



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP/MENTORING COMMITTEE and
REGION LEADERS MEETING AGENDA**

Monday, March 20, 2023

2:00 p.m.

Microsoft Teams

[Join Teams meeting](#)

Call Option: (480) 498-8745

Phone Conference ID: 752 962 563#

Committee Members: Kara DeArrastia, Chair and Region 5 Leader; Annie Meredith, Co-Chair and Region 2 Leader; Fatima Fernandez, Region 1 Leader; Michelle Stanley, Region 3 Leader; Sherry Aguilar, Region 4 Leader; Ruby Cervantes, Region 6 Leader; Region 7 Leader – Vacant; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Sarah Siep, Board Liaison

1. CALL TO ORDER – Roll Call

2. MINUTES

Discuss and consider approval of the January 17, 2023 Membership/Mentoring Committee and Region Leaders Meeting Minutes. (*Minutes attached*)

3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS

- a. Region 1 – Fatima Fernandez
- b. Region 2 – Annie Meredith
- c. Region 3 – Michelle Stanley
- d. Region 4 – Sherry Aguilar
- e. Region 5 – Kara DeArrastia
- f. Region 6 – Ruby Cervantes
- g. Region 8 – Crystal Hadfield
- h. Region 9 – Alma Andrade
- i. Executive Board – Sarah Siep

4. OLD BUSINESS

- a. Region 7 Leader Recruitment

5. NEW BUSINESS

- a. “Data Collection Form” to Send to New AMCA Members (*Draft Form attached*)
- b. Best Practices Quarterly Topic – City Clerk Succession Planning
- c. Group Discussion – Share your Planned Celebrations for Municipal Clerks Week April 30th – May 6th

6. REMINDERS

- a. Clerk Conversations on Thursday, March 23rd at 2:00 p.m., over [Microsoft Teams](#).

- b. 2023-2024 AMCA Membership Application and Renewal is open: Please encourage your regional members to renew their membership for July 2023 – June 2024 and solicit non-members to consider joining the AMCA. (*FY24 AMCA Membership Renewal Form attached*)
- c. Please ask your regional members for suggested topics/questions for the AMCA Facebook discussion posts.
- d. Please take photos or screenshots of your regional meetings/activities to send to the Committee Chair.
- e. Submissions for the Spring issue of *The Clerk's Insider* newsletter are due by Monday, April 3rd.
- f. Please notify the Committee Chair of new clerk arrivals, clerk departures/retirements, and promotions.

7. GOOD OF THE ORDER/COMMENTS, SUGGESTIONS, OR INPUT FROM COMMITTEE MEMBERS

8. NEXT MEETING DATE AND LOCATION

Monday, May 15, 2023, at 2:00 p.m.
Microsoft Teams (includes call-in option)
Minutes-taker: *Need Volunteer*

9. ADJOURNMENT

Kara DeArrastia, Interim City Clerk – City of Tempe
2022/2023 Membership/Mentoring Committee Chair



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP/MENTORING AND REGION
LEADERS COMMITTEE MEETING MINUTES
Tuesday, January 17, 2023
10:00 a.m.**

Committee Members: Kara DeArrastia, Chair and Region 5 Leader; Annie Meredith, Co-Chair and Region 2 Leader; Fatima Fernandez, Region 1 Leader; Michelle Stanley, Region 3 Leader; Sherry Aguilar, Region 4 Leader; Ruby Cervantes, Region 6 Leader; Region 7 Leader – Vacant; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Sarah Siep, Board Liaison

1. CALL TO ORDER – Roll Call

Meeting was called to order by Chair Kara DeArrastia at 10:03 a.m.

Present via Microsoft Teams or Teleconference: Kara DeArrastia, Chair and Region 5 Leader; Annie Meredith, Co-Chair and Region 2 Leader; Michelle Stanley, Region 3 Leader; Sherry Aguilar, Region 4 Leader; Ruby Cervantes, Region 6 Leader; Crystal Hadfield, Region 8 Leader; Alma Andrade, Region 9 Leader; and Sarah Siep, Board Liaison.

