**Thursday, September 16, 2021
10:00 a.m.**

Teleconference

1. CALL TO ORDER/ROLL CALL

President Riza called the meeting to order at 10:04 a.m.

Board Members present: Teresa Riza, President; Darcie McCracken, Vice President; Jennifer Pena, Treasurer; Carla Reece, Secretary, Rhonda Geriminsky, Past-President

Absent: None

Attending Association Members: Communication Committee Chair Michelle Stanley (Payson); Education Committee Chair Laura Jara (Goodyear); Education Committee Co-Chair Cherry Lawson (Marana); Handbook and Constitution Committee Chair Byron Jones (Tucson Airport Authority); and Membership/Mentoring/Regional Leaders Committee Kara DeArrastia (Tempe)

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

2. MINUTES

Discussion and possible action to approve the June 24, 2021 and July 15, 2021 Regular Executive Board Meeting minutes.

Discussion and possible action to approve the August 12, 2021 Executive Board Retreat minutes.

The vote for this item has been postponed to the October 26, 2021 Executive Board Retreat to allow more time for review.

3. NEW BUSINESS

A. ADMINISTRATION

Discussion and possible action regarding the following:

1. Mentoring Program Clarification.

Membership/Mentoring/Regional Committee Leaders Committee Chair Kara DeArrastia presented a request to clarify the requirements to participate as a Mentor in the AMCA Mentoring program. She noted the current language references “clerks” but wanted to get the Board’s direction in possibly revising the language to include those who do not hold the title of “clerk” but may have knowledge, skills and abilities that would be of great benefit as a Mentor.

The Board agrees and the consensus of the Board Members was to have Ms. DeArrastia bring forward the revised language at the October 26, 2021 Board Retreat for consideration. Additionally, Ms. Geriminsky noted a typographical error in the brochure materials. Ms. DeArrastia agreed to make corrections and bring that item forward as well. She also noted the intent to bring a standing article to the AMCA Newsletter to better inform the membership about the program and increase participation.

B. COMMITTEE ASSIGNMENTS AND GOALS

Discussion and possible action regarding providing direction to Committees. Will ask committee chairs to bring back ideas of projects they would also like to work on.

1. CAMPAIGN FINANCE COMMITTEE (Lynda Bushong, Chair; Tracie Bailey, Co-Chair; Rhonda Geriminsky, Board Liaison)

Campaign Finance Committee Board Liaison, Rhonda Geriminsky noted that the committee held its inaugural meeting. Committee duties, referral and process timelines and discussion as to how to advertise the services of the committee were discussed.

2. COMMUNICATION COMMITTEE (Michelle Stanley, Chair; Stacy Fobar, Co-Chair; Jennifer Pena, Board Liaison)

Communication Committee Chair Michelle Stanley noted that the Facebook engagement postings began and the next edition of the AMCA Newsletter would soon be published.

3. EDUCATION COMMITTEE (Laura Jara, Chair; Cherry Lawson, Co-Chair; Darcie McCracken, Board Liaison)

Education Committee Chair Laura Jara noted that the committee met recently and discussed the calendaring of various training opportunities. The Fall Best Practices will offer an Athenian Dialogue option and is tentatively scheduled for November 17-18, 2021. The topics currently under consideration are Annexations, Records Management, and the Roundtable. Committee Members are still working to secure a location/facility to hold the in-person event.

4. ELECTION COMMITTEE (Linda Mendenhall, Chair; Sheryl Rabin, Co-Chair; Darcie

McCracken, Board Liaison)

No updates provided.

5. HANDBOOK AND CONSTITUTION COMMITTEE (Byron Jones, Chair; Summer Stewart, Co-Chair; Darcie McCracken, Board Liaison)

Handbook and Constitution Committee Chair Byron Jones noted the meeting for the committee would be held next week and the agenda included a review of the annual report to identify assignments still in progress from the past year.

6. LEGISLATIVE COMMITTEE (Kelsea Holian,, Chair; Summer Stewart, Co-Chair; Teresa Riza, Board Liaison)

No updates provided.

7. MEMBERSHIP/MENTORING/REGIONAL LEADERS COMMITTEE (Kara DeArrastia, Chair; Fatima Fernandez, Co-Chair; Carla Reece, Board Liaison)

Membership/Mentoring/Regional Leaders Committee Chair Kara DeArrastia indicated that discussion was held regarding a review and possible realignment of the AMCA regional map. The last update was done in 2017 and some regions feel that a strategic review might assist with increasing regional participation. A survey will be released to the at-large membership in the near future to collect stakeholder input.

Ms. DeArrastia inquired as to the status of the AMCA Handbook changes proposed by the committee last year. There was some discussion as to whether the Handbook posted on the website is the most current version. Byron Jones and Darcie McCracken offered to check their documentation. With Sandy Morari as the custodian of the official document, any revision work will be accomplished through her office to maintain format consistency and version control.

