



**AAMC Executive Board**  
**Jamie Heinz**, President  
**Brenda Ballou**, 1st Vice President  
**Aaron Rhoades**, 2nd Vice President  
**Melissa Jacobsen**, Immediate Past President  
**Dani Snider**, Secretary  
**April Trickey**, Treasurer  
**Jamie Newman**, Communications Director  
**Norma Alley**, Education Director  
**Portland Highbaugh**, Alaska Municipal League

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**AAMC Executive Board Meeting**  
**January 20, 2021, 2:00 p.m. – Held via Zoom**

**1. CALL TO ORDER/ROLL CALL**

**President Heinz** called the meeting of the Executive Board of the Alaska Association of Municipal Clerks (AAMC) to order at 2:08 p.m.

<b>Members Present</b>			<b>Members Absent</b>
Jamie Heinz	Aaron Rhoades	Portland Highbaugh	Brenda Ballou
April Trickey	Dani Snider		Norma Alley
Jamie Newman	Melissa Jacobsen		

**2. APPROVAL OF AGENDA**

**Ms. Jacobsen**, seconded by **Ms. Trickey**, moved to approve the agenda.

**President Heinz** called for objection to the approval of the agenda;  
no members objected.

**3. APPROVAL OF MINUTES**

A. September 1, 2020 Executive Board Meeting Minutes

**Ms. Jacobsen**, seconded by **Ms. Trickey**, moved to approve the September 1, 2020 Executive Board meeting minutes.

**President Heinz** called for objection to the approval of the minutes;  
no members objected.

B. November 16, 2020 Executive Board Meeting Minutes

**Ms. Jacobsen**, seconded by **Ms. Trickey**, moved to approve the November 16, 2020 Executive Board meeting minutes.

**President Heinz** called for objection to the approval of the minutes;  
no members objected.

C. November 17, 2020 Annual Business Meeting Minutes (virtual)

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**Ms. Jacobsen**, seconded by **Ms. Trickey**, moved to approve the November 17, 2020 Annual Business Meeting minutes.

**President Heinz** called for objection to the approval of the minutes; no members objected.

#### **4. TREASURER'S REPORT**

##### **A. 2020 Financial Year End Report**

**Ms. Trickey** reported that page 12 of the agenda packet shows the AAMC account balances as of January 14. She stated that AAMC has received over \$5,000 in annual membership dues. She explained that if AAMC had not paid the \$8,000+ to help cover NCI costs, it would have ended with a gain in 2020. She stated that there is not much to report since there was no annual conference. **Ms. Trickey** stated that the Executive Board had decided to maintain a minimum fund balance in the checking account of at least \$25,000, and the account is currently below that minimum. She requested direction from the Executive Board on whether funds should be moved to maintain the minimum and to ensure cash flow but stated that action need not be taken right away.

**Ms. Newman**, seconded by **Ms. Jacobsen**, moved to authorize President Heinz to work with Shawn from AML and Treasurer Trickey to move up to \$5,000 from the investment account into the checking account, if needed.

**President Heinz** called for objection to the motion to authorize; no members objected.

#### **5. PRESIDENT'S COMMUNICATIONS**

**President Heinz** reported that the Washington Municipal Clerks Association (WMCA) canceled its in-person conference and instead will hold a virtual business meeting. She stated they are still hoping for an in-person Academy and Athenian Dialogue instead. She reported that the City Clerks Association of California (CCAC) also canceled their in-person conference.

**Ms. Trickey** asked President Heinz whether she plans to attend the Oregon Association of Municipal Recordors (OAMR) virtual conference in March. **President Heinz** replied that she was not aware of it. **Ms. Trickey** stated they are putting on a virtual Advanced Academy and Athenian Dialogue. **President Heinz** stated she still plans to attend their annual conference in September.

#### **6. UNFINISHED BUSINESS – None**

#### **7. NEW BUSINESS**

##### **A. Scholarship Reimbursement for Member Whose Financial Need Circumstance Changed**

**President Heinz** provided a brief explanation of what occurred with the scholarship. **Ms. Trickey** explained more about the circumstances surrounding 2020 scholarship awards.

**Ms. Trickey**, seconded by **Ms. Jacobsen**, moved that AAMC grant the scholarship reimbursements from the gaming account and extend the deadline for reimbursement.

**Ms. Trickey** shared that many of the training sessions came out in December, and recipients may not have had the opportunity or time to attend any virtual training until late very late in the year. She stated that with elections it may have been challenging for people to get it all done before the December deadline. **Ms. Newman** questioned whether a date should be set for a new deadline. **Ms. Trickey** stated that a deadline at the end of February should allow enough time.

**President Heinz** called for objection to the motion to grant the scholarship reimbursements and extend the deadline to the end of February; no members objected.

B. Scholarship Reimbursement for Three Members Who Will Not Receive Certificates Until After the Communicated Deadline

*This item was addressed with New Business Item A.*

C. 2021 Conference Format

**President Heinz** stated that this item was on the agenda for the benefit of the Education Director, but she is absent. She reported that AML changed its annual conference schedule to be held Monday through Wednesday with affiliate conferences to be held Wednesday through Friday. She stated that in the event AAMC holds an in-person conference, the Board should discuss when it wants to hold the AAMC Annual Conference, Academy, and Athenian Dialogue.

**Mr. Rhoades** suggested that AAMC look into the possibility of using other hotels in the area if space is a concern. **President Heinz** wondered whether AML had contractual obligations with the venue that might prohibit that. **Ms. Highbaugh** stated AML plans to hold its conference at the Captain Cook Hotel, and she asked about the expected number of attendees for the AAMC portion. **President Heinz** stated that there usually about 100-120 conference attendees, 60-90 Academy attendees, and about 30 Athenian Dialogue attendees.

