



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

**Thursday, May 21, 2020
9:00 a.m.**

Meeting number (access code): 288 025 541

Meeting password: wkMPV4Rs77K

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[Global call-in numbers](#)

1. CALL TO ORDER - Roll Call
2. MINUTES
Approval consideration of the April 30, 2020 meeting minutes.
3. FINANCIALS
Approval consideration of the April financials.
4. REGION VIII UPDATE: Update from Lisa Garcia
5. COMMITTEE UPDATES: Updates from the Chairs', Co-Chairs' and/or Region leaders regarding committee/clerk activities in their respective areas. Some updates may include a request of action.
 - a. Communications Committee – Chair – Co-Chairs Chaveli Herrera and Judy Martinez (Treasurer Riza)
 - b. Education Committee – Chair Michelle Stine (Vice President Geriminsky)
 1. Results of survey regarding dates for the Institute and Academy
 2. July Conference
 3. IIMC and video training options – Virtual Athenian Dialogue

- c. Election Committee – Chair Linda Mendenhall (Vice President Geriminsky)
 - 1. Options for Election training
- d. Handbook & Constitution Committee – Chair Terri Roth (Vice President Geriminsky)
- e. Legislative Committee – Chair Sarah Siep (President Maxwell)
- f. Membership/Mentoring/Region Leaders – Chair Sherry Aguilar (Secretary McCracken)

Region 1 – Stacy Fobar, Flagstaff

Region 2 – Kelly Williams, Lake Havasu City

Region 3 – Michelle Stanley, Payson

Region 4 – Dusty Christopherson, AZ Fire and Medical Authority, Sun City

Region 5 – Kara DeArrastia, Tempe

Region 6 – Maria Hernandez, Florence

Region 6 – Gloria Leija, Casa Grande

Region 7 – Leah Cox, Sahuarita

Region 8 – Tami Webster, Safford

Region 9 – Ashlee Coronado, Bisbee

- g. Records Committee – Chair Ben Lane (Treasurer Riza)
- h. Scholarship/Marking Committee – Chair Joy Maglione (Treasurer Riza)

6. OLD BUSINESS

- a. Applications for Secretary
- b. Clerk/Deputy Clerk of the Year

7. NEW BUSINESS

- a. Rules of Conduct

8. GOOD OF THE ORDER/BOARD COMMENTS

9. REMINDERS/DEADLINES

- a. Next meeting – June 18, 2020

10. ADJOURNMENT



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

**Thursday, April 30, 2020
10:00 a.m./Teleconference**

1. CALL TO ORDER – ROLL CALL

President Maxwell called the meeting to order at 10:00 a.m.

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

Attending Association Members: IIMC Region VIII Director Lisa Garcia, (Florence); Education Committee Chair Michelle Stine (Oro Valley); Election Committee Chair Linda Mendenhall (Avondale) joined later to give her committee update; Handbook and Constitution Chair Terri Roth (Litchfield Park); and Scholarship/Marketing Joy Maglione (Queen Creek).

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

2. MINUTES

Approval consideration of the March 19, 2020 minutes.

Vice President Geriminsky **MOVED** to approve the March 19, 2020 minutes; Treasurer Riza **SECONDED** the motion. Motion **CARRIED** 5-0.

3. FINANCIALS

Approval consideration of the March financials

Past President Bailey **MOVED** to approve the March financials; Treasurer Riza **SECONDED** the motion. Motion **CARRIED** 5-0.

4. REGION VIII UPDATE: Update from Lisa Garcia

IIMC Region Director Garcia spoke about IIMC activities and the coalition she would be putting together. She commented that it takes a year from the time a motion is on the floor before the board votes on it. She added that before the committee would even start the President would change and the makeup of the committee would change. She spoke about the IIMC Annual Conference being canceled due to COVID-19 and the host city would then move to be the host city in 2025. The alternative training that would be provided would be a 2-day Zoom conference. Ms.

Garcia spoke about the Region VIII conference would be in Utah and that has not been canceled at this time.