8. RECORDS MANAGEMENT COMMITTEE (Ben Lane, Chair; Cathie Butteweg, Co-Chair; Jennifer Pena, Board Liaison)

No updates provided.

9. SCHOLARSHIP/MARKETING COMMITTEE (Crystal Hadfield, Chair; Amy Putnam, Co-Chair; Jennifer Pena, Board Liaison)

Board Liaison Jennifer Pena noted that the first meeting is scheduled for September 23, 2021.

4. GOOD OF THE ORDER/COMMENTS FROM EXECUTIVE BOARD MEMBERS

Past-President Rhonda Geriminsky provided an update for the Ad Hoc Policy Committee. She indicated that membership recruitment was underway and she had one volunteer on board and was awaiting the Handbook and Constitution Committee member who will be appointed. Vice President Darcie McCracken offered assistance should additional volunteers be required.

Ms. McCracken noted that she would be in attendance at the IIMC Region VIII Conference in Park City, UT and would bring updates to the membership upon her return.

Ms. DeArrastia noted she would be in attendance as well and volunteered to write an article for the winter edition of the AMCA Newsletter.

5. REMINDERS/DEADLINES

A. NEXT REGULAR EXECUTIVE BOARD MEETING DATE: October 21, 2021 (if needed)

This meeting has been canceled.

B. NEXT EXECUTIVE BOARD AND COMMITTEE RETREAT MEETING DATE (in person and/or telephone): October 26, 2021

This meeting is scheduled for 9 a.m. to 3 p.m. on the noted date. With in-person attendance for the Executive Board Members, while Committee Chairs will have the option to attend via Zoom or call-in via telephone.

6. ADJOURNMENT

The meeting adjourned at 10:40 a.m.

Teresa Riza, AMCA President

ARIZONA MUNICIPAL CLERKS' ASSOCIATION EXECUTIVE BOARD COMMUNICATION

TO: Teresa Riza, President
FROM: Records Management Committee
SUBJECT: Committee Request

EXPECTED MEETING DATE: October 26, 2021

Purpose:

To receive Executive Board direction and feedback on proposed revisions and questions related to the AMCA's records retention schedule list. Also to receive feedback on the attached Committee Goals document.

Summary and Recommendations:

On June 3, 2021, the Records Management Committee met to discuss several topics.

One topic involved proposed revisions and questions related to the AMCA's records retention schedule list. In addition to ensuring the AMCA's records were being maintained for the appropriate period of time per the State Library and Archives Schedule (State), the Committee also is suggestion revisions to the schedule format.

These edits and questions are being submitted to the Executive Board for review and discussion. The attached Excel spreadsheet is the proposed new format for the AMCA's records retention schedule list. It is not a completed schedule as the Committee wanted Executive Board feedback before proceeding further. A complete draft schedule will be brought forward for Executive Board discussion and possible approval at a later date.

On the attached Excel Spreadsheet, cells with green highlighting are proposed revisions or additions to the AMCA's records retention schedule. Cells with yellow highlighting are areas that require board feedback and direction. The current AMCA records retention schedule (PDF) is attached for reference purposes.

In general, revisions and additions to the AMCA's records retention schedule (green highlighted cells in the attached Excel spreadsheet) include:

- 1) Separating the retention time period from the start point of retention (triggering point when the retention period begins).
- 2) Adding the State Records Series Number as a reference point (this will make updating the schedule easier in the future as a reference point will be already established).
- 3) Adding the State Records Series Title as a reference point (this will make updating the schedule easier in the future as a reference point will be already established).

In general, questions related to the AMCA's records retention schedule (yellow highlighted cells in the attached Excel spreadsheet) include:

- 1) Deciding which start point of retention to utilize – version in the current AMCA schedule or version in the current State schedule.
- 2) There is a column in the current AMCA schedule indicating the documents are maintained by a certain Executive Board Member (Secretary, President, Vice-President, etc.). Would like to confirm if these officers maintain the noted records or receive guidance on who does maintain these records.
- 3) There is a column in the current AMCA schedule indicating the if the records series are online or not. Would like confirmation on which series are online.
- 4) There is a final column in the Excel spreadsheet titled “Internal Notes.” This column would not be published with the final retention schedule. Rather, these are specific questions for a particular records series. The Committee needs guidance from the Executive Board on these questions.

Decisions from the Board:

- 1) Provide feedback and direction on proposed revision and/or additions to the AMCA's records retention schedule.
- 2) Provide feedback and direction on questions related to the AMCA's records retention schedule.

