



AAMC Executive Board
April Trickey, President
Lori Strickler, 1st Vice President
Dani Snider, 2nd Vice President
Brenda Henry, Immediate Past President
Vacant, Secretary
Jenni Fox, Treasurer
Kim Lane, Communications Director
Beth McEwen, Education Director

AAMC Executive Board Meeting Minutes
January 10, 2024, 9:00 a.m. – Held via Zoom

CALL TO ORDER/ROLL CALL

President Trickey called the meeting of the Alaska Association of Municipal Clerks (AAMC) Executive Board to order at 9:01 a.m.

Members Present			Members Absent
April Trickey	Brenda Henry	Beth McEwen	Kim Lane
Lori Strickler	Dani Snider	Jenni Fox	

APPROVAL OF AGENDA

D. Snider, seconded by **L. Strickler**, moved to approve the agenda. No changes were proposed, and there was no discussion.

President Trickey called for objection to the motion to approve the agenda. No members objected, and the motion was approved.

APPROVAL OF MINUTES

A. October 31, 2023 Executive Board Meeting Minutes

B. McEwen, seconded by **L. Strickler**, moved to approve the October 31, 2023 Executive Board Meeting Minutes. No changes were proposed, and there was no discussion.

President Trickey called for objection to the motion to approve the minutes. No members objected, and the motion was approved.

B. December 5, 2023 Annual Business Meeting Minutes

D. Snider, seconded by **B. McEwen**, moved to approve the December 5, 2023 Annual Business Meeting Minutes. No changes were proposed, and there was no discussion.

President Trickey called for objection to the motion to approve the minutes. No members objected, and the motion was approved.

TREASURER'S REPORT

A. 2023 Fundraising Summary

President Trickey stated that J. Fox submitted a 2023 fundraising report; **J. Fox** stated that she had nothing to add. **D. Snider** commented that fundraising did better than expected, given that there was not a fundraising chair for part of the year.

PRESIDENT'S COMMUNICATIONS

President Trickey shared that the gaming permit was recently renewed by J. Fox. She stated that some new chairs have been added to committees, and she will send out an updated committee list soon. She stated she has been discussing some conference ideas with L. Strickler and B. McEwen. **President Trickey** announced that she has arranged to attend the Washington Municipal Clerks Association (WMCA) conference in March and the City Clerks Association of California (CCAC) conference in April. She added that she also plans to attend the International Institute of Municipal Clerks (IIMC) conference in May. **President Trickey** shared that new Membership Committee Chair Gina Gregg is working on revamping the AAMC membership form, and it will not be available on the website right away. She stated that a Fundraising Committee chair is still needed and asked Executive Board members for ideas on who may be interested in filling that role. **D. Snider** suggested seeking two people to share the role as chair. **J. Fox** indicated that she would reach out to former Fundraising Committee Chair Kim Stanker. **President Trickey** stated that she examines the mission and purpose of the AAMC and what the organization promotes, and board members will likely hear her reference that repeatedly. She stated she would like to see an increased focus on networking amongst Alaska clerks and commented that talking with other clerks energizes her. She stated she would also like to get people more excited about running for AAMC office. She stated that anything good takes effort and work, but the rewards far outweigh the work. She indicated that a lot of clerks will retire within the next five years, and she hopes to keep the mission and purpose of the AAMC alive.

UNFINISHED BUSINESS – None

NEW BUSINESS

A. 2023 Raffle Donor Backing Out of \$1,000 Cash Prize

President Trickey stated that the AAMC still had to pay out the prize after the donor backed out. **D. Snider** stated she would like the board to find a way to prevent the issue from reoccurring in future years. **B. McEwen** suggested requiring a form to be completed by donors and collecting the donations prior to selling raffle tickets. **President Trickey** agreed with B. McEwen's suggestion for the Fundraising Committee to require outside organizations or individuals to provide donations in advance.

B. Approval of Proposed Changes to the IIMC Region IX Director Agreement

President Trickey stated that she met with B. Henry, Region IX Directors, and the various state presidents at the annual conference regarding changes to the Region IX Director Agreement. In reference to the "Assessment Pool" section, she stated they are proposing that each state

association increase its per-member contribution from \$5 to \$7 annually due to increased travel costs. She reviewed another change to the same section of the agreement that would add language to require a minimum assessment pool fund balance of \$2,500 on April 30 each year, with provisions to ensure the minimum balance. **President Trickey** highlighted other proposed changes, including clarification on the purchase of gifts and an update to the list of future IIMC conferences.

D. Snider, seconded by **B. McEwen**, moved to approve the proposed changes to the IIMC Region IX Director's Agreement.

D. Snider stated that she was happy to see the proposed change stating that the agreement would be reviewed annually instead of every three years. She states she supports all the amendments.

L. Strickler questioned how these types of items affect the AAMC budget and questioned whether a budget amendment would be necessary. She also brought up the board's method for budgeting for scholarships based on fundraising revenues. **President Trickey** stated that the board can look at whether to increase membership fees to cover the increased cost, and she explained how budget shortages have been covered by the AAMC in the past. She explained that scholarship award amounts are based on fundraising revenues from two years prior (for example: 2024 scholarship awards are based on 2022 fundraising revenues). She explained that the Executive Board decided a few years ago to maintain a minimum checking account balance, and when the amount dips below the minimum, funds are transferred from the investment account to ensure sufficient cashflow. She added that the board can also consider increasing conference registration fees, membership fees, and sponsor fees to offset costs.