5. COMMITTEE UPDATES: Updates from the Chairs', Co-Chairs' and/or Region Leaders regarding committee/clerk activities in their respective areas. Some updates may include a request of action.
 - a. Education Committee – Chair Michelle Stine (Vice President Geriminsky)
 1. Institute and Academy - Education Chair, Michelle Stine, spoke about Plan B to tentatively provide the Institute October 19-23 and the Academy October 27-29. Chair Stine added that Linda Hess had already secured two hotels. She continued that there may be limited training and travel funds and wanted input on if the committee should proceed. Matt Lore reported on a recent survey with only approximately 22 responses that showed training was being restricted at this time. The Board discussed the potential issues with the dates being close to city and town elections. Chair Stine reported that Plan C to just cancel the training for the 2020 calendar year. It was determined a survey would be sent to the membership to establish interest. Timing was discussed and Chair Stine will be checking with Linda Hess to establish there was time to do the survey before a decision needed to be made on getting the rest of the Plan B training together.

The Board discussed other delivery methods that would allow teleconferencing solutions to offer educational opportunities. Chair Stine spoke about the difficulty of providing the alternative methods based on a conversation with IIMC. She added that points offered would be less than attending an in-person session.

Vice President Geriminsky **MOVED** to cancel the Institute and Academy if Linda Hess needs to know in the next two weeks, otherwise a survey will be done and the Board would review in May; Past President Bailey **SECONDED** the motion. Motion **CARRIED** 5-0.

2. July Conference and Elections training – Chair Stine spoke about the Conference and Elections training and the uncertainty moving forward. The Board discussed the travel and comfort with traveling for the speakers. Additional discussion took place about having an online conference since the Constitution says “Shall” have a conference. Various options were discussed to address the current environment with COVID-19. Mr. Lore stated he would look at the agreements already entered into for the Conference. He added that the League has a Zoom account that accommodates 500 people. The Board reviewed the items typically done during the annual meeting and the various methods that the information could be delivered to the membership.

Chair Stine reported that Pre-COVID Athenian Dialogues were not available for other than in-person sessions. She reviewed the actions assigned to her which were to follow-up with Linda Hess on timing to determine if there was time for a survey, to investigate alternative methods of delivery (web conferencing) and if that would be possible for

Institute and Academy. She continued that she would verify with the IIMC that the electronic delivery would qualify for points.

Mr. Lore offered several options to providing Elections training virtually such as a series of sessions an hour or two long that would convey the information needed. President Maxwell added that the qualification was five years to complete 31 ½ hours of Elections training.

No decision was made regarding the Conference and Elections training; however, Chair Mendenhall was asked to put together a plan to provide Elections training virtually.

3. IIMC and video training options were discussed under number 5.a.2 (above).

b. Election Committee – Chair Linda Mendenhall (Vice President Geriminsky)
This conversation took place under 5.a.2 (above).

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

1. Chair Roth provided information regarding the ballot where allowing a student member to be the chair of a committee had not been removed, however, it had been removed in all the supporting documentation that had been sent out to the membership and was included with the ballot. Discussion took place on how to move forward with the item. It was pointed out that the President makes the appointments to committees and to the chair position so it could be left as it is and fix it the next time anything goes to the membership. Chair Roth asked if there was a timeline for the next change, and was told that there was nothing planned at this time. The potential change of changing the language regarding the current language in the Constitution from “Shall” have an annual conference to allow for things such as a pandemic that could impede that direction.

Vice President Geriminsky **MOVED** to accept the results of the election for the changes in the Constitution; Treasurer Riza **SECONDED** the motion. Motion **CARRIED** 5-0.

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

1. Chair Joy Maglione spoke about the various options for fundraising. She asked for direction from the board as to what avenue the Board would like the committee to take. The Board discussed what would happen with the scholarships that had previously been awarded and if they would transfer to next year. Ms. Morari commented that the money did not have to be spent since the AMCA is a non-profit and the money not spent this year would still be in the bank. It was confirmed that the existing scholarships could go to the next year. Additional opportunities for fundraising during future trainings were offered as an option as well. The Board discussed if the funds awarded for scholarships this year could be used for virtual training opportunities. The consensus of the Board was that there would be no fundraising for the 2020 year if there were no trainings.

6. OLD BUSINESS

- a. Application for Secretary – Treasurer Riza reminded the Board that the deadline was May 29, 2020.

7. NEW BUSINESS

- a. Approval of the FY2020-2021 AMCA Budget.