Attachment(s):

PDF – Current AMCA Records Retention Schedule

XLS – Proposed New Format for AMCA Records Retention Schedule

PDF – AMCA Records Management Committee Goals for 2021-22

Contact Name and Number:

Ben Lane, Records Management Committee Chair; 480-312-2411

AMCA RECORDS MANAGEMENT COMMITTEE 2021-22 ASSIGNMENTS AND GOALS

AS OF OCTOBER 2021

TASK	ASSIGNED TO	DUE DATE
Designate member to serve as liaison to Communications Committee	Ben Lane	Completed
Ensure that Chair, Co-Chair or designee attend monthly Executive Board meetings and annual workshops	Ben Lane	Completed
Submit updates and/or articles for inclusion in the Quarterly Newsletter	Ben Lane Cathie Butteweg	Ongoing
At Committee's first meeting, review committee purpose/charge, including attendance and participation requirements	Ben Lane	To discuss at October 21, 2021 Committee Meeting
Develop and send list of expected committee meeting dates to Communications Committee and to the League	Ben Lane	To discuss at October 21, 2021 Committee Meeting
Assign a rotating list of members to take minutes of each committee meeting	Ben Lane	To discuss at October 21, 2021 Committee Meeting
Send records (forms, succession plans, meeting minutes) to AMCA listserv and League	Ben Lane	Ongoing

Send bullet point summary of each meeting (including next meeting date) to AMCA listserv and League	Ben Lane	Ongoing
Develop implementation plan for goals including due dates	Ben Lane	Ongoing
Relay state retention schedule changes to AMCA members	Cathie Butteweg	Ongoing
Review Records Section of AMCA Handbook and propose possible changes if needed	All Committee Members	To discuss at November 11, 2021 Committee Meeting
Work with ASLAPR to create an Engineering Records Schedule	All Committee Members	TBD
Develop a succession plan and timeline of recurring events	Ben Lane Cathie Butteweg	Ongoing
Create best practices guide for social media retention	Ben Lane	TBD
Create best practices guide for motivating employees assisting with records management who work outside of the Clerk's office	TBD	TBD
Develop strategic preservation policy for non-records (gifts to Mayor / Council / Manager)	TBD	TBD
Review AMCA Record Retention Schedule/Document Retention Policy and propose possible changes if needed	All Committee Members	Ongoing
Draft annual report	Ben Lane	May / June 2022

**Arizona Municipal Clerks Association
Record Retention Schedule/Document Retention Policy**

It is the policy of the Arizona Municipal Clerks Association that its records be retained only so long as they are (1) necessary to the current conduct of the Association's business; (2) required to be retained by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation. In furtherance of this policy, the Association has adopted the attached Record Retention Schedule and the following principles and procedures for its Record Management Program, which shall be strictly observed by the Association, its officers, and committee members.

1. The responsibility for administering the Association's Records Management Program in accordance with this policy is designated to the Board.
2. Destruction of specific records shall be carried out only in accordance with the authority of the Board.
3. All records, including those maintained on electronic data processing storage media, shall be covered by this policy.
4. Despite any retention periods specified in the attached Record Retention Schedule, all records shall be retained for at least the minimum period as stated in applicable state or federal laws or regulations.

Type of Record	Retention Period	Document Resides with	Online
ACCOUNTING			
Auditor's Report	7 years	Treasurer	Yes
Bank deposit slips	3 years	Treasurer	No
Bank One Certificate of Deposit	1 year after cashed	Treasurer	No
Bank statements, reconciliations	7 years	Treasurer	No
Budgets	5 years	Treasurer	Yes
Checkbook register (includes journal of cash disbursements, cash receipts, and deposits)	7 years	Treasurer	No
Check Stubs	3 years	Treasurer	No

Credit Card Account Statements	3 years	Treasurer	No
Dues schedules	2 years	Treasurer	No
Employer ID Number	Permanent	Treasurer	No
Federal Tax ID Number	Permanent	Treasurer	No
Financial statements (annual)	Permanent	Treasurer	Yes
Invoices	7 years	Treasurer	No
Petty cash vouchers	3 years	Treasurer	No
Treasurer Report	5 years	Treasurer	Yes

CORPORATE RECORDS

Annual reports	Permanent	Secretary	Yes
Articles of Incorporation	Permanent	Secretary	No
Bylaws	Permanent	Secretary	Yes
Minutes (Board)	Permanent	Secretary	Yes
Minutes (Committees)	1 year after annual report accepted at board meeting	Secretary	Yes
Policies and procedures, generally	For life of policy/procedure	Secretary	Yes
Conflict of Interest Forms	2 years	Secretary	No
Logo	Permanent	Secretary	No

CONFERENCES

Annual Conference	1 year after added to "How to Host an Annual Meeting"	Vice-President	No
Regional Conference (AMCA Hosting)	6 years after conference	Vice-President	No
Regional Conference (Not hosting)	1 year after conference	Vice-President	No
IIMC Conference (AMCA Hosting)	6 years after Conference	Vice-President	No
IIMC Conference (Not Hosting))	1 year after conference	Vice-President	No

CONTRACTS

Contracts, generally	6 years	Treasurer	No
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ELECTIONS

Membership Ballots	1 year	Past-President	No
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HISTORICAL ARCHIVES