Absent: Fatima Fernandez, Region 1 Leader

2. MINUTES

Region 9 Leader Alma Andrade moved to approve the Minutes of the December 12, 2022 Membership / Mentoring Committee and Region Leaders Meeting; Region 4 Leader Sherry Aguilar seconded the motion. Motion carried unanimously to approve the minutes of the December 12, 2022 meeting.

3. REPORTS/ACTIVITIES FROM COMMITTEE MEMBERS

Region 1

Region 1 Leader Fatima Fernandez was not present for the meeting. Board Liaison Sarah Siep reported that they will be holding a Region 1 meeting virtually on January 31st. She said that they will be covering an election recap and preparation for new Council orientation.

Region 2

Co-Chair and Region 2 Leader Annie Meredith reported that Region 2 has not met and that their next meeting is scheduled for March 7th. She shared that Region 2 has two new members and that she looks forward to formally welcoming them to the committee. Chair Kara DeArrastia said that she has noticed that there have been quite a few new members in various regions and that is always good. She said that there has been a lot of movement with retirements and people being promoted or changing municipalities.

Region 3

Region 3 Leader Michelle Stanley reported that they have not met yet, but that they will be meeting next month.

Region 4

Region 4 Leader Sherry Aguilar reported that they will be meeting in March and that the City of Surprise will be hosting the meeting. She also reminded everyone about the Clerk Conversations event happening on January 25th at 2:00 p.m.

Region 5

Region 5 Leader Kara DeArrastia reported that the Region 5 meeting scheduled for January 19th in the Town of Fountain Hills will be rescheduled likely to a date in February. She noted that the City of Tempe is holding a Special Election on May 16th for voters to decide on the three certified Referenda items related to the possible creation of the Tempe Entertainment District (which includes an arena for the Arizona Coyotes). Tempe might have another Special Referendum Election in August if the three Referenda items filed by another group regarding the Tempe Entertainment District project are certified by Maricopa County. According to the Maricopa County Elections website, the Town of Carefree is also holding an election on May 16th.

Region 6

Region Leader 6 Ruby Cervantes reported that everyone working in the Superior Town Hall got COVID during the holidays. She said that Region 6 last met in October and would be meeting again on January 31st in Casa Grande.

Region 8

Region 8 Leader Crystal Hadfield reported that it has been very busy in her city (Willcox). She said that she is trying to get her region engaged. She shared that the Scholarship Committee met last week, and they reviewed the AMCA Scholarship Application and there were no recommended changes. She said that the application will go out this month with a due date of March 3rd. She said that it is never too early to be thinking about region raffle baskets for the AMCA Summer Conference.

Region 9

Region 9 Leader Alma Andrade reported that their Region met on December 13, 2022. She said that there is a new Town Manager/Town Clerk in Patagonia and that she provided him with useful information. She asked for topic suggestions for their next meeting. Crystal said that she has reached out to the Arizona State Library Archives and will share that information with her. Kara said that she can provide her with a contact at the Arizona Ombudsman's Office to see if they provide educational presentations.

Executive Board

Board Liaison Sarah Siep reported that the Executive Board was supposed to meet on January 18th, but that Board Chair Darcie McCracken was invited to speak at the Arizona Legislature so it will be rescheduled. She shared that they have been discussing fees with ASU (Arizona State University) regarding the Clerks' Institute and Academy and that the Executive Board will be taking over some of the duties. She said that those items will be reflected in an updated contract with ASU. She said that the IIMC endowment has been established for AMCA.

