ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 5 QUARTERLY MEETING AGENDA

Tuesday, June 13, 2023
10:00 a.m.

Physical Location (*Parking Map attached*):
Tempe Center for the Arts, Lakeside Room
700 West Rio Salado Parkway, Tempe, AZ 85281

Virtual Attendance Option:
Microsoft Teams
Click here to join the meeting
Meeting ID: 274 557 939 803 Passcode: mZD8zC
Or call in (audio only): 480-498-8745
Phone Conference ID: 373 204 167#

Committee Members: *Lisa Anderson, Denise Archibald, Erica Barba, Amy Beyleryan, Cathleen (Cathie) Butteweg, Megan Casey, Blaine Comeaux, Rommel Cordova, Kara DeArrastia, Dana DeLong, Ashley Doering, Karen Doncovio, Carrie Dyrek, Jennifer Ekblad, Angela Espiritu, Christopher Feltz, Kandace French Contreras, Angie Garcia, Samantha Gesell, Maria Gonzalez, Agnes Goodwine, Regina Guisto, Patti Hageman, Nicole Harding, Chaveli Herrera, Misty Johnson, Jim Keen, Jeff Kulaga, Ben Lane, Vanessa Liristis, Patricia Lopuszanski, Joy Maglione, Judy Martinez, Yvette McKinney, Linda Mendenhall, Duncan Miller, Jennifer Miller, Holly Moseley, Elaine Pattison, Jennifer Pena, Amy Rebenar, Carla Reece, Lisa Rivera, Teresa Riza, Victoria Roedig, Rocio Ruiz, Denise Stroh, Jessica Sweet, Melanie Talbot, Vera Warhurst, June Wilson, Jennifer Wingenroth*

1. **CALL TO ORDER – Roll Call**

2. **MINUTES**
   Discuss and consider approval of the April 13, 2023, Region 5 Meeting Minutes. (*Minutes attached*)

3. **NEW BUSINESS**
   a. Group Discussion – Best Practices for City Clerk Succession Planning
   b. Group Discussion – Planned Baskets/Donation Items for Annual AMCA Fundraising Raffle on July 27th (Link to AMCA Region 5 Fundraiser Raffle Baskets Sign-up.xlsx spreadsheet)
   c. Share your experiences attending the 2023 IIMC Annual Conference in Minneapolis

4. **GOOD OF THE ORDER / COMMENTS FROM REGION 5 MEMBERS**

5. **REMINDERS**
    a. AMCA Education Survey deadline is June 22nd (Take the survey online)
    b. 2023-2024 AMCA Membership Application and Renewal is open: Please renew your membership for July 2023 – June 2024 if you haven't already. (AMCA Membership Renewal Form available online)
    c. Submissions for the Summer issue of *The Clerk's Insider* newsletter are due by Monday, July 3rd.
    d. Please notify the Region 5 Leader of new clerk arrivals, clerk departures/retirements, or promotions.
    e. Please provide any suggested topics or questions for the AMCA Facebook discussion posts to the Region 5 Leader.
    f. Summer Athenian Dialogue: July 24th, Fountain Hills Community Center (Registration Information available online)
    g. 2023 AMCA Annual Conference and Elections Training: July 25th – 27th, Fountain Hills Community Center (Registration Information available online)

6. **NEXT MEETING DATE AND LOCATION**
   Schedule to be determined in August 2023

7. **ADJOURNMENT**

Meeting Host:
Kara DeArrastia, CMC, Interim City Clerk
City of Tempe
(480) 350-8947
kara_dearrastia@tempe.gov

PARKING MAP

- PARKING
- ACCESSIBLE PARKING
- PEDESTRIAN PATH
- RIDESHARE DROPOFF/PICKUP
- CROSSWALK

FOR MORE PARKING INFO:
tempecenterforthearts.com/TCAparking

Tempe

ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 5 QUARTERLY MEETING MINUTES

Thursday, April 13, 2023
10:00 a.m.