President Statement	Permanent	Past-President	Yes
Other Documents Declared Historical	Permanent	Past-President	No
Photographs	Permanent	Past-President	Yes

GENERAL

General Correspondence	1-3 years	Secretary	No
Marketing and promotional materials, including brochures	1 year	Secretary	Yes

GRANTS

Grant Applications (not awarded)	2 years	Treasurer	No
Grant Applications (Awarded)	7 years	Treasurer	No

LEGAL

Claims and litigation files where Association is a party	10 years	President	No
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MEMBERSHIP

Membership Applications			
Approved	1 year	Membership Committee Chair	No
Denied	5 years	Membership Committee Chair	No
Membership Lists	Permanent	Treasurer	Yes
Board Oath of Office	2 years after no longer on the board.	Secretary	No
Board Resignations	1 year	Secretary	No
Ethics and disciplinary action files			No
Files in which action was taken	10 years	President	No
Files closed without action	1 year	President	No

RESEARCH MATERIALS

Research reports and data analysis	Permanent (final report only)		
Survey	Until publication of final report to which it relates	Secretary	No

SCHOLARSHIPS

Scholarship applications	7 years after issued	Treasurer	No
Scholarship recipient information, including names, addresses and program attending	7 years after issued	Treasurer	No
Selection committee records, including selection criteria used and other documentation regarding the selection process	2 years after issued	Treasurer	No

STATEMENTS OF POLICY/POSITION

Policy statements	For the life of the document	President	Yes
Testimony and final comments on rulemakings and legislation	Permanent	President	No
Press releases	1 year, except if retained for historical archive purposes	Secretary	Yes
Drafts, comments, etc. prepared in the policy or comment development process	Until publication of the document to which it relates	Secretary	No

WEBSITE CONTENT

Website Content	Until no longer valuable	Vice-President	Yes
Website Content Per Retention Schedule	Content shall be kept per retention schedule	Vice-President	Yes

Link to Arizona State Library and Archives Records Retention Schedules - <https://azl>

Proposed Revision / Addition

Question / Clarification Needed

Type of Record	Retention Period
Research Reports and Data Analysis	Permanent (Final Report Only)
Survey	Until publication of final report to which it relates

Type of Record	Retention Period
Scholarship Applications	7 years after issued
Scholarship Recipient Information, including names, addresses, and program attending	7 years after issued
Selection Committee Records, including selection criteria used and other documentation regarding the selection process	2 years after issued

Type of Record	Retention Period
Policy Statements	For the life of the document

Testimony and Final Comments on Rulemaking and Legislation	Permanent
Press Releases - Historical	Permanent
Press Releases - Non-Historical	1 year, except if retained for historical archive purposes
Drafts, Comments, Etc. Prepared in the Policy or Comment Development Process	Until publication of the document to which it relates

Type of Record	Retention Period
Website Content	Until no longer valuable
Website Content Per Retention Schedule	Content should be kept per applicable State Retention Schedule

RESEARCH MATERIALS

Retention Remark or Start Point of Retention	Document Resides With	Online	State Records Series Number
Retain per Arizona Standards for Permanent Records	Secretary (?)	No (?)	10307
After administrative or reference value has been served	Secretary	No	10309

SCHOLARSHIPS

Retention Remark or Start Point of Retention	Document Resides With	Online	State Records Series Number
After calendar year created or received	Treasurer	No	52993
After calendar year created or received	Treasurer	No	52993
After calendar year created or received	Treasurer	No	52993

STATEMENTS OF POLICY/POSITION

Retention Remark or Start Point of Retention	Document Resides With	Online	State Records Series Number
Retain per Arizona Standards for Permanent Records	President	Yes	10293

Retain per Arizona Standards for Permanent Records	President	No	10285
Retain per Arizona Standards for Permanent Records	Secretary	Yes	10160
After calendar year created or received	Secretary	Yes	10161
After final record created, or after reference value has been served, if final record is abandoned or on hold.	Secretary	No	10413

WEBSITE CONTENT

Retention Remark or Start Point of Retention	Document Resides With	Online	State Records Series Number
Not Applicable	Vice-President	Yes	Not Applicable
Not Applicable	Vice-President	Yes	Depends on specific record series

State Records Series Title	Internal Notes
Strategic Plans and Goal Records	Need further clarification on type of record; many State schedules related to "research" available with shorter retention periods if desired; if permanent status maintained - need to follow rules related to permanent records; nothing listed in "Document Resides With" and "Online" columns
Survey Question Records	Retention period on State Schedule is blank as this is a "reference value served" record

State Records Series Title	Internal Notes
Student Financial Aid Records: Scholarship Records: Non Historical	State Retention Period is 3 years; can keep longer if needed; possibly split into awarded and not awarded
Student Financial Aid Records: Scholarship Records: Non Historical	State Retention Period is 3 years; can keep longer if needed
Student Financial Aid Records: Scholarship Records: Non Historical	State Retention Period is 3 years; need to keep at least this long; other "selection" records but they relate to HR / Hiring processes