4. OLD BUSINESS

- a. "Exit Interview Form" Collecting Information on Members Leaving AMCA or Retiring

Chair Kara DeArrastia presented a draft outline of a standardized form (“Exit Interview Form”) collecting information on members who have recently left the AMCA or retired. She highlighted the following excerpts from the current AMCA Handbook:

- Region Leaders should provide the Exit Interview Form to exiting members and submit the completed Forms to the Chair.
- Retirees, who have been AMCA members for ten or more years, must complete an Exit Form to receive a retirement gift.
- Retirees who complete the Exit Form shall be honored in an AMCA Newsletter.
- If a member receives their CMC/MMC designation but then leaves the AMCA prior to the Annual Business Meeting, they will only be sent their plaque if they have completed the Exit Form and provided their forwarding address.

Kara said she envisioned posting the Exit Form on the AMCA website similar to how the AMCA Membership Application is posted on the website, advertising the Form through recurring reminders in the AMCA Facebook and LinkedIn groups, and including a link to the online Form in every newsletter issue.

Kara asked for feedback from the group regarding the content and layout of the Exit Form. Board Liaison Sarah Siep said that the form looks good and covers everything they would be looking for from retired members. Co-Chair and Region 2 Leader Annie Meredith said that the form looks great and that it captures the information on why people are leaving as well as how to stay in contact with them.

Kara said that she will work with the League (of Arizona Cities and Towns) on how the form will work on the AMCA website. She said that when people are retiring, it is usually known in advance so the form can be emailed to them.

Kara said that there may be people who have retired and may not have gotten their plaque if there was not a forwarding address. She asked Sarah if that is a common issue. Sarah said that she did not know if it is common, but that there have been times it has happened. She said that she also is unsure if people are unaware of the opportunity to continue to be involved in the AMCA as a Retired Member.

Region 3 Leader Michelle Stanley said that she loves the form, and she is excited to see it move forward. She said that coming from the Communications Committee, it is hard to track people down when they retire.

Following discussion, Kara stated that she would incorporate everyone’s feedback into a final Exit Form for consideration by the Executive Board at their meeting in February. Following the Board meeting, she will inform the Committee regarding the Board’s decision and the next steps.

5. NEW BUSINESS

- a. Best Practices Quarterly Topic – Clerk Monthly Meetings with Council Members and Topics of Discussion

Chair Kara DeArrastia asked the Committee members to think about whether they met with their Councilmembers on a monthly basis over breakfast, lunch, etc. and what topics of discussion they meet on. She said as Tempe Deputy City Clerk, she did not meet with her Councilmembers in this format, but she is aware of City Clerk office updates being given by Tempe City Clerk Carla Reece

during the Council Appointee Updates portion of the Council's Executive Sessions which are held at least once a month, or through Confidential Memoranda posted in the Council's confidential SharePoint folder.

Kara opened the floor for Committee members to share their experiences with meeting with their Councilmembers and the topics of discussion at those meetings.

Region 4 Leader Sherry Aguilar said that they do the same process as Tempe, since she is appointed by Council.

Kara asked Region 9 Leader Alma Andrade to share her thoughts behind bringing this discussion to the group. Alma said that every time the City of Douglas has a Council agenda, the City Manager meets with the Councilmembers and so she wanted to see what Clerks do as far as meeting with their Councilmembers. She said that since the City Manager already meets to discuss the agenda with them, she wanted to see if other Clerks meet with their Councilmembers and what they discuss. She shared that she is looking for discussion topic ideas.

Co-Chair and Region 2 Leader Annie Meredith shared that for the City of Kingman, she is not appointed by Council, and she reports directly to the City Manager. She said that unless a Councilmember stops by her office with questions, she does not meet with them one-on-one. She said that the City Manager has reoccurring meetings with each Councilmember and the Mayor. She shared that any hot topics or areas of concern are addressed in those meetings. She said that she sends out the agendas and communications but does not discuss the details of the items with Councilmembers.

Region Leader 6 Ruby Cervantes shared that it is the same way in the Town of Superior, that she does not deal directly with Council. She said that she sends them the agenda and if they have questions they talk to the Town Manager. She said that if they come into the office she will answer questions for them, but she does not meet with them for lunch or other occasion.