Secretary McCracken **MOVED** to approve the FY2020-2021 AMCA Budget; Treasurer Riza **SECONDED** the motion. Motion **CARRIED** 5-0.

- b. Approval of the AMCA contract with the AZ League of Cities and Towns.

Treasurer Riza **MOVED** to approve the AMCA contract with the Arizona League of Cities and Towns; Secretary McCracken **SECONDED** the motion. Motion **CARRIED** 5-0.

- c. Clerk/Deputy Clerk of the Year

President Maxwell reported that she had sent the information to the Communications Committee to request submissions for Clerk and Deputy Clerk of the Year.

8. GOOD OF THE ORDER/ BOARD COMMENTS

- a. In Memoriam Contribution Cathy Connelly

The Board discussed sending a card to Cathy's sister with condolences from the AMCA. President Maxwell said that she would send the card.

9. REMINDERS/DEADLINES

- a. May Board Meeting – May 21, 2020 at 9:00 a.m.

10. ADJOURNMENT

President Maxwell adjourned the meeting at 11:23 a.m.

Secretary:

Darcie McCracken, MMC, MEd – AMCA Secretary 2019-2020
Submitted for approval at the May 21, 2020 Board Meeting.

Arizona Municipal Clerks Association
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Chase Bank Checking	24,171.58
1005 · Chase Bank Savings	89,642.25
Total Checking/Savings	<u>113,813.83</u>
Other Current Assets	
1300 · Prepaid Expenses	5,281.82
Total Other Current Assets	<u>5,281.82</u>
Total Current Assets	<u>119,095.65</u>
TOTAL ASSETS	<u>119,095.65</u>
LIABILITIES & EQUITY	
Equity	
3200 · Opening Balance Equity	111,738.97
Net Income	7,356.68
Total Equity	<u>119,095.65</u>
TOTAL LIABILITIES & EQUITY	<u>119,095.65</u>

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

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
Income				
4000 · Membership Dues	20,970.00	20,000.00	970.00	104.9%
4010 · Conferences & Training				
4010-1 · Annual/Elections Conference	21,545.00	22,000.00	-455.00	97.9%
4010-2 · Fall Training	3,125.00	2,600.00	525.00	120.2%
4010-3 · Spring Training	0.00	2,600.00	-2,600.00	0.0%
4010-4 · Institute & Academy	0.00	25,000.00	-25,000.00	0.0%
4010-5 · Athenian Dialogue	4,735.00	4,500.00	235.00	105.2%
Total 4010 · Conferences & Training	29,405.00	56,700.00	-27,295.00	51.9%
4015 · Gifts, Donations & Fundraising	1,687.00	900.00	787.00	187.4%
4018 · Scholarship Fundraising	1,550.00	1,100.00	450.00	140.9%
4020 · Sponsorships	7,000.00	8,000.00	-1,000.00	87.5%
4050 · Interest Income	34.11	40.00	-5.89	85.3%
Total Income	60,646.11	86,740.00	-26,093.89	69.9%
Expense				
6005 · IIMC & Regional Conferences				
6005-1 · IIMC Director Expenses	0.00	5,000.00	-5,000.00	0.0%
6005-2 · Registration Fees	0.00	1,720.00	-1,720.00	0.0%
6005-3 · Accommodations/Lodging	115.92	1,200.00	-1,084.08	9.7%
6005-4 · Transportation	385.56	1,350.00	-964.44	28.6%
6005-5 · Meals	84.00	235.00	-151.00	35.7%
Total 6005 · IIMC & Regional Conferences	585.48	9,505.00	-8,919.52	6.2%
6025 · Scholarships				
6025-1 · Institute	0.00	1,050.00	-1,050.00	0.0%
6025-2 · Academy	0.00	825.00	-825.00	0.0%
6025-3 · Elections	0.00	300.00	-300.00	0.0%
6025-4 · IIMC	0.00	1,200.00	-1,200.00	0.0%
Total 6025 · Scholarships	0.00	3,375.00	-3,375.00	0.0%
6520 · Awards	1,631.08	2,000.00	-368.92	81.6%
6522 · Board Expenses	3,165.76	1,500.00	1,665.76	211.1%
6526 · Conferences & Trainings				
6526-1 · Annual/Elections Conference	28,029.94	22,000.00	6,029.94	127.4%
6526-2 · Fall Training	0.00	1,800.00	-1,800.00	0.0%
6526-3 · Spring Training	121.52	1,800.00	-1,678.48	6.8%
6526-4 · Institute & Academy	0.00	20,000.00	-20,000.00	0.0%
6526-5 · Athenian Dialogue	648.99	3,000.00	-2,351.01	21.6%
Total 6526 · Conferences & Trainings	28,800.45	48,600.00	-19,799.55	59.3%
6590 · Support Services				
6591 · Administrative	4,650.03	6,200.00	-1,549.97	75.0%
6593 · Financial Services	4,910.00	5,360.00	-450.00	91.6%
6595 · Supplies	2,071.63	3,500.00	-1,428.37	59.2%
6597 · Web Hosting	7,475.00	7,700.00	-225.00	97.1%
Total 6590 · Support Services	19,106.66	22,760.00	-3,653.34	83.9%
Total Expense	53,289.43	87,740.00	-34,450.57	60.7%
Net Income	7,356.68	-1,000.00	8,356.68	-735.7%