State Records Series Title	Internal Notes
Policy and Procedure Records	need clarification on what this means; State retention period is permanent; another possible records series to look at is 10290 (Office Internal Admin Records)

Legislation Records	Other possible records series to look at: 10303 (Rulemaking - Enacted) and 10304 (Rulemaking - Not Enacted); both have non-permanent retention periods
Press Release Records - Historical	Need to split Press Releases into 2 separate retention schedules (historical and non-historical)
Press Release Records - Non-Historical	Need to split Press Releases into 2 separate retention schedules (historical and non-historical); non-historical needs to be kept 2 years per State Retention Period
Working Records	Retention period on State Schedule is blank as this is a "reference value served" record

State Records Series Title	Internal Notes
Not Applicable	This series should be deleted as it is duplicative of "Website Content Per Retention Schedule" series
Depends on specific record series	This guidance was provided by State Library and Archives (add this comment to retention remark)?

AMCA MEMBERSHIP/MENTORING COMMITTEE and REGION LEADERS

Activities and Goals for Current Fiscal Year

TASKS	ASSIGNED TO	DUE DATE/OUTCOME
Assist the League of Arizona Cities and Towns with past due memberships for FY 2021-22.	Region Leaders	Complete
Personally reach out to clerks in municipalities where members did not renew their membership for FY 2021-22.	Region Leaders	Complete
Solicit input from region members to determine if there is a need to modify the AMCA region boundaries and identify ways to help increase participation in their regional meetings or in the Association membership at-large.	Region Leaders	Ongoing
Starting with the Winter 2021 issue of the AMCA newsletter, prepare a recurring article to promote participation in the Mentoring Program.	Committee Chair	Winter issue submissions are due December 1, 2021
Create and maintain a current list of County Boards of Supervisors, School Districts, Fire Districts, Special Districts, and Municipal Clerks, who are not AMCA members. The League of Arizona Cities and Towns will utilize the non-AMCA member list to mail or email training notices to individuals on this list 60 days prior to AMCA sponsored training or any other appropriate training sessions.	Committee members	Discuss at the November 3, 2021 and January 11, 2022 Committee meetings
Develop and follow a recruitment process where Committee members are assigned non-member clerks to contact annually and discuss benefits of joining the AMCA. Each member sends a standardized recruitment letter to the clerks within their region through snail mail, e-mail, or phone calls.	Committee members	Discuss at the November 3, 2021 and January 11, 2022 Committee meetings

TASKS	ASSIGNED TO	DUE DATE/OUTCOME
Review a draft list of Clerk office topics to form the basis of a statewide Municipal Clerk's Manual or Handbook to assist clerks and deputies in their new roles.	Committee members	Discuss at the November 3, 2021 Committee meeting and disseminate the list among Committee members for feedback via email. Once finalized, the list can be sent to the Executive Board so they can decide how to divvy up the subjects among the different committees (as a multi-year project).
Explore the idea of producing and disseminating a short promotional video featuring AMCA members and Board members talking about how the Association has benefited them.	Committee members	Discuss at the March 22, 2022 and May 10, 2022 Committee meetings
Develop seasonal/quarterly membership programs that focus on retention of membership. Develop long-term membership programs that focus on promoting and bringing in new members. Assign Region Leaders to contact new members and members whose membership is coming due.	Committee members	Discuss at the March 22, 2022 and May 10, 2022 Committee meetings
Prepare an annual report of the Committee for inclusion in the AMCA Annual Report, which outlines what items have been accomplished and which items have yet to be accomplished.	Committee Chair	The Annual Report is due to the Board President no later than June 18th
Send the current list of Mentors to the Board President so they are awarded Certificates of Appreciation for their contributions as a Mentor for the fiscal year. Should the mentors be added to the presentation at the Annual Meeting?	Committee Chair	June 2022

ARIZONA MUNICIPAL CLERKS' ASSOCIATION EXECUTIVE BOARD COMMUNICATION

TO: Teresa Riza, AMCA President

FROM: Kara DeArrastia, AMCA Membership/Mentoring Committee Chair

SUBJECT: Mentoring Program Clarification

MEETING DATE: October 26, 2021 Executive Board and Committee Retreat

Purpose:

Amend the Mentoring Program webpage, brochure, and application clarifying that a mentor or mentee must be a current member of the AMCA, with an emphasis on knowledge, skills, and abilities for the mentor.

Summary and Recommendations

Back in August, a City Clerk Specialist had emailed me asking if an AMCA member had to be a clerk or deputy clerk in order to be a mentor in the Mentoring Program. I therefore reviewed the Mentoring Program webpage and brochure/application and noticed that the content simply referenced “clerks” as participants in this program. I believe that the assigned title of the individual should not matter as long as the person is a current AMCA member and is experienced and willing to share what they know including skills, knowledge, professionalism, and accomplishments to a mentee. I received confirmation from AMCA President Teresa Riza that she agreed with my assessment.