Region 8 Leader Crystal Hadfield shared that they are the same way in the City of Willcox. She said that her City Manager has started putting out a newsletter to the Council before their meeting to explain what will be on the agenda. She shared that it is also posted to the public on their website. Kara asked if they also do something post meeting. Crystal said that just an action summary is posted.

Alma thanked everyone for their feedback on the topic.

b. Group Discussion – Share your Professional or Personal Projects and Goals for the New Year

Kara noted that as everyone is already working vigorously on assignments, projects, and initiatives in the new year, she was curious to learn about the projects and goals the Committee members were working on in 2023, either professionally or personally. She shared that she was a little less than ten points away from achieving her MMC designation which she hoped to receive by April this year. She is only two Athenian Dialogues away from applying to become an Athenian Leadership Society Fellow, which she hoped to accomplish in March this year. Kara also plans to take the AMCA Election Certification test when it is offered this July. Her professional projects include launching orientation and training programs for Tempe's Board and Commission members and staff liaisons.

Kara opened the floor for Committee members to share their projects and goals for 2023.

Alma shared that she is going to be doing something similar with the board and commission member training. She said that her staff has reached out to the Arizona Ombudsman's Office to see if they offer Open Meeting Law and Parliamentary Procedure training. She said that she wants this training for the City's Industrial Development Authority so that they are up to date when working on the new port of entry in Douglas. She shared that she is 2.86 Advanced Education points and 14 Professional Experience points away from her MMC, which she hopes to have completed by July. She said that her last goal is to meet with the Councilmembers monthly since she is appointed by Council.

Kara asked if Alma has talked with her legal counsel regarding topics she can discuss with her Councilmembers. Alma said that she would meet one-on-one with each Councilmember.

Annie shared that she has to provide their City Manager with both department and individual goals each year. She said that her personal goals are to obtain her MMC, which should be completed this spring. She asked if anyone else from the AMCA was planning on attending the IIMC Conference this year, because that is also one of her goals. She said that she is also working on establishing healthy work/home boundaries. She said that she will also be participating in the Highly Effective Leadership Program through IMCA (International City/County Management Association) as a professional development goal. She shared that her department goals are to process public records requests within seven (7) business days, open the public portal for Laserfiche, have draft meeting minutes to Council by the next meeting, ensure that action agendas are posted to the website within 24 hours of the meeting, and to process all liquor licensing within the timeframe established by the Arizona Department of Liquor Licenses and Control.

Kara asked if the City of Kingman uses a strategic management program for performance measures. Annie said yes and noted that it is public facing. She shared that the City has strategic goals that are outlined by Council and then the leadership creates the actions to achieve the goals. She said that her Clerk's Office includes their department goals in the strategic plan. She said that it is difficult with some of the Clerk's goals because there are not many benchmarks so they will be creating their own measurements to compare.

Alma asked Annie if she uses any type of system to process and track public records requests. Annie said that they have a form for the requestor to fill out and then her department uses a spreadsheet to track the requests. She said that the seven (7) days is from the time she receives the request until the time she sends it to the requestor. She shared that if a request is going to take longer, then she communicates that with the requestor.

Alma asked how many requests she gets in a year. Annie said that last year they fulfilled 453 and that the majority of those were for building permits.

Ruby shared that she would love to go to an IIMC Conference before she retires. She said that she just completed her AMCA Elections Official Recertification. She said that she also maintains her State Election Officer Recertification. She shared that she will be attending the League of Arizona Cities and Towns Conference this year and possibly the National League Conference with the Town of Superior Youth Council.

Ruby said that she is working towards her MMC as well. She said that she has attended multiple classes and has saved up her certificates, but she is unsure if they can all be used. Kara said that she can list them and that IIMC will review them for credit. Kara added that she was surprised at how many points had added up for when she submitted her MMC application. Ruby said that she will work on that. Alma said that she agrees with Kara and that she should just put it all together and see what IIMC has to say.

