



**AAMC Executive Board**  
**Melissa Jacobsen**, President  
**Jamie Heinz**, 1st Vice President  
**Brenda Ballou**, 2nd Vice President  
**Sara Peterson**, Immediate Past President  
**Dani Snider**, Secretary  
**April Trickey**, Treasurer  
**Jamie Newman**, Communications Director  
**Kacie Paxton**, Education Director  
**Betty Svensson**, Alaska Municipal League

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**AAMC Executive Board Meeting**  
**January 28, 2020, 11:00 a.m. – Held via Teleconference**

**1. CALL TO ORDER**

**President Jacobsen** called the meeting of the Executive Board of the Alaska Association of Municipal Clerks (AAMC) to order at 11:03 a.m.

<b>Members Present</b>		
Melissa Jacobsen	April Trickey	Jamie Heinz
Dani Snider	Sara Peterson	Jamie Newman
Brenda Ballou	Kacie Paxton	Betty Svensson

**2. APPROVAL OF AGENDA**

**Ms. Ballou**, seconded by **Ms. Heinz**, moved to approve the agenda.

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

**3. APPROVAL OF MINUTES**

A. December 20, 2019 Executive Board Meeting Minutes

**Ms. Heinz**, seconded by **Ms. Ballou**, moved to approve the minutes.

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

**4. TREASURER’S REPORT**

**Ms. Trickey** went over the 2019 AAMC Finance Report in detail. She spoke about various expenditures, noting several line items where actual expenditures were less than budgeted expenditures. She stated that last year’s increase to conference registration helped with the bottom line. She spoke briefly to the yield of AAMC’s investment fund. She stated that overall, 2019 general fund expenses were \$9,697 underbudget, and AAMC did not use budget reserves. **Ms. Trickey** reported on AAMC assets and listed the current balances of the AAMC accounts. Finally, **Ms. Trickey** reviewed a comparison of actual cost versus expenses by mission/events.

**President Jacobsen** thanked Ms. Trickey for the report and stated that she likes the breakdown.

**Ms. Newman** asked how much income was added to the AAMC account in 2019. **Ms. Trickey** replied the amount is \$21.66.

**Ms. Paxton** stated that Ms. Trickey brought some issues to the Executive Board's attention, and it made a shift that resulted in a positive number for the year. She commended Ms. Trickey for keeping the Executive Board well-informed.

**Ms. Newman** asked whether conference attendance numbers had remained fairly static in recent history; she indicated that it may just be that costs have risen. **Ms. Paxton** stated it seems that numbers have remained the same, but conference catering costs have increased.

## 5. PRESIDENT'S COMMUNICATIONS – None

## 6. UNFINISHED BUSINESS

### A. Citizens Guide to Effective Conduct of Public Meetings for Alaska

**President Jacobsen** asked for thoughts on whether AAMC should take on the project of creating a citizens guide to public meetings for Alaska.

**Ms. Paxton** stated that she is not in favor of the project, and she agrees with the points made by Ms. Peterson in her correspondence. **Ms. Paxton** stated she does not view parliamentary procedure state-specific, and she does not see a need for a state-by-state guidebook. She stated she prefers that the AAMC handbook should be the focus. **Ms. Trickey** stated she is not in favor of creating a guide either. She stated that many parliamentary procedures do not apply in her own municipality and she fears that if a guide is published for Alaska, some communities may use it as the authority instead of turning to their own rules for guidance. **Ms. Peterson** stated she reached out to Ms. Paxton when she received the request last summer, and they gave the requestor, Amy Hansen, some ideas to pursue. She stated she is also not in favor of the project. **Ms. Newman** agreed with others and stated she does not support AAMC endorsing the project. **Ms. Snider** stated that perhaps the Mentoring Committee could fill in the gaps if there is a specific need in that area. **Ms. Heinz** agreed with others and stated that parliamentary procedure is specific. She shared that the Cooperative Extension produces a generic Robert's Rules flyer that may already serve the purpose. **President Jacobsen** stated that she will draft a response to Ms. Hansen.

**President Jacobsen** noted that Ms. Paxton needs to leave the meeting early, and she asked whether she had a report from the Education Committee. **Ms. Paxton** reported that the committee is in the planning phase, working on using results from the conference survey to identify topics to discuss. She stated they will be considering topics such as parliamentary procedure, public information officer (PIO), emotional intelligence, and roundtable discussions on election and legal issues.