**Ms. Newman** stated that she would be in favor of holding the Annual Conference on Thursday and Friday and holding the Academy and Athenian Dialogue on Wednesday and Saturday.

**Ms. Highbaugh** reported that AML has contractual obligations with the Captain Cook Hotel on the specific dates but stated that she is happy to research other hotels in the area and report back.

**Ms. Snider** agreed with Ms. Newman. **Ms. Jacobsen** stated she would prefer to hold the Athenian Dialogue on Wednesday since space may be limited that day, and the Athenian requires less space. **Ms. Trickey** agreed.

**Ms. Highbaugh** stated that the AML Conference dates will be November 15 – 17, with affiliate conferences to be held November 17 – 19 or 17 – 20. She stated that there was some discussion about switching the conference dates, but ultimately decided to keep the dates consistent.

**President Heinz** asked if there was any objection to her reporting the Board's consensus on the AAMC schedule to Education Director Norma Alley. No members objected.

#### D. Budget Amendment Request

**President Heinz** explained that the IIMC Region IX dinner will be put on by AAMC with the help of other states in the region to celebrate Clerk Sheri Pierce's installation as IIMC President. She stated that attendees will still be charged \$40-\$50 to attend, but more funds may be needed to cover costs. She stated that she met with the presidents from the other states, and they decided that each of them should request \$1,000 from their respective organizations to help cover costs. She stated that they may not need the entire amount.

**Ms. Snider**, seconded by **Ms. Ballou**, moved to reallocate \$1,000 from the travel account to put towards the Region IX dinner.

**Ms. Trickey** suggested that, if the motion is approved, AAMC not spend those funds until the IIMC Conference is confirmed. She stated the confirmation should take place by March 31.

**Ms. Snider** stated that it was not the intent of her motion to allow the funds to be spent unless and until the conference was confirmed.

**President Heinz** called for objection to the motion to reallocate funds to the Region IX dinner; no members objected.

#### E. Discussion Regarding a Potential Bylaws Amendment

**President Heinz** stated that the Executive Board did the best it could within the existing bylaws to make decisions about the 2020 conference. She asked members whether they believe changes should be proposed to the bylaws in regard to virtual conferences and quorum.

**Ms. Snider** spoke in support of making changes. She recalled that there may be some conflicting language in the bylaws in regard to quorum and registered attendees. **President Heinz** stated that she and Ms. Jacobsen can work on some language and bring something back to the Board.

#### F. AAMC Proposing Legislation for an Alaska Voters' Bill of Rights

**President Heinz** reported that Laurie Sica brought forth an issue in regard to Alaska Voter Rights. She asked members to discuss whether they would be interested in taking up the issue.

**Ms. Snider** stated that it is great that Ms. Sica stays involved with issues and offers her help even after retirement. She stated, however, that she is not interested in taking up the issue at this time. **Ms. Jacobsen** agreed. **Ms. Trickey** agreed and stated that she is not ready to tackle an issue like that at the moment. **Ms. Newman** stated that when it comes to elections and process, there has been much controversy and politics recently. She stated that those issues are between the legislature and citizenry, and it is not something she is interested in addressing at all as a clerk. **Ms. Trickey** expressed appreciation for the work the League of Women Voters does but pointed out that they are not always non-partisan, and they sometimes take a stance on issues. **Ms. Highbaugh** agreed with the comments of other members and stated that she does not believe it would be beneficial for the AAMC to take up the issue.

## 8. COMMITTEE REPORTS

**Ms. Newman** stated that an AAMC newsletter is due in January, and she asked members to send any information her way that should be included. She stated she will include the AML conference dates.

**Ms. Ballou** asked Ms. Highbaugh whether AML would for certain be putting on an in-person conference or whether there is a contingency plan for a virtual conference. She wondered whether there was a date by which they would make a decision on whether to hold an in-person conference.

**Ms. Highbaugh** stated that things are so uncertain, it could be a hybrid of the two. She stated that there is no hard and fast date by which AML will switch to virtual planning, but they expect that the conference will be mostly in person. She shared that all of AML's contracts will have a built-in contingency for COVID-19. **Ms. Ballou** asked whether AAMC should have the same contingency built in. **Ms. Heinz** stated that she plans to ask the Education Committee for their recommendation on the issue for the Executive Board to consider.

## 9. COMMENTS/QUESTIONS

**Ms. Snider** stated that, in regard to scholarships, she believes the Board should support Scholarship Committee Chair Saner in holding fast to the rules. She stated that she understands the special allowances made for 2020 but encouraged abiding by the process in the future.

**Ms. Trickey** stated she believes organizations will have a better idea of their plans within the next few months. She spoke in support of moving forward with annual conference planning and stated that the Board owes it to AAMC members to plan for and execute some kind of conference in 2021.

**Ms. Newman** suggested that there be a clause in AAMC's contracts for educational services stating that AAMC is not on the hook if there is still a disaster declaration. **Ms. Highbaugh** stated that she has been conferring with others from municipal leagues in other states on contract language regarding COVID-19 contingencies. **Ms. Newman** asked whether AML includes contingency language for the guest speaker contracts as well as the facility contracts. **Ms. Highbaugh** replied that it does.

## 10. ADJOURNMENT

There being no further business, **President Heinz** declared the meeting adjourned at 2:54 p.m.

Transcribed by: D. Snider