Kara asked for clarification on the committees that Ruby is serving on. She recommended getting a letter from the chairperson that states how many hours she puts in. Annie shared that there is a spot on the MMC application for other community committees that the applicant served on. She said that there is also a spot for any trainings the applicant has hosted. She mentioned that if there is not an assessment attached to the training it is up to the IIMC's discretion on if they will give the applicant credit for it. Sherry said that she listed all of the community activities she is involved in as well. She said that the IIMC Annual Conference is a great educational resource.

Sarah said that Lisa Garcia (Deputy Town Manager / Town Clerk for the Town of Florence, and IIMC Vice President) is trying to get a group together to go to the IIMC Conference next year in Alberta, Canada. She agreed that they are beneficial conferences. She said that she is currently in the ICMA High-Performance Leadership program and can share information about the program with Annie. She said that she is also working on completing her master's program and will also have her MMC by the end of summer. She said that she is looking forward to finding a good work/home life balance as well.

Annie shared that she wanted to attend the IIMC Conference in Canada, but that it is difficult for her to go to a conference during an election year.

c. Region 7 Leader Recruitment

Kara said the Region 7 Leader role has remained vacant since December 2022. She said the following Region 7 members had turned down her volunteer request to take over the Region Leader duties: Shannon Ortiz, Board Services Records Specialist, Golder Ranch Fire District, and Michelle Stine, Deputy Town Clerk, Town of Oro Valley. Kara then reached out to Suzanne Mesich, City Clerk, City of Tucson, and Lisa Cole, Town Clerk, Town of Sahuarita, but had not heard back from them, so she would try them again. She displayed the current listing of Region 7 members and asked the group if they would recommend any for her to reach out to. She also asked if she should submit a recruitment posting for the AMCA Facebook and LinkedIn groups.

Sherry said that it would be a good idea to post it, and that they could also have the regions around this region invite those members to join their meetings until there is a Region 7 Leader.

6. REMINDERS

a. Clerk Conversations on Wednesday, January 25, 2023 at 2:00 p.m., over [Microsoft Teams](#).

Chair Kara DeArrastia said she unfortunately missed the first Clerk Conversations session that was held on December 20, 2022 and was hoping to attend the second one on January 25th. She encouraged the Committee members to attend as well if they are available.

b. Please ask your regional members for suggested topics/questions for the AMCA Facebook discussion posts.

Kara reminded Region Leaders to please solicit new questions or ideas for the AMCA Facebook discussion posts from their region members to share with the Communications Committee.

- c. Please take photos or screenshots of your regional meetings/activities to send to the Committee Chair

Kara reminded Region Leaders to take photos and screenshots of their regional meetings and activities to include with their regional meeting recaps and to also send them to her for inclusion in this year's AMCA Annual Meeting Presentation.

- d. Submissions for the Spring issue of *The Clerk's Insider* newsletter are due by Monday, April 3, 2023.

Kara encouraged Region Leaders to solicit article ideas from their region members and to also write up a recap of their regional meetings, including a group photo or screenshot, for inclusion in the newsletter. She reminded everyone to submit their articles for the AMCA Spring newsletter by the deadline of April 3rd.

- e. Please notify the Committee Chair of new clerk arrivals, clerk departures/retirements, and promotions.

Kara reminded everyone to please let her know of any new clerks in their region, any members who are leaving or retiring, or any members who are being promoted, so she can make sure those announcements are highlighted in the AMCA newsletter and Facebook and LinkedIn groups.