Arizona Municipal Clerks Association
General Ledger
As of April 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
1000 · Chase Bank Checking						27,112.98
Genera...	04/02/2020	158		Bankcard charges	-65.62	27,047.36
Genera...	04/07/2020	155		FY20 Spring Training refund	-10.00	27,037.36
Genera...	04/08/2020	156		FY20 Athenian Dialogue	-170.00	26,867.36
Check	04/22/2020	On-li...	Chase Card Services		-1,806.82	25,060.54
Check	04/23/2020	1451	League of Arizona Citi...	FY20 March Invoice	-708.96	24,351.58
Check	04/23/2020	1452	Marlene Mortimore		-150.00	24,201.58
Genera...	04/23/2020	157		FY20 Spring Training	-30.00	24,171.58
Total 1000 · Chase Bank Checking					-2,941.40	24,171.58
1005 · Chase Bank Savings						89,640.80
Deposit	04/30/2020			Interest	1.45	89,642.25
Total 1005 · Chase Bank Savings					1.45	89,642.25
1300 · Prepaid Expenses						3,500.00
Check	04/22/2020	On-li...	Chase Card Services	FY22 AMCA Elections Conf(Town of Fou...	1,781.82	5,281.82
Total 1300 · Prepaid Expenses					1,781.82	5,281.82
3200 · Opening Balance Equity						-111,738.97
Total 3200 · Opening Balance Equity						-111,738.97
4000 · Membership Dues						-20,970.00
Total 4000 · Membership Dues						-20,970.00
4010 · Conferences & Training						-29,615.00
4010-1 · Annual/Elections Conference						-21,545.00
Total 4010-1 · Annual/Elections Conference						-21,545.00
4010-2 · Fall Training						-3,125.00
Total 4010-2 · Fall Training						-3,125.00
4010-3 · Spring Training						-40.00
Genera...	04/07/2020	155		FY20 Spring Training refund	10.00	-30.00
Genera...	04/23/2020	157		FY20 Spring Training	30.00	0.00
Total 4010-3 · Spring Training					40.00	0.00
4010-5 · Athenian Dialogue						-4,905.00
Genera...	04/08/2020	156		FY20 Athenian Dialogue	170.00	-4,735.00
Total 4010-5 · Athenian Dialogue					170.00	-4,735.00
Total 4010 · Conferences & Training					210.00	-29,405.00
4015 · Gifts, Donations & Fundraising						-1,687.00
Total 4015 · Gifts, Donations & Fundraising						-1,687.00
4018 · Scholarship Fundraising						-1,550.00
Total 4018 · Scholarship Fundraising						-1,550.00
4020 · Sponsorships						-7,000.00
Total 4020 · Sponsorships						-7,000.00
4050 · Interest Income						-32.66
Deposit	04/30/2020			Interest	-1.45	-34.11
Total 4050 · Interest Income					-1.45	-34.11
6005 · IIMC & Regional Conferences						585.48
6005-3 · Accommodations/Lodging						115.92
Total 6005-3 · Accommodations/Lodging						115.92
6005-4 · Transportation						385.56
Total 6005-4 · Transportation						385.56
6005-5 · Meals						84.00
Total 6005-5 · Meals						84.00