B. McEwen spoke in support of the proposed increase to \$7. She commented that there may need to be another increase in the following year due to inflation. **President Trickey** stated that the Region IX directors expect to have sufficient funds (at least \$2,500) in the assessment pool fund in May 2024. She stated that Ruth Post will finish her term in May 2024, and Marc Donohue will begin his term; she added that the directors have a well-thought-out plan.

President Trickey called for objection to approve the proposed changes to the IIMC Region IX Director's Agreement. No members objected, and the motion was approved.

B. McEwen asked whether there was anyone assigned to plan the Region IX dinner for the IIMC conference. **President Trickey** stated that Kacie Paxton has volunteered to organize the dinner.

C. Appeal to the Executive Board of Mary Carl Requesting a Refund of Registration Fees for Dorothy Alirkar, City of Toksook Bay

President Trickey reported that the refund was requested due to illness and was received after the cancellation deadline.

B. Henry stated she has always wondered why there was not more leeway with the AAMC's cancellation policy, especially if the goal is to get the clerks from villages to register for the conference. **J. Fox** asked how the board determines what is a valid reason for cancellation. She noted that the policy does not allow refunds for cancellations due to weather and questioned

whether the policy should be changed if the board allows for a refund due to illness. **President Trickey** read the AAMC cancellation policy stating that “cancellations due to illness or family emergency may be credited or refunded upon determination by the AAMC board.”

D. Snider, seconded by **B. McEwen**, moved to grant the appeal to the Executive Board of Mary Carl for a refund of registration fees for Dorothy Alirkar.

D. Snider indicated that the larger issue concerning the overall cancellation policy should be taken up by the board at a future meeting but stated that she supports the refund under consideration.

B. McEwen stated that her deputy clerk was unable to attend the 2023 AAMC conference due to illness, but they did not request a refund because their municipality was able to cover the cost. She indicated that if the AAMC is trying to boost registration, it should remove barriers.

President Trickey spoke in support of reviewing the cancellation policy in the future and suggested that the board also consider adding requirements for certain information when a refund is being requested.

President Trickey called for objection to the motion to grant the appeal to the Executive Board of Mary Carl for a refund of registration fees for Dorothy Alirkar. No members objected, and the motion was approved.

D. Solicitation of Interested Applicants to Fill the Vacant Secretary Office

President Trickey referenced the documentation included in the agenda packet for the solicitation of a new secretary. **B. McEwen** recommended adding a statement that points toward IIMC certification can be earned by serving on the Executive Board. **L. Strickler** suggested adding information about the role and responsibilities of the position. **D. Snider** stated that she has enjoyed serving as secretary the past several years and indicated that she would like to see the position filled as soon as possible. **President Trickey** indicated that she would add information about the responsibilities of the position and the task list from the policies and procedures and get it sent out to the membership as soon as possible. She stated she planned to set the cutoff date for submissions as January 26. **D. Snider** suggested setting the cutoff date as January 31; **B. Henry** agreed, and no members objected to the January 31 date.

COMMITTEE REPORTS

B. McEwen stated she plans to hold the first 2024 Education Committee meeting on January 12, at which time she hopes the committee will finalize the academy speaker. **L. Strickler** shared that the speaker’s name is Patrick Ibarra. **President Trickey** shared that the academy topic of “being your own CEO” seemed to fit with her conference theme. **L. Strickler** stated that P. Ibarra’s rates exceeded the AAMC’s budget, but he was willing to work with it. She stated that he is excited to come to Alaska. **B. McEwen** reported that she will soon be submitting the proposal for a two-day Athenian Dialogue in February to the IIMC.

Reporting on the Northwest Clerks Institute (NCI) Education Committee, **B. McEwen** shared that the software upgrade affecting the registration website is still in progress, so registration is not yet

available. She announced that there will be three trainers for PD IV this year instead of one.

B. McEwen stated that Legislative Committee members have been in discussions with Senator Kiehl about SB 12 and that Kacie Paxton would be reaching out to the membership soon in that regard. **President Trickey** explained that she, K. Paxton, and B. McEwen met Senator Kiehl in regard to the bill that would protect the residential addresses of certain people, such as victims of violent crimes, correctional officers, and police officers. She stated there are discussing whether election officials should be added to the list of those who can have a protected address. She stated that K. Paxton would be drafting a letter of support for the Executive Board to consider.

COMMENTS/QUESTIONS

President Trickey reminded everyone that the deadline for *Oracle* submissions is January 20 at 5 p.m.

B. McEwen expressed excitement for 2024 and for the great leadership in the AAMC.

ADJOURNMENT

There being no further business, **President Trickey** declared the meeting adjourned at 9:54 a.m.

ADDITIONAL NOTES

The Executive Board voted on additional items electronically as noted below.

January 12, 2024 – Question of whether to approve 2024 Academy Speaker, Patrick Ibarra, for a total cost of \$7,000. Topic is Replenish Your Passion: Your Personal CEO.

Executive Board electronic vote result: unanimous approval

January 18, 2024 – Question of whether to approve an AAMC letter of support for SB 12, Address Confidentiality Program, and a request for an amendment to the bill to include election officials in the list of individuals who qualify for address protection.

Executive Board electronic vote result: unanimous approval

January 18, 2024 – Question of whether to approve the following amendment to the Region IX Agreement, paragraph 9, given that the WMCA does not have a 1st VP: “This agreement shall be reviewed by the Region IX Leadership Team composed of the Region IX Directors, State Presidents, and ~~applicable~~ **attending** 1st Vice President/**President-Elect** at least annually and renewed/signed by each State Association President.”

Executive Board electronic vote result: unanimous approval

Transcribed by: D. Snider