## 7. NEW BUSINESS

### A. Conference Breakfast

**President Jacobsen**, referring to her memorandum in the agenda packet, stated she would like to reopen the discussion about offering breakfast to attendees on the two conference days. She

suggested that the Executive Board discuss ideas to accommodate breakfast those two days and offered that the President's travel or conference snack breaks could be cut or reduced to offset the cost. **Ms. Peterson** stated she appreciates the sentiment by President Jacobsen to offer to cut her travel, but she believes travelling to other regions is important. She stated there are good takeaways from attending the other conferences, and there are great opportunities to represent AAMC. **Ms. Newman** agreed that travel is important; she stated it is an opportunity to grow, and it is a perk to serving as President. She suggested brainstorming other ways to save money to accommodate the breakfasts. **Ms. Svensson** stated that the Captain Cook guarantees a menu 90 days in advance, but she is going to try to get it sooner. She suggested looking into whether sponsors would be willing to sponsor a conference breakfast instead of alcoholic beverages at an evening event. **Ms. Ballou** supported that idea and stated that while she appreciates President Jacobsen's unselfishness, she does not support cutting travel. **Ms. Peterson** stated she supports asking for breakfasts sponsors. **Ms. Trickey** spoke in support of the President's travel to represent AAMC. She stated that good progress was made last year with the budget, and some good suggestions have been made. She stated that perhaps AAMC could cut snacks, pay for Monday's breakfast, and obtain a sponsor for Tuesday's breakfast. **President Jacobsen** thanked the board for the good discussion.

#### B. Fundraising Committee Membership Outreach

**President Jacobsen** stated that there has been a decrease in the Fundraising Committee's membership, and she asked members whether there were any ideas for increasing participation on that committee. Executive Board members discussed the challenges that have arisen with the Fundraising Committee in recent years and ideas for improving and possibly simplifying fundraising efforts. **Ms. Trickey** mentioned that there are gaming opportunities available, and she spoke to the importance of fundraising. **President Jacobsen** stated it may be best to revisit the issue and put together a recommendation to the Fundraising Committee.

#### C. Committee Chair's Report to 2nd VP

**President Jacobsen** posed the question of whether written reports from committee chairs to the 2nd Vice President (VP) and Communications Director are necessary or whether a report only to the Communications Director is sufficient. **Ms. Peterson** stated she supports only a report to the Communications Director. She added that it was difficult as 2nd VP to obtain reports from all the chairs. **Ms. Heinz** agreed; she stated that sometimes they do not have anything to report. **Ms. Newman** asked what the purpose of reporting to the 2nd VP is. **President Jacobsen** suggested that it may be a way to keep committee chairs engaged. **Ms. Trickey** stated the Executive Board decided to require both reports because, at the time, there were committees that were not meeting, and this was an effort to have oversight by the 2nd VP. **Ms. Newman** suggested that oversight may not be appropriate for the Communications Director and that she receives the reports only for placement in *The Oracle*. She added that this may be a good year to put a budget snapshot in the Spring publication. Members agreed that the two reports serve different purposes and briefly discussed whether the Executive Board needs to review AAMC boards and commissions. **Ms. Newman** suggested setting a membership limit for each board and commission. **President Jacobsen** stated the issue can be brought up at a later time as actionable item.

D. Request from Laurie Sica to Email Membership Re: League of Women Voters Project

**President Jacobsen** asked whether the board would like to address this item now or by email due to time constraints. Members agreed to address the issue during the meeting. **Ms. Peterson** stated that she would prefer that correspondence to the AAMC membership go through the President. There was a consensus that communications should go through the President.

**Ms. Peterson** stated that in the 2020 AML Policy Statements, there is a bullet stating that AML supports improvements to records retention, public records access, and public notice. She stated that she inquired to AML Executive Director Nils Andreassen about the origin of the policy statement, and he is looking into it. She asked the board whether there is anything in Title 29 that AAMC believes should be updated – things that may make the Clerk’s job easier. She stated she would send the information to President Jacobsen for discussion at a future meeting.

**8. COMMITTEE REPORTS** – None

**9. COMMENTS/QUESTIONS**

**Ms. Trickey**, regarding the earlier discussion on the League of Women Voters (LWV) Project, cautioned that some LWV chapters may be becoming more political. **Ms. Newman** indicated that she noticed that recently when she visited the website of an LWV chapter. **Ms. Snider** agreed.

**10. ADJOURNMENT**

**President Jacobsen** declared the meeting adjourned at 12:05 p.m.