Arizona Municipal Clerks Association
General Ledger
As of April 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Total 6005 · IIMC & Regional Conferences						585.48
6520 · Awards						1,631.08
Total 6520 · Awards						1,631.08
6522 · Board Expenses						3,103.71
Check	04/23/2020	1451	League of Arizona Citi...	The Conference Group	62.05	3,165.76
Total 6522 · Board Expenses						62.05
6526 · Conferences & Trainings						28,678.93
6526-1 · Annual/Elections Conference						28,029.94
Total 6526-1 · Annual/Elections Conference						28,029.94
6526-3 · Spring Training						0.00
Check	04/23/2020	1451	League of Arizona Citi...	Cvent Spring Training	121.52	121.52
Total 6526-3 · Spring Training						121.52
6526-5 · Athenian Dialogue						648.99
Total 6526-5 · Athenian Dialogue						648.99
Total 6526 · Conferences & Trainings						121.52
6590 · Support Services						18,340.65
6591 · Administrative						4,133.36
Check	04/23/2020	1451	League of Arizona Citi...	FY20 March Invoice	516.67	4,650.03
Total 6591 · Administrative						516.67
6593 · Financial Services						4,760.00
Check	04/23/2020	1452	Marlene Mortimore	Inv# 033120 March accounting fees	150.00	4,910.00
Total 6593 · Financial Services						150.00
6595 · Supplies						1,997.29
Genera...	04/02/2020	158		Bankcard charges	65.62	2,062.91
Check	04/23/2020	1451	League of Arizona Citi...	Cvent Fees	6.51	2,069.42
Check	04/23/2020	1451	League of Arizona Citi...	FY20 March Invoice	2.21	2,071.63
Total 6595 · Supplies						74.34
6597 · Web Hosting						7,450.00
Check	04/22/2020	On-li...	Chase Card Services	Net Atlantic	25.00	7,475.00
Total 6597 · Web Hosting						25.00
Total 6590 · Support Services						766.01
TOTAL					0.00	0.00

Q1 The name of your organization:

Answered: 86 Skipped: 5

Institute & Academy Attendance Survey

#	RESPONSES	DATE
1	Town of Marana	5/12/2020 4:54 PM
2	Town of Kearny	5/11/2020 12:35 PM
3	Town of Florence	5/11/2020 9:38 AM
4	Arizona Fire & Medical Authority	5/7/2020 8:31 AM
5	Town of Pinetop-Lakeside	5/6/2020 8:40 AM
6	Town of Carefree	5/5/2020 3:54 PM
7	City of Surprise	5/5/2020 1:12 PM
8	CITY OF HOLBROOK	5/5/2020 11:42 AM
9	Town of Winkelman	5/5/2020 11:24 AM
10	City of Show Low	5/5/2020 11:00 AM
11	Town of Quartzsite	5/5/2020 9:58 AM
12	City of Flagstaff	5/5/2020 9:21 AM
13	Town of Fountain Hills	5/5/2020 7:46 AM
14	Town of Eagar	5/5/2020 7:07 AM
15	Maricopa Count	5/4/2020 6:55 PM
16	City of Coolidge	5/4/2020 4:47 PM
17	Town of Carefree	5/4/2020 4:12 PM
18	Town of Eagar	5/4/2020 2:45 PM
19	Town of Oro Valley	5/4/2020 2:26 PM
20	TOWN OF SUPERIOR	5/4/2020 2:23 PM
21	City of Casa Grande	5/4/2020 2:22 PM
22	City of Maricopa	5/4/2020 2:14 PM
23	City of Buckeye	5/4/2020 2:13 PM
24	City of Tempe City Clerk's Office	5/4/2020 2:00 PM
25	City of Apache Junction	5/4/2020 12:49 PM
26	City of Avondale	5/4/2020 12:37 PM
27	City of Bisbee	5/4/2020 12:24 PM
28	City of Litchfield Park	5/4/2020 12:04 PM
29	City of Globe	5/4/2020 12:00 PM
30	City of Goodyear	5/4/2020 11:58 AM
31	Surprise	5/4/2020 11:58 AM
32	Town of Gilbert	5/4/2020 11:58 AM
33	City of Prescott	5/4/2020 11:57 AM
34	City of Goodyear	5/4/2020 11:56 AM
35	City of Avondale	5/4/2020 11:56 AM
36	City of Bullhead City	5/4/2020 11:49 AM
37	City of Prescott	5/4/2020 11:49 AM