Decisions from the Board

Discuss and consider possible action on the proposed changes replacing references to “clerk” with “current AMCA member”, correcting any grammatical errors, and including additional clarification where needed.

Attachments

- Proposed changes to the AMCA Mentoring Program brochure and application
- Proposed changes to the Mentoring Program webpage on the AMCA website

Contact Name and Number:

Kara DeArrastia
(480) 350-8947

What does a mentor do?

A mentor is an experienced individual who is willing to share what he or she knows including skills, knowledge, professionalism and accomplishments. The mentor should be willing to provide the following assistance:

- Answer questions
- Describe procedures
- Share experiences
- Provide information about educational opportunities
- Provide moral support and encouragement
- Introduce the new ~~Clerk-AMCA member~~ to other Association members at meetings and conferences, so a reliable network is established.

Typical assistance could be ~~answering questions, related to the preparation of ordinances, minutes, agendas and budgets, explaining parliamentary procedures, or election procedures, tips for effective Council Meetings,~~ and ways to ensure open and positive communication between the Mayor and Council/Commission Members, City Managers, and other administrative personnel. Mentors also provide moral support and encouragement.

Mentoring at the AMCA Conferences means getting to know the mentee, introducing them to others, and involving them in activities. Mentors should make contact early in the Conference activities so as to make the mentee as comfortable as possible. An explanation of the organization and introductions to Board members would also be helpful to the Mentee.

What does a Mentee do?

The mentee is someone relatively new to the profession who has a strong desire to learn new skills and abilities and to develop existing skills and abilities. A mentee strives to elevate his/her level of technical skills and professional expertise to gain a greater mastery of the job. The mentee should initiate and participate in discussions and seek information and opinions. A mentee must be willing to put the time and effort into the mentoring relationship.

The mentee decides on the amount of dependence and guidance he or she needs. A mentee should take the initiative to ask for help or advice and needs to communicate his/her expectations to the mentor. Benefits of mentoring for the mentee may include the following:

- Increased networking and social interaction
- Assistance with career goals and strategies
- Greater career commitment, satisfaction, and growth
- More positive attitude
- Increased productivity and a shorter learning curve
- Answers to some of those questions unable to be found anywhere else.

Looking for Help????

You have come to the right place!

AMCA offers an excellent mentoring program for ~~the new clerk-AMCA members~~ or ~~the clerk-current members~~ experiencing new duties and statutory changes.

Sign up today to become one of AMCA's privileged Mentees.

You will be paired with a Mentor who will guide you through the hurdles.

Some of the privileges you will receive are:

- ✓ Friendships
- ✓ Introductions to others
- ✓ Networking
- ✓ Answers & resources to your questions
- ✓ Procedures explained
- ✓ Encouragement
- ✓ Education with a smile

SIGN UP TODAY!

Please send your completed applications to:

Kara DeArrastia
Membership/Mentoring Committee Chair
City of Tempe Deputy City Clerk
Kara_Dearrastia@tempe.gov
Office: 480-350-8947

Visit our website at: www.azclerks.org



Arizona Municipal Clerks Association

SHARE OUR SERVICES

(SAOS)

Mentoring Program

What is Mentoring?

The usual concept of mentoring is a relationship in which a more experienced person helps and guides a less experienced person.

Mentoring is a way of sharing both the formal and informal knowledge necessary to achieve effective and efficient methods of performing professional duties and reaching personal and professional goals. Sharing of one's expertise is a large part of mentoring as well as the communication of support, challenges, feelings, and many other kinds of information.

The mentoring relationship can be cultivated via ~~E~~e-mail or other electronic means such as Zoom, telephone, ~~fax~~, or in person.

~~Municipal Clerk-AMCA members are ideally suited to the concept of~~ can benefit from mentoring because there is a great deal of specialized knowledge involved in ~~these positions and the typical Clerk is eager and willing to assist others by providing information~~ the governmental management responsibilities and administrative capacities performed by members of this association.

MENTEE APPLICATION



I am requesting a MENTOR

Name: _
Title: _
Address: _
City & Zip Code: _
E-mail address: _
Work Phone: _
Name of Municipality: _
Population of Municipality: _

Identify your form of Government:

General Law Charter Council/Management
 other _____

Number of Years as ~~a Municipal Clerk~~ an AMCA member?

If you're a Municipal Clerk, are you Appointed OR

Elected? _____ Certification: CMC MMC

Would you like to request a Mentor at the AMCA Annual
conference? Yes No

Will mentoring via E-mail work for you? Yes No

*Please check all areas to the right where you feel you need
help.*

If you have a specific need, please describe:

Mentee Indicate areas where you
need assistance.

Mentor Indicate your strengths.

