



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

AAMC Executive Board Meeting Minutes
January 11, 2023, 2:00 p.m. – Held via Microsoft Teams

CALL TO ORDER/ROLL CALL

President Henry called the meeting of the Alaska Association of Municipal Clerks (AAMC) Executive Board to order at 2:01 p.m.

Members Present			Members Absent
Brenda Henry	April Trickey	Dani Snider	Jamie Heinz
Brenda Ballou	Beth McEwen (arrived at 2:32)		Renee Krause
Kim Lane	Lori Strickler		

Note: Publications Committee Chair Rachel Tussey was also present.

APPROVAL OF AGENDA

B. Ballou, seconded by **D. Snider**, moved to approve the agenda. There was no discussion.

President Henry called for objection to the motion to approve the agenda; no members objected.

APPROVAL OF MINUTES

A. November 22, 2022 Executive Board Meeting Minutes

B. December 6, 2022 Annual Business Meeting Minutes

K. Lane, seconded by **B. Ballou**, moved to approve the November 22, 2022 Executive Board Meeting Minutes and the December 6, 2022 Annual Business Meeting minutes. No changes were proposed, and there was no discussion.

President Henry called for objection to the motion to approve the meeting minutes; no members objected.

ITEMS OF BUSINESS

A. Publications Committee Recommendations for Policy and Procedures Updates

President Henry asked D. Snider to lead the discussion with the suggested changes that she previously sent to members.

D. Snider stated that the Publications Committee did an excellent job reformatting and cleaning up the Policy and Procedure document. She went through her proposed changes one-by-one, most of the changes being language clean-up and striking duplicated tasks. Items that were discussed in more detail were:

- May/June task list for President – **B. Ballou** questioned British Columbia Association as an honored guest. **President Henry** flagged the item to look into it further.
- **L. Strickler** suggested removing dates throughout the document and replacing the dates with more of a general timeline of tasks leading up to the conference. **President Henry** asked members whether they would like to make date changes or leave them as-is until the AAMC made a decision about future conference dates. **A. Trickey** suggested leaving the dates alone for the time being, and no members objected.
- November task list for Treasurer – **A. Trickey** suggested changing the language, “Prepare the final draft of next year’s budget for membership approval...” to “Prepare the final draft of next year’s budget and the previous calendar year’s annual financial report for membership approval...” No members objected to making the change.
- IIMC Region IX Director Nomination Criteria – **D. Snider** stated that subsections B (1) and (2) are not included in the current IIMC Region IX Directors Agreement and questioned whether they should remain. **President Henry** flagged the item to check with others who have more historical knowledge about the agreement.
- **B. Ballou** reminded President Henry that the gift spending limits for the President may be outdated.
- IIMC Region IX Director gift spending limits – **A. Trickey** questioned why gift spending limits were set if the AAMC did not reimburse Region IX Directors for gift purchases. **President Henry** made a note to check with Jamie Newman regarding the gift spending limits for the Region IX Director.
- AML Assistance Committee – **D. Snider** questioned the purpose of the Position Statement Committee and whether the Nominating Committee is still relevant since the AML moved to electronic voting. **President Henry** stated she has requested that the AML Assistance Committee review their involvement and tasks and report back to the Executive Board.
- Conference Planning Committee – **D. Snider** suggested adding the Fundraising Committee Chair to the Conference Planning Committee. **President Henry** suggested adding the Sponsor/Exhibitor Committee Chair and the Membership Committee Chair to the Conference Planning Committee. No members objected.
- Elections Committee – **A. Trickey** commented that the procedure for how nominations are taken from the floor should be outlined in the Policies & Procedures. **D. Snider** stated that she will double-check, and if there is not information included regarding nominations, she would let President Henry know so that she could reach out to the Elections Committee Chair. **B. Ballou** stated that the procedures should also include information on how paperwork should be completed for those nominated and elected from the floor. **B. McEwen** spoke to past practices regarding nominations from the floor.
- Municipal Clerk of the Year – **D. Snider** questioned what the “AML *Touchstone*” is. **B. McEwen** stated that it was a publication produced by the AML years ago. **A. Trickey** expressed concern with deleting the notification to the AML about Clerk of the Year

nominations, and **President Henry** stated she would check with Jamie Newman.

- Municipal Clerk of the Year – **B. Ballou** commented that the Clerk of the Year Committee may need some flexibility in preparing the framed award. She stated that Jamie Newman can no longer do the task, and the award is elaborate and expensive compared to the Clerk of the Year award given in other states within the region. **President Henry** stated she will speak with the Clerk of the Year Committee about the issue.

President Henry asked the group if it would be okay to make all the changes that were agreed to during the meeting. No members objected. **President Henry** asked D. Snider to send her the updated document so that she could reach out to other committees to get some input on a few items.

COMMENTS

B. McEwen asked whether the AAMC has been able to obtain any of the financial information Treasurer Krause was seeking from the AML. **President Henry** replied that she forwarded all the information she received from Nils Andreassen to Treasurer Krause and to the committee that was recently appointed.

B. McEwen asked whether the Scholarship Committee was directed to move forward with scholarships. **President Henry** stated her understanding was that scholarships were not going to be solicited until the AAMC had better information. **A. Trickey** stated her understanding was that scholarships would not be put out until the Executive Board had the opportunity to review the AAMC's financial documents. She stated the AAMC still needs to obtain a financial report for 2022.

B. McEwen asked whether gaming funds can be used for anything other than scholarships. **A. Trickey** replied that gaming funds are to be used for Clerk education and must be used each year. She clarified that if funds are not used, a report to the State must be made stating the reason why the funds were not used.

D. Snider stated she understood from the business meeting that the Scholarship Committee would move forward with the application process but would not award any scholarships until the Executive Board gave the green light. **B. Ballou** stated that it is a time-sensitive issue, and she wondered whether someone could assist Treasurer Krause in trying to get the information needed from the AML. She stated her recall of the business meeting is that the Scholarship Committee could move forward with the application process but not make awards until the AAMC had the information it needed from the AML. **President Henry** asked whether she should notify the Scholarship Committee Chair to move forward with the application process only. Members agreed that it would be a good idea to give the Scholarship Committee Chair that direction.

ADJOURNMENT

There being no further business, **President Henry** declared the meeting adjourned at 3:14 p.m.

Transcribed by: D. Snider