



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
AMCA REGION 3 MEETING**

**Wednesday, April 1, 2020 @ 10 a.m.
Teleconference at (800) 582-3014
Participant code: 63006808#**

Region 3 Members: Cher Reyes (Holbrook), Cindy Lee (St. Johns), Donna Hurstrom (Navajo County), Edie Chapin (Star Valley), Geri Judd (Taylor), H. Michelle Stanley (Payson), Jennifer Wilbanks (Winslow), Jessica Vaughan (Eagar), Jill Akins (Pinetop-Lakeside), Katie Brady (Eagar), Katie Melsner (Snowflake), Kelsi Miller (Springerville), Lisa Maestas (Holbrook), Melissa Buckley (Navajo County), Nicole Hudson (Show Low), Rachael Hall (Show Low), Silvia Smith (Payson), Suzy Wetzel (Winslow), Tamra Reidhead (Show Low), and Tracie Bailey (Payson).

1. Call to Order
2. Roll Call
3. Welcome/Introductions
4. Minutes
 - a. Consideration of Approval of September 19, 2019 Region 3 Minutes (page 2)
5. Old Business
6. New Business
 - a. Discussion of Best Practices for Council Meetings, Public Input/Hearings, Candidate Petitions and other Clerk duties during the COVID-19 Crisis.
 - b. Discussion of the AMCA Board proposed membership changes outlined by President Lisa Maxwell in the AMCA Spring Newsletter (page 4)
 - c. Committee updates from members
 - d. Ideas for the Region 3 Basket
6. Good of the Order/Comments from Region 3 Members
7. Set Next Meeting Date
8. Adjournment

H. Michelle Stanley
AMCA Region 3 Leader
928-472-5000



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
AMCA REGION 3 MEETING**

Thursday, September 19, 2019

1. Call to Order

The meeting was called to order by Region 3 Chair Michelle Stanley at 10:46 a.m. in the Show low Council Chambers, 181 N 9th Street, Show Low, Arizona.

2. Roll Call

The following members were present: Cindy Lee (St. Johns), Michelle Stanley (Payson), Jennifer Wilbanks (Winslow), Jessica Vaughan (Eagar), Katie Brady (Eager), Katie Melser (Snowflake), Lisa Maestas (Holbrook), Melissa Buckley (Navajo County), Nicole Hudson (Show Low), Rachael Hall (Show Low), Silvia Smith (Payson), Suzy Wetzel (Winslow), Tamra Reidhead (Show Low), and Tracie Bailey (Payson).

3. Welcome/Introductions

Michelle thanked everyone for attending and everyone introduced themselves around the room.

4. Minutes

- a. Consideration of Approval of February 21, 2019 Region 3 Minutes
- b. Consideration of Approval of July 24, 2019 Region 3 Minutes

Tamra moved to approve the February 21, 2019 and July 24, 2019 minutes. Tracie seconded the motion. Motion carried.

5. Old Business

a. Discussion on Mentors/Mentees for Region 3

Michelle noted that mentorship had been discussed at the last Region 3 meeting and that recently the Membership/Mentoring Committee had suggested having one Mentor for each region. Discussion ensued regarding the mentoring program. Tamra Reidhead volunteered to be the Region 3 Mentor.

6. New Business

a. Discussion of the August 15, 2019 AMCA Board Meeting concerns regarding member qualifications and types of memberships

Michelle explained the Board's concerns and discussion ensued regarding member qualifications and types of memberships. The group consensus on types of memberships was to maintain the balance limit of two Full Memberships per municipalities, but to consider constitution language allowing Associate Membership participation if no other candidates apply for the Board rather than turning away volunteers. Group consensus on member qualifications was that the AMCA should also encourage growing and learning for those working with and supporting the Clerks role and that screening should not be part of joining the AMCA since there was

sufficient screening with the IIMC certification process.

b. Discussion regarding candidate packets

Suzy Wetzel had concerns about the new Statement of Interest form and candidate packets. Discussion ensued regarding preparations for the upcoming elections.

c. Discussion of future meeting schedule and rotating meeting locations and

d. Discussion of possible Region 3 Team Building Activity in the Spring

Michelle merged discussion on items 6c and 6d and proposed combining meeting locations with Town specific activities. Suggestions were made for kayaking, visiting the Winslow train station, and attending local festivals following Region meetings. The Group agreed to continue having quarterly meetings and rotating locations.

e. Discussion of the City of Buckeye's Policy Issue Submittal

Michelle explained the City of Buckeye's newspaper monopoly issue and discussion ensued regarding publication statutes and local newspapers used.

f. Committee updates

Melissa noted the Scholarship Committee had expanded scholarships to cover Fall Best Practices and Athenian Dialogues, but voiced concern that not many applied. The group consensus was that requiring a year of committee service for small scholarships might affect applications and noted that many preferred to apply only for scholarships to the Institute or the Academy since there are only two scholarships per person.

7. Good of the Order/Comments from Region 3 Members

There were no comments.

8. Set Next Meeting Date (Winter Phone Conference meeting)

Discussion ensued regarding the best days for the next meeting. Group consensus agreed January was best and felt it was hard to meet in person with the winter weather. Katie Meiser suggested a Skype meeting and Michelle said she would look into it.

9. Adjournment

Michelle adjourned the meeting at approximately 11:32 a.m.