- Accounts Payable
- Accounts Receivable
- Advertising
- Agenda Packets
- Annexations
- Bond/Financing
- Budgeting
- Business License
- Code/Codification
- Computer Software
- Conflict of Interest
- Council Handbooks
- Document Imaging
- Elections
- General Personnel
- Improvement Districts
- Incentive Programs
- Liquor License
- Newsletter
- Open Meetings
- Open Records
- Ordinances & Resolutions
- Other _____
- Records Management
- Retirement Systems
- Risk Management
- Social Media
- Web Site

When complete return to:

Kara DeArrastia,
Membership/Mentoring Committee Chair
Kara_Dearrastia@tempe.gov
480-350-8947

MENTOR APPLICATION

I would like to be a MENTOR

Name: _
Title: _
Address: _
City & Zip Code: _
E-mail address: _
Work Phone: _
Name of Municipality: _
Population of Municipality: _

Identify your form of Government: _

General Law Charter Council/Management
 other _____

Number of Years as ~~a Municipal Clerk~~ an AMCA member?

If you're a Municipal Clerk, are you Appointed OR

Elected? _____ Certification: CMC MMC

Are you willing to make contact with a mentee at the
AMCA Annual conference? Yes No

Will mentoring via E-mail work for you? Yes No

*Please check all areas to the left where you feel you have
experience to share or specify anything that you feel
would be helpful to a mentee:*

Share Our Services (SOOS)

Mentoring Program

Looking for Help????

You have come to the right place!

AMCA offers an excellent mentoring program for ~~the new clerk~~ AMCA members or ~~the clerk~~ current members experiencing new duties and statutory changes.

Sign up today to become one of AMCA's privileged Mentees.

You will be paired with a Mentor who will guide you through the hurdles.

Some of the privileges you will receive are:

- ✓ Friendships
- ✓ Introductions to others
- ✓ Networking
- ✓ Answers & resources to your questions
- ✓ Procedures explained
- ✓ Encouragement
- ✓ Education with a smile

SIGN UP TODAY!

Please send your completed applications to:

**Kara DeArrastia
AMCA Membership/Mentoring Chair
City of Tempe, Deputy City Clerk
Kara_Dearrastia@tempe.gov
Office: 480-350-8947**

Region Mentors (2021-2022)

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## What is Mentoring?

The usual concept of mentoring is a relationship in which a more experienced person helps and guides a less experienced person.

Mentoring is a way of sharing both the formal and informal knowledge necessary to achieve effective and efficient methods of performing professional duties and reaching

personal and professional goals. Sharing of one's expertise is a large part of mentoring as well as the communication of support, challenges, feelings, and many other kinds of information.

The mentoring relationship can be cultivated via ~~E~~e-mail or other electronic means such as Zoom, telephone, ~~fax~~, or in person.

~~Municipal Clerks-AMCA members are ideally suited to the concept of~~ can benefit from mentoring because there is a great deal of specialized knowledge involved in the governmental management responsibilities and administrative capacities performed by members of this association ~~these positions and the typical Clerk is eager and willing to assist others by providing information.~~

## What does a Mentor do?

A mentor is an experienced individual who is willing to share what he or she knows including skills, knowledge, professionalism and accomplishments. The mentor should be willing to provide the following assistance:

- Answer questions
- Describe procedures
- Share experiences
- Provide information about educational opportunities
- Provide moral support and encouragement
- Introduce the new Clerk-AMCA member to other Association members at meetings and conferences, so a reliable network is established.

Typical assistance could be ~~answering questions, related to the~~ preparation of ordinances, minutes, agendas and budgets; ~~explaining parliamentary procedures, or~~ election procedures; ~~tips for effective Council Meetings;~~ and ways to ensure open and positive communication between the Mayor and Council/Commission Members, City Managers, and other administrative personnel. Mentors also provide moral support and encouragement.

Mentoring at the AMCA Conferences means getting to know the mentee, introducing them to others, and involving them in activities. Mentors should make contact early in the Conference activities so as to make the mentee as comfortable as possible. An explanation of the organization and introductions to Board members would also be helpful to the Mentee.

## What does a Mentee do?

The mentee is someone relatively new to the profession who has a strong desire to learn new skills and abilities and to develop existing skills and abilities. A mentee

strives to elevate his/her level of technical skills and professional expertise to gain a greater mastery of the job. The mentee should initiate and participate in discussions and seek information and opinions. A mentee must be willing to put the time and effort into the mentoring relationship.

The mentee decides on the amount of dependence and guidance he or she needs. A mentee should take the initiative to ask for help or advice and needs to communicate his/her expectations to the mentor. Benefits of mentoring for the mentee may include the following:

- Increased networking and social interaction
- Assistance with career goals and strategies
- Greater career commitment, satisfaction, and growth
- More positive attitude
- Increased productivity and a shorter learning curve
- Answers to some of those questions unable to be found anywhere else.