Institute & Academy Attendance Survey

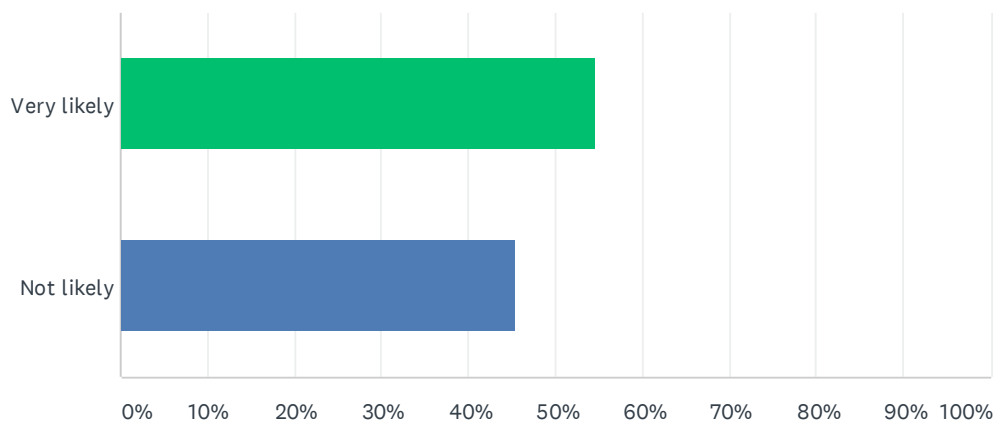
38	City of Avondale	5/4/2020 11:49 AM
39	Town of Thatcher	5/4/2020 11:47 AM
40	Town of Prescott Valley	5/4/2020 11:45 AM
41	City of San Luis	5/4/2020 11:44 AM
42	Town of Florence	5/4/2020 11:39 AM
43	Town of Carefree	5/4/2020 11:31 AM
44	city of mesa	5/4/2020 11:31 AM
45	City of Surprise	5/4/2020 11:29 AM
46	City of Tucson	5/4/2020 11:27 AM
47	Town of Camp Verde	5/4/2020 11:27 AM
48	Glendale	5/4/2020 11:20 AM
49	City of Scottsdale	5/4/2020 11:19 AM
50	Town of Marana	5/4/2020 11:19 AM
51	city of phoenix	5/4/2020 11:19 AM
52	Town of Payson	5/4/2020 11:19 AM
53	City of Mesa	5/4/2020 11:18 AM
54	Town of Parker	5/4/2020 11:17 AM
55	City of Flagstaff	5/4/2020 11:16 AM
56	Golder Ranch Fire District	5/4/2020 11:15 AM
57	Town of Gilbert	5/4/2020 11:14 AM
58	City of Kingman	5/4/2020 11:14 AM
59	City of Benson	5/4/2020 11:14 AM
60	Town of Queen Creek	5/4/2020 11:13 AM
61	City of Scottsdale	5/4/2020 11:12 AM
62	City of Douglas	5/4/2020 11:12 AM
63	Town of Florence	5/4/2020 11:12 AM
64	City of El Mirage	5/4/2020 11:11 AM
65	City of Show Low	5/4/2020 11:11 AM
66	City of Mesa	5/4/2020 11:11 AM
67	Town of Chino Valley	5/4/2020 11:10 AM
68	Lake Havasu City	5/4/2020 11:10 AM
69	Maricopa County Special Health Care District	5/4/2020 11:10 AM
70	City of Glendale	5/4/2020 11:09 AM
71	City of Chandler	5/4/2020 11:08 AM
72	Town of Sahuarita	5/4/2020 11:08 AM
73	Town of Wickenburg	5/4/2020 11:07 AM
74	Town of Gilbert	5/4/2020 11:07 AM
75	Navajo County	5/4/2020 11:07 AM

