ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 9 COMMITTEE MEETING

AGENDA WITH ACTIONS TAKEN

Zoom meeting: Thursday, February 26, 2026
8:30 a.m.
City of Bisbee
118 Arizona Street
Bisbee, AZ 85603

I. **Call to Order:** The meeting was called to order at 8:34am

2. **Roll Call:**

City of Benson	Vicki Vivian		**City of Bisbee**	Ashlee Coronado	E
	Jacqueline Kiernan			Nina Williams	X
Huachuca City	Brandye Thorpe		**City of Nogales**	Miguel Melendez	
Town of Patagonia	Ron Robinson		**City of Sierra Vista**	Jill Adams	X
City of Tombstone	Charissa Martinez Presti	E		Maria Marsh	
	Shelly Kazda	X		Jessica Shouppe	
	Sara Miller		**City of Douglas**	Alma Andrade	X
Cochise County	Melissa Wright	X		Cynthia Aculla-Robles	X
	Lara Loewenheim	X			

3. **Old Business:**
a. Discussion/Decision on approval of Meeting Minutes for November 20, 2025.

Motion by Nina Williams, seconded by Lara Loewenheim to approve the November 20, 2025, minutes. Motion Passed: Unanimously

4. **New Business**:

i. Introductions.
Attendees introduced themselves

ii. Welcoming of New Region 9 Members.
Alma Andrade welcomed new Region 9 members, including Miguel Melendez from Nogales-who was believed to be the new clerk but was not present. She acknowledged the ongoing difficulty in achieving quorum due to everyone's demanding schedules.

iii. Discussion on Celebrating Clerks Week "Get to know your Clerk" Event - Douglas Williams House.
Discussion was held on the possibility of holding an in-person Clerk's Week event to engage the community, but scheduling conflicts and the busy election season made it difficult to settle on a date or format.

iv. Discussion on Elections.
Discussion was held on elections, brief reports on each municipality's upcoming election cycle and related workload. Overall members shared differing election processes, upcoming changes to County's IGA fees, and expectations for future

impacts on budgets and election planning.

v. Discussion on upcoming Trainings.
The group briefly reviewed training participation and upcoming opportunities for certification, and Alma Andrade reminded members to submit items for the July conference wellness raffle basket by April.

vi. Discussion on Council Training & On boarding.
Discussion was held on how each city provides orientation materials for new Councilmembers, with most offering comprehensive binders or electronic resources, but choosing not to post them publicly online. Members agreed that while sharing information was important, putting these materials on public websites could create unnecessary complications.

vii. Discussion on Arizona 250.
Discussion was held as the group shared brief updates on their Arizona 250 plans, with Tombstone, Sierra Vista, and Douglas preparing various community events while other municipalities reported no specific activities planned.

viii. Discussion on future agenda items and areas of interest by Region 9 members.
Discussion was held as the group agreed to keep elections as a standing agenda item for upcoming meetings, with members noting its continues relevance throughout the election season. Alma Andrade encouraged additional agenda suggestions and confirmed items such as election updates and the raffle basket would be revisited for the May meeting.

ix. Reminder to notify the Region Leader of new clerk arrivals, departures/retirements, or promotions.
Alma Andrade encouraged members to share personnel updates and consider joining the AMCA mentoring program to help maintain an accurate list of clerk expertise across the region.

5. Good of the Order/Comments from Committee Members.

- City of Sierra Vista reported they are short-staffed and still rebuilding.
- Cochise County announced the county hired a new administrative assistant, Victor Alvarado.
- City of Douglas shared several upcoming community events.

6. Next Meeting Date.
May 21, 2026: Noting Benson may be unable to host due to workload and the Huachuca City would be next in line, though communication from them had been limited.

7. Adjournment: 9:10AM
Motion by Nina Williams, seconded by Lara Loewenheim to adjourn. Motion Passed: Unanimously