## AMCA COMMUNICATIONS COMMITTEE PROJECTS 21-22

| TASKS                                                                                                                                            | ASSIGNED TO                                                               | DUE DATE         |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------|
| Review of the AMCA website<br><i>(to ensure information is up to date)</i>                                                                       | Chair, Judy Martinez, Kara DeArrastia, Terri Roth                         | ASAP             |
| Survey questions to membership about what they would like in the newsletter                                                                      | Everyone                                                                  | January 2022     |
| Facebook posts for weekly discussion<br><i>(to foster a community of Clerks)</i>                                                                 | Stacy Fobar<br><i>Back-up support:</i><br>Chair                           | Twice a month    |
| Listserv Archives on website                                                                                                                     | Anne Thomson, Terri Roth                                                  | Monthly          |
| New CMC/MMC Designations Listserv, Facebook announcements.<br><i>(to promote designations &amp; motivate Clerks to continue their education)</i> | Judy Martinez<br><br><i>Back-up support:</i><br>Chair/Co-Chair            | As needed        |
| Best Practice and/or Work/Life Balance article ideas for the newsletter                                                                          | Everyone                                                                  | On-going         |
| Newsletter Design & Publication                                                                                                                  | Chair<br><br><i>Publisher support:</i><br>Stacy Fobar,<br>Whitney Juszcak | quarterly        |
| AMCA Board Secretary Elections                                                                                                                   | Chair/Co-Chair                                                            | February 2022    |
| Clerks Week Celebration Packet on website for membership                                                                                         | Everyone                                                                  | March 2022       |
| Clerks Week Governor's Proclamation                                                                                                              | Chair                                                                     | April 2022       |
| Annual Committee Report                                                                                                                          | Chair/Co-Chair                                                            | June 2022        |
| AMCA PowerPoint Presentation for Annual Meeting (work w/ President)                                                                              | Chair/Co-Chair<br><i>(Will ask for volunteers when time)</i>              | July 2022        |
| Member Spotlight Year-End Page on the website (after Annual Meeting)                                                                             | Chair                                                                     | July 2022        |
| Committee Forms and Succession Plans for next Chair                                                                                              | Chair                                                                     | Before term ends |

#### OUTSTANDING COMMITTEE ASSIGNMENTS

Utilize different social media and other platforms for engaging the membership.

Encourage Board members to submit articles in order to increase awareness and engagement.

Make recommendations for what information on the AMCA website should be open for viewing and what information should be for members only.

Board request to highlight AMCA web pages in each publication.

#### PROPOSED FUTURE COMMITTEE ASSIGNMENTS

Update resources on the AMCA website with newer links (project for FY 21/22).

Expand the Clerks Week Promotional Packet (project for FY 21/22).

Submitted by H. Michelle Stanley, Chair

# ARIZONA MUNICIPAL CLERKS' ASSOCIATION EXECUTIVE BOARD COMMUNICATION

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**TO:** Teresa Riza, President  
**FROM:** Byron Jones, Handbook and Constitution Committee Chair  
**SUBJECT:** Handbook and Constitution Committee Request

**EXPECTED MEETING DATE:** October 26, 2021

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## **Purpose:**

Obtain a consensus from the Executive Board as to how the Committee should approach its leftover assignments from FY2020-21 and to determine whether there are additional issues the Board would like the Committee to address in FY2021-22.

## **Summary and Recommendations:**

1. **Composition of the Executive Board:** The Committee submitted amendments to the Board last year regarding the composition of the Board and the duties/responsibilities of the Immediate Past President. The Board considered these amendments at its meeting on June 24, 2021, but it did not reach a consensus on how to move forward. Considering this, the Committee should take a fresh look at the issue, to include recommending amendments that address at a minimum the following issues:
  - a. Does the Board have the correct number of positions?
  - b. What is the best process for selecting members to the Board?
  - c. Why are more AMCA members not stepping forward to serve on the Board?
  - d. Should the position of Immediate Past President be eliminated?
2. **Procedure for amending the AMCA Constitution:** The AMCA did not hold an in-person annual meeting in 2020 and 2021 due to the COVID-19 pandemic. The AMCA Constitution permits voting on amendments in emergency situations prior to the annual meeting, but it needs to be updated to allow the flexibility of electronic voting whether the annual meeting is held in person or by electronic means.
3. **Process for updating the AMCA Constitution and Handbook:** There has been confusion in the past regarding who is responsible for making updates to these documents and the overall process. A specific procedure needs to be crafted to give further guidance on the Handbook and Constitution Committee's role in the process and how to ensure the correct updates are being made to the documents.
4. **Committee Member Participation Expectations:** The Committee considered and proposed amendments to the AMCA Handbook regarding committee member participation



expectations for all AMCA members. These have yet to be adopted by the Board. Does the Board intend to adopt them in their current form, or are further refinements to the policy needed?

**Decisions from the Board**

1. Does the Board support the recommendations above?
2. Are there further issues the Board would like the Committee to address?

**Attachments**

Previously proposed amendments to the AMCA Handbook and Constitution

**Contact Name and Number:**

Byron Jones / (520) 573-4822