Institute & Academy Attendance Survey

76	Town of Dewey-Humboldt	5/4/2020 11:07 AM
77	City of Show Low	5/4/2020 11:07 AM
78	Town of Sahuarita	5/4/2020 11:06 AM
79	Town of Gila Bend	5/4/2020 11:06 AM
80	City of Sedona	5/4/2020 11:06 AM
81	City of Tucson	5/4/2020 11:06 AM
82	Town of Colorado City	5/4/2020 11:06 AM
83	City of Casa Grande	5/4/2020 11:05 AM
84	City of Nogales	5/4/2020 11:05 AM
85	City of Willcox	5/4/2020 11:05 AM
86	City of Kingman	5/4/2020 11:05 AM

Q2 • AMCA Institute - October 19 - 23, 2020

Answered: 77 Skipped: 14

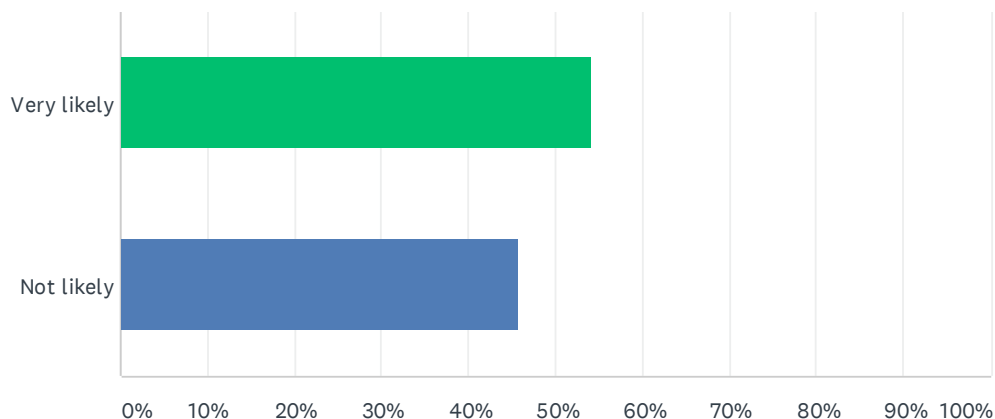


ANSWER CHOICES	RESPONSES
Very likely	54.55% 42
Not likely	45.45% 35
TOTAL	77

Q3 • AMCA Academy - October 27-29, 2020

Answered: 85 Skipped: 6

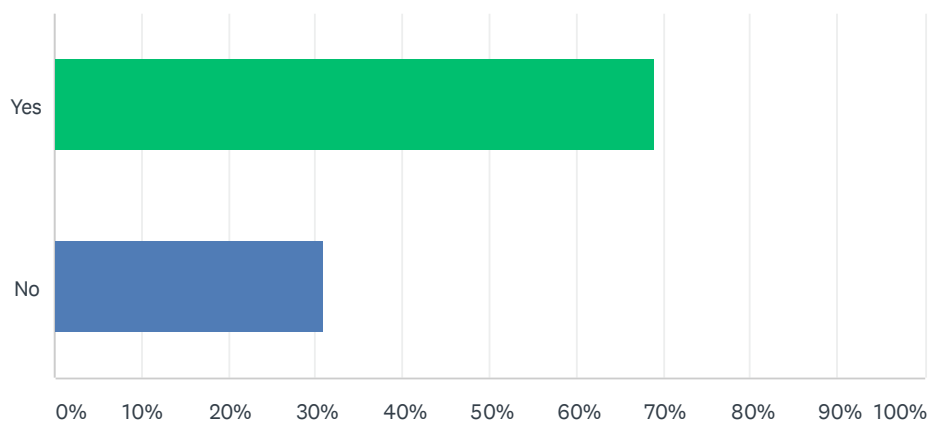
Institute & Academy Attendance Survey



ANSWER CHOICES	RESPONSES
Very likely	54.12% 46
Not likely	45.88% 39
TOTAL	85

Q4 Would you be more likely/able to attend the AMCA Institute or Academy if they were offered in June of 2021?

