



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

AAMC Executive Board Meeting
February 1, 2019, 10:00 a.m. – Held via Teleconference

1. CALL TO ORDER

President Peterson called the meeting of the Executive Board of the Alaska Association of Municipal Clerks (AAMC) to order at 10:03 a.m.

Members Present			Members Absent
Sara Peterson	Dani Snider	Melissa Jacobsen	Kassi Mackie
Jamie Heinz	April Trickey		Betty Svensson
Shellie Saner	Kacie Paxton		

2. APPROVAL OF AGENDA

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

The motion PASSED without objection.

3. APPROVAL OF MINUTES

A. Executive Board Meeting Minutes of August 28, 2018

B. Executive Board Meeting Minutes of September 27, 2018

Ms. Trickey, seconded by **Ms. Saner**, moved to approve both sets of meeting minutes.

The motion PASSED without objection.

4. TREASURER’S REPORT

A. 2018 Year End Report

Ms. Trickey reviewed AAMC’s income and expenses and profit and loss statements for 2018. She highlighted pertinent information and mentioned that there was \$5,335.50 in NCI funds returned to the AAMC.

B. Account Balances as of January 9, 2019

Ms. Trickey reviewed the AAMC assets as of January 9, 2019, and pointed out that transfers have been made from the checking and savings accounts to the AMLIP account; she stated those transfers are not reflected in the document members are viewing. She stated that the funds were moved so that they could gain more interest. **Ms. Jacobsen** asked what the AMLIP account is. **Ms. Trickey** stated that it is an AML account that Alaska municipalities invest in.

5. PRESIDENT'S COMMUNICATIONS

President Peterson stated that she reached out to the Executive Board recently regarding a request to nominate Kristie Smithers for an IIMC Quill award. She stated that Laurie Sica may reach out to Smithers to see if she is comfortable being nominated. She stated that it does not look like the AAMC Executive Board has to approve the nomination, but Region IX Directors will need to support the nomination. She stated that she will report back to the Executive Board when she has more information.

6. UNFINISHED BUSINESS – None

7. NEW BUSINESS

A. Discussion/decision on increasing fees (e.g., conference registration, vendor, membership)

Ms. Trickey stated that she was asked to provide an AAMC financial report for the last five years; she explained that the report breaks down major costs and expenses over that time period. She stated that the AAMC has been losing an average of about \$5,000 per year to put on the annual conference, but it has been making money on the academy. **Ms. Trickey** reviewed the costs v. expenses for other items such as membership, conference sponsors, travel, NCI, and AML expenses. She expressed her opinion that the conference registration fee should be increased from \$350 to \$400. She stated that she does not have a problem with using reserves to fund scholarships.

President Peterson expressed support for Ms. Trickey's recommendation, and she questioned whether it would help to do away with the early bird registration discount. Members discussed whether a proposed increase in registration fees would go into effect in 2019 or 2020. **Ms. Paxton** pointed out that many municipalities have already approved their 2019 budgets.

Ms. Paxton questioned why AAMC keeps so much money in the bank and asked what it is there for. She asked if there is a benchmark balance for the account. **Ms. Trickey** stated that the issue was discussed the prior year, and she performed a cash flow analysis. She stated that the recommendation was to leave \$30,000 in the checking account for cash flow and \$5,000 in savings as a cushion.

Ms. Snider and **Ms. Jacobsen** stated that they did not believe that a registration fee increase of \$50 would affect the decision to attend the conference. **Ms. Jacobsen** suggested removing the early bird discount in 2019 if others are concerned about increasing fees, then increase the registration fee in 2020.

Ms. Trickey spoke to how reasonable conference registration fees are. **Ms. Saner** stated that the food costs at the hotel have increased, and the conference does not support itself. She indicated

that she would support an increase to conference registration fees. She reminded members that there would be additional registration fees in 2019 for the Athenian Dialogue.

Members compared conference registration fees to that of a couple other Clerk organizations outside Alaska. **Ms. Heinz** asked when AAMC conference registration fees were last increased. **Ms. Paxton** stated that catering costs increased dramatically 2-3 years ago. She pointed out that if the early bird discount is eliminated, registration would increase by \$100, not \$50.

Ms. Saner posed the idea of increasing registration to \$400 and reducing the early bird discount to \$25. **Ms. Trickey** stated that would be a good compromise. Members briefly discussed costs for the Athenian Dialogue.

Ms. Paxton stated that in 2015 the registration costs were \$175 for the academy and \$300 for the conference. She stated that she would be in favor of increasing registration to \$350 and eliminating the early bird discount.

Ms. Trickey, seconded by **Jacobsen**, moved to increase conference registration fees by \$50 and keep the early bird discount of \$50 so that early registration would cost \$350 and standard registration would cost \$400.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO INCREASE REGISTRATION FEES AS FOLLOWS:

AYES: Jacobsen, Paxton