Gilbert Town Hall
50 E. Civic Center Drive,
Gilbert
& via Microsoft Teams

Committee Members: *Lisa Anderson, Denise Archibald, Erica Barba, Amy Beyleryan, Cathleen (Cathie) Butteweg, Megan Casey, Blaine Comeaux, Rommel Cordova, Kara DeArrastia, Dana DeLong, Ashley Doering, Tarrah Dofelmier, Karen Doncovio, Carrie Dyrek, Jennifer Ekblad, Christopher Feltz, Kandace French Contreras, Angie Garcia, Samantha Gesell, Maria Gonzalez, Agnes Goodwine, Regina Guisto, Patti Hageman, Nicole Harding, Chaveli Herrera, Misty Johnson, Whitney Juszczak, Jim Keen, Jeff Kulaga, Ben Lane, Vanessa Liristis, Patricia Lopuszanski, Joy Maglione, Judy Martinez, Yvette McKinney, Linda Mendenhall, Duncan Miller, Jennifer Miller, Holly Moseley, Jennifer Pena, Amy Rebenar, Carla Reece, Lisa Rivera, Teresa Riza, Victoria Roedig, Rocio Ruiz, Denise Stroh, Jessica Sweet, Melanie Talbot, June Wilson, Jennifer Wingenroth*

1. CALL TO ORDER – Roll Call with Introduction of Attendees

The Town of Gilbert hosted the hybrid meeting; Deputy Town Clerk Judy Martinez called the meeting to order at 10:05 a.m.

Members present in-person: Lisa Anderson, Amy Beyleryan, Kara DeArrastia, Ashley Doering, Jennifer Ekblad, Agnes Goodwine, Regina Guisto, Patti Hageman, Chaveli Herrera, Whitney Juszczak, Judy Martinez, Linda Mendenhall, Victoria Roedig, Denise Stroh, Jessica Sweet, and June Wilson

Members present via Microsoft Teams: Denise Archibald, Blaine Comeaux, Karen Doncovio, Nicole Harding, Duncan Miller, Elaine Pattison, Amy Rebenar, and Rocio Ruiz

2. MINUTES

Discuss and consider approval of the February 14, 2023, Region 5 Meeting Minutes.

Region 5 Leader Kara DeArrastia moved to approve the minutes of the February 14, 2023 Quarterly Region 5 Meeting as presented, seconded by Ashley Doering, which carried unanimously.

3. NEW BUSINESS

a. Group Discussion – Efforts for Diversity and Inclusion, Beyond the Norm - neurodiversity, generational, accessibility, etc.

Judy Martinez, with the Town of Gilbert, stated that Gilbert was making diversity, equity, and inclusion a priority with its Unite Gilbert initiative. She briefly discussed what it meant inside that organization regarding making employees feel welcome, but then said that departments were encouraged to bring those efforts into their own departments. She said that the Clerk's Office was trying to incorporate more inclusive practices into public meetings as well, considering ways of rewriting minutes or adding more accessibility, such as sign-language. She asked the group if they had made any similar efforts for inclusion with Clerk processes or if anyone had ideas.

Agnes Goodwine, with the City of Mesa, discussed efforts in Mesa to bring more diversity on boards, specifically in Districts 3 and 4. She also discussed having a new mascot of a bee with the slogan "Bee Engaged". There was also discussion on the accessibility with text on images with links for titles, screen readers, low vision aids and Americans with Disability Act accessibility. Regina Guisto, Victoria Roedig, and Jennifer Ekblad, with the City of Chandler discussed having sign language included at Council meetings. Denise Archibald, with the City of Phoenix, discussed having interpreter headsets for the entire meeting and sign language. Judy indicated she may be reaching out to some of the cities to get more information.

b. Group Discussion – Process for adding items to Council agendas - staff and Councilmembers

Judy Martinez, with the Town of Gilbert, stated that the Mayor, the Town Manager, or three Councilmembers could request that items are added to the Council agenda; however, most items are staff-generated. She stated the some of their Councilmembers expressed difficulty getting others to sign a form to have an item added to an agenda without discussing it, and for fear of violating Open Meeting Law. She asked what was the process in other cities.

Linda Mendenhall, with the Town of Fountain Hills, stated the Council in Fountain Hills could add future agenda items by discussion during the meeting during that section, but without having detailed discussion. Judy asked if they ever had an issue with the Councilmembers wanting to discuss specifics on the items; Linda replied yes, and they would have to remind the Councilmembers. Kara DeArrastia, with the City of Tempe, stated they had a script, and the City Attorney would also remind them.

Kara explained Tempe also had a standing future items section on their agendas and they add the items to a list; the list was included in their agenda packets. She said it was like a "parking lot" on SharePoint that others could view and the Clerk's Office managed it. She said the Council asked for meeting dates and the Council Aide would help coordinate working the item requests into Study Sessions.