Answered: 84 Skipped: 7



ANSWER CHOICES	RESPONSES
Yes	69.05% 58
No	30.95% 26
TOTAL	84

INSTITUTE & ACADEMY (ASU)

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

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

From: Jane Long [<mailto:janelong@iimc.com>]
Sent: Monday, May 18, 2020 3:03 PM
To: Stine, Michelle <mstine@orovalleyaz.gov>
Cc: Kelly Williams <williamsk@lhcaz.gov>; Matt Lore <mlore@azleague.org>; Lisa Maxwell <lisa.maxwell@gilbertaz.gov>
Subject: Re: AMCA Athenian Dialogue "Option B"

Hello Michelle,

Yes....the message below was sent this morning:

From: Ashley DiBlasi <ashley@iimc.com>
Sent: Monday, May 18, 2020 8:07 AM
Subject: COVID-19 Athenian Dialogue Policy Update

Hello Athenian Dialogue Facilitator,

On May 15, 2020 the IIMC Board of Directors voted to temporarily allow Athenian Dialogues to be conducted virtually using video conferencing software through January 2021. This means that Hosting Organizations and Athenian Facilitators can work together to offer these in-demand leadership programs in an online format using video conferencing software such as Zoom Meeting, Go To Meeting or WebEx. Dialogues must still remain 6 educational hours in length but may temporarily be broken up into two 3-hour parts, or three 2-hour parts to accommodate online learning.

Please note that this update is simply an option and not being forced upon any organization or Facilitator.

All Athenian Dialogues must continue to be pre-approved by the Education Department and all other aspects of the Athenian Policy remain intact. Athenian Dialogues are not to be advertised until the pre-approval process has been completed. During the approval process IIMC will be looking for the following:

Book selection from the approved book list

Facilitator selection from the approved list

Registration form/flyer showing the logistical details of the dialogue

Online format logistics including software selection, participant technology requirements, date/times for each portion of the session, pricing, contact information for registration AS WELL as for technology questions.

IIMC is requiring that all participants have their camera on during these sessions to allow for verified participant engagement.

Interested parties should reach out to the Education Department at ashley@iimc.com to discuss requirements.

To assist with this new option, we have created a Facebook group associated with IIMC's Facebook page for Athenian Facilitators only. We know that online programs will require you to change the type of activity you do during these sessions as well as your overall lesson plans and we wanted you to have a platform in which you can exchange ideas, share materials, exchange advice and connect in general. You can request access to this group here: (removed for security). We hope this tool is useful and leads to collaboration and fruitful conversations.

As always, please let me know if there are any questions.

This is good news Michelle and I'm more than happy to present the dialogue online. I've been teaching online for more than 20 years now and know exactly how we should structure the dialogue for maximum engagement. So, please let me know what the Board decides.

Also...this email will be turned off in about 12 days so please correspond with me via my personal contact information:

Janelong0701@att.net

Have a great evening!

Best regards,

Dr. Long

Rules of Conduct for AMCA Board Members

Goal: To establish a set of principles and practices for the Arizona Municipal Clerk's Association Executive Board that will set parameters and provide guidance and direction for Board conduct and decision-making.

Each Board member of our organization affirms the expectations outlined here and strives to perform accordingly. We treat all Board members the same when it comes to these expectations. These expectations are clearly articulated during the recruitment process. We accept the candidate as a nominee or appointee only after they have agreed to fulfill these expectations. And, by accepting nomination or appointment, the individual confirms that this Board service is one of his/her top volunteer and giving commitments.

Mission: AMCA was founded in 1961. Our mission is to promote excellence and professionalism through support, communication and educational opportunities for each member. AMCA is committed to maintaining a high standard of leadership, respect, and integrity in all aspects of our operations and in our professional and business conduct. We strive to reflect the highest ethical standards in our relationships with members and provide educational and networking opportunities for the betterment and enrichment of the "Clerk" profession.

1. Maintain a professional level of courtesy, respect, and objectivity in all AMCA activities.
2. Focus on the good of the organization, independent of personal agenda, self-interest, or influence of others.
3. Remain accountable for prudent fiscal management to association members, the Board and to government and funding bodies.
4. Approach Board issues with an open mind and respect the diversity of opinions expressed or acted upon by the Board, committees and membership.
5. Promote collaboration, cooperation, and partnership among association members, committees members and Executive Board members.
6. Make decisions of the Board based on merit and fact.
7. Fully disclose, at the earliest opportunity, any conflict of interest.
8. Register any dissent at the meeting, but once a decision has been made by a majority of the Board, each Board Member owns and supports the decision.
9. Respect the confidentiality of sensitive information known due to service on the Board.
10. Once decisions are made, clearly identify action items and who will perform the action item.