Following the meeting, Region 3 members toured the Show Low Public Library and had lunch at Licano's Mexican Restaurant.



The Clerk's Insider

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PRESIDENT'S MESSAGE



On February 12th, the AMCA Executive Board met for the annual Financial Retreat. We used this time to review expenses against the current budget and to discuss whether changes need to be made to membership fees or training fees. We are fortunate to have available funds to bring professional speakers to the Annual Conference and to provide scholarships to the members for all our trainings. The deadline to apply for scholarships for this year has passed, but I encourage everyone to take advantage and apply for available scholarships next year.

Another item we discussed at length was the different types of members we have in the AMCA. We would like to ask the membership to vote to make some changes and additions to what is now in the Constitution. I am going to share the Board rationale for proposing the changes:

The AMCA Executive Board proposes to amend the AMCA Constitution regarding membership in **Article II Membership – Section B, Creating Section E, and re-lettered Section G and Article IV Election of Officers and Duties – Section B.**

Article IV Election of Officers and Duties Section B

The proposed amendments to this section increase the opportunity for AMCA members to serve on the Executive Board by allowing Associate Members who have their CMC designation and who otherwise meet the requirements of a Full Member of AMCA the opportunity to serve on the Executive Board.

From approximately 2009 through 2019, only one Association member applied to be on the Executive Board, with the exception of 2018 when no Full Members applied to be on the Executive Board. This amendment would increase the pool of applicants for the Executive Board.

This section also proposes to clarify that out-of-state clerks are not eligible to serve in an elected office – see Board Rationale below.

Article II Membership Section

The proposed amendments to this section seek to clarify that only Arizona residents meeting Full Membership criteria may become Full Members.

The Executive Board has received inquiries as to whether clerks from out-of-state may become members of the AMCA. The rationale is that there are clerks in other states that may wish to move to Arizona and become an Arizona clerk at some point. For this reason, they may seek to become a member of AMCA prior to moving to Arizona.

(Continued on page 2)

2019-2020

President

Lisa Maxwell, MMC
Town Clerk, Gilbert

Vice President

Rhonda Geriminsky, MMC
City Clerk, Peoria

Treasurer

Teresa Riza, CMC
OML & Council Support
Supervisor, Phoenix

Secretary

Darcie McCracken, MMC
City Clerk, Goodyear

Immediate Past President

Tracie Bailey, MMC
Chief Deputy Town Clerk
Payson

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Article II Membership Section B

The proposed changes to this section allow out-of-state clerks to become Associate Members of the Association, which provides for no voting rights. It also clarifies that Associate Members may serve in an elected office (on the Executive Board) provided they meet the requirements of a Full Member.

Note: Out-of-state clerks are not eligible to serve in an elected office.

Article II Membership Section E

The proposed changes to this section allow students to become members of the organization for a nominal fee. This section proposes no voting rights for students and no rights to serve in an elected office, but does allow students to serve on Association committees.

The Executive Board has received inquiries as to whether students may become members of the Association. Allowing students to become members and attend trainings increases applicant pools when hiring in the clerk's office and may improve succession planning.

Article II Membership Section G

The proposed changes to this section clarify that an Associate Member is eligible to vote if elected to the Executive Board in their capacity as an elected member of the Board.

If an Associate Member meets the requirements to be on the Executive Board and they are so elected, they will need to be able to vote on the Executive Board.

Lisa Maxwell, MMC
AMCA President, 2019/2020

We need you!

Executive Board Secretary

It's that time of year again! The time where you have the opportunity to make a difference in the Municipal Clerk world and to see your ideas come to life! The AMCA Executive Board plays an essential role in strengthening the Municipal Clerk profession and the AMCA organization. Our professional organization depends on you, and all of our members, and your strong support and volunteer efforts to help continue the growth and progress of our organization. Step up and apply to be the next Executive Board Secretary!

Concerned you won't have time to dedicate to the Executive Board? You can count on your fellow Board Members to be there to support you in every way possible.

APPLY:

- To make a difference
- To accomplish the goals of the Association and the Executive Board
- To further the professionalism of the AMCA
- To grow professionally and personally
- To network with other Municipal Clerks
- To earn points toward your CMC or MMC designations

Whatever your reason – Apply and make a difference!

Are you interested in serving on the Executive Board, but you are not a Full Member of the Association? Stay tuned! Proposed Constitutional changes will be routed to the membership soon that will allow an Associate Member with a CMC designation and at least three years of service on an AMCA committee to be eligible to serve on the Executive Board.

Look for the AMCA Executive Board Secretary application link to be circulated soon!

Welcome new AMCA members!

New AMCA members, November 2019—February 2020

- Lisa Anderson, City Clerk Assistant, City of Mesa
- Jillian Bright, Deputy City Clerk, City of Apache Junction
- Erin Deskins, Deputy Town Clerk, Town of Chino Valley
- Viviana Monge, City Clerk Specialist, City of Goodyear
- Tessa Otero, Elections Specialist II, City of Phoenix
- Carla Pena Fields, Deputy Town Clerk, Town of Youngtown
- Michelle Shaw, Deputy City Clerk, City of Prescott

Recent Promotions!

Jill Bright, Deputy City Clerk
City of Apache Junction



Sarah Siep, City Clerk
City of Prescott

Recent Retiree



Diane Russell
Town Clerk
Town of Prescott Valley

Congratulations!