Chaveli Herrera, with the Town of Gilbert, asked if anyone had issues with their Councilmembers wanting items to be done immediately. Jennifer Ekblad, with the City of Chandler, discussed having a form with the deadline to select the desired Council meeting date; other cities stated they had Council vote on bringing the items forward. Duncan Miller, with the Town of Paradise Valley, stated they had an agenda setting meeting every two weeks; he also discussed changes in their processes.

c. Group Discussion – Planned Presentations for Municipal Clerks' Week - April 30-May 6

Region 5 Leader Kara DeArrastia discussed planned presentations for Clerk's Week starting April 30th, and asked attendees to share what they would be doing in their city or town. Some of the attendees highlighted their activities, including whether they would be presented with a Clerks Week Proclamation at an upcoming Council meeting. Kara also discussed the Clerk's Week video and reel/TikTok ideas as well.

4. GOOD OF THE ORDER / COMMENTS FROM REGION 5 MEMBERS

Jennifer Ekblad, with the City of Chandler, announced that Victoria Roedig had been certified as a Certified Records Manager by the Institute of Certified Records Managers. Victoria briefly discussed the certification process and said there were only 15 people with that achievement in Arizona. The group congratulated Victoria.

5. REMINDERS

a. Please notify the Region 5 Leader of new clerk arrivals, clerk departures/retirements, or promotions.
b. Please provide any suggested topics or questions for the AMCA Facebook discussion posts to the Region 5 Leader.
c. Please send your raffle basket ideas to the Region 5 Leader – details to follow in an email to Region 5 members.
d. 2023 Virtual Spring Best Practices: April 18th and 19th, 9am-Noon (registration now open) – Topics include: Open Meeting Law and Public Records Requests; Leadership Lessons; Parliamentary Procedure; Liquor Licensing
e. CMC Clerk Institute: June 5th – June 9th, Downtown Phoenix (registration now open/final program pending)
f. MMC Clerk Academy: June 20th – June 22nd, Downtown Phoenix (registration now open/final program pending)
g. 2023 Summer Athenian Dialogue: July 24th, Fountain Hills
h. 2023 AMCA Annual Conference and Elections Training: July 25th – July 27th, Fountain Hills (final program pending)

6. NEXT MEETING DATE AND LOCATION

Kara DeArrastia noted the next Region 5 meeting would be in June 2023, hosted by the City of Tempe.

7. ADJOURNMENT

Having no further business, the meeting was adjourned at 10:53 a.m.

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Judy Martinez, Deputy Town Clerk, Gilbert
Minutes Taker

From: Sandy Morari on behalf of AMCAInfo
To: AMCAInfo
Subject: AMCA Education Survey Request
Date: Wednesday, May 24, 2023 6:46:28 AM

AMCA Education Survey Request

The AMCA Board and Education Committee invite you to participate in a brief survey related to your education and training needs as an AMCA member. The survey will allow the AMCA Board and Education Committee to gain a better understanding of the experience levels, goals, training needs, and areas of interest of AMCA members. The feedback from the survey will be reviewed and discussed during an Education Summit being held in June, where the AMCA Board and association members are invited to come together to identify educational priorities and collaborate to develop ways to meet these priorities, strengthen training programs, and continue to provide quality educational opportunities for members.

Please take a moment to complete the survey to help with this endeavor.
This survey will close Thursday, June 22, 2023.

Click HERE to take the survey.

If you have any questions, please feel free to contact us at AMCAinfo@azleague.org or 602-258-5786.

AMCA
ARIZONA MUNICIPAL CLERKS' 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.

. . . .

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.

☐ **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.)

From: Sandy Morari on behalf of AMCAInfo
To: AMCAInfo
Subject: Registration Open: 2023 AMCA Conference/Elections Training
Date: Tuesday, June 6, 2023 1:36:49 PM
Attachments: image001.png

2023 Arizona Municipal Clerks' Annual Conference and Elections Training

July 25- 27
Fountain Hills Community Center

Click Here for Registration Information

Summer Athenian Dialogue

July 24
Fountain Hills Community Center

Click Here for Registration Information

If you have any questions regarding the training, please do not hesitate to contact amcainfo@azleague.org or 602-258-5786