7. GOOD OF THE ORDER/COMMENTS, SUGGESTIONS, OR INPUT FROM COMMITTEE MEMBERS
No discussion.

8. NEXT MEETING DATE AND LOCATION
Monday, March 20, 2023, at 2 p.m.
Microsoft Teams (includes call-in option)
Minutes-taker: Michelle Stanley

9. ADJOURNMENT
The meeting was adjourned at 11:18 a.m.

Annie Meredith
Minutes Taker

Kara DeArrastia, Deputy City Clerk – City of Tempe
2022/2023 Membership/Mentoring Committee Chair

AMCA New Member Information Collection Form

To get to know our new members in the Arizona Municipal Clerks’ Association (AMCA), we would like to know about your professional background and why you decided to join the municipal clerk profession. Please take a few minutes to fill out this form. Your completed form will be provided to the Communications Committee Chair for inclusion in an upcoming AMCA Newsletter and/or for other communication outlets such as the AMCA’s website at www.azclerks.org and the AMCA’s Facebook and LinkedIn groups.

- 1. First Name _____
- 2. Last Name _____
- 3. Job Title _____
- 4. Municipality _____
- 5. # of years at current organization _____

6. Why did you join the Clerk’s office?

7. What is your favorite part of working in a Clerk’s office so far?

8. Where did you used to work and what did you do?

9. Where are you originally from?

10. What is a fun or interesting fact about you?

The AMCA thanks you for joining the Association!



2023-2024 MEMBERSHIP APPLICATION / RENEWAL

Please enroll me as a member of the Arizona Municipal Clerks' Association.
My remittance for the proper dues is enclosed. Membership year is July 1, 2023 through June 30, 2024.

New Member Renewal (due by July 14, 2023)

Full Name _____ Title _____

Department _____ City Town County Special District Population _____

Name of City / Town / County or Special District _____

Please designate your Region ([click here](#) to view Region Map)

R-1 R-2 R-3 R-4 R-5 R-6 R-7 R-8 R-9

Mailing Address _____

Email Address _____

Please designate whether you have earned your CMC or MMC status: CMC Year _____ MMC Year _____

Please designate whether you have completed the State Election Officer Certification Program: Yes No

If yes, in what year? _____

Membership Category/ Fees (choose one)

For detailed membership definitions, please see the reverse.

FULL MEMBER (Max 2 per city/town): Municipal, District or County Clerk, Deputy or Assistant Clerk (voting member)

- FULL MEMBER (Population OVER 20,000) \$170
- FULL MEMBER (Population UNDER 20,000) \$95

ASSOCIATE MEMBER: Other governmental employee (non-voting member) \$70

RETIRED MEMBER \$10

STUDENT MEMBER..... \$20

Voluntary Contribution to the AMCA Education Fund \$ _____

ENTER TOTAL AMOUNT DUE \$ _____

Payment Methods

CHECK – Return form with check made payable to:
Arizona Municipal Clerk's Association
1820 W Washington St, Phoenix AZ 85007

CREDIT CARD – Complete form on the following page.
Email completed forms to: league@azleague.org

Questions: AMCAInfo@azleague.org

ARTICLE II of the AMCA Constitution
Membership

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

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

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

Section B. **Associate Members.** This class of membership shall be available to any other governmental employee and IIMC members from other states who are interested in the activities and objectives of the Association by submitting an application and paying the applicable dues. An Associate Member has no voting rights except as provided in Section G of this Article but shall be eligible to serve in an elected office provided the associate member meets the requirements outlined in Article IV Section B of the AMCA Constitution. Associate Members may serve on, or chair, any committee of the Association.

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

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Section E. **Student Members.** This class of membership shall be available to students in colleges, universities and other educational organizations. Student Members shall pay nominal dues each year and shall be permitted to attend trainings at the member rate. Student Members have no voting rights and shall not be eligible to serve in an elected office. Student members may serve on, or chair, any committee of the association.

If you wish to pay by **CREDIT CARD**, fill out the form below. Return completed forms to [**league@azleague.org**](mailto:league@azleague.org).

VISA **MASTERCARD** **AMERICAN EXPRESS**

CARD NUMBER _____ EXP. DATE _____ SECURITY CODE _____

NAME ON CARD _____

BILLING ADDRESS EXACTLY AS IT APPEARS ON STATEMENT _____ CITY, STATE, ZIP _____

(Credit card will be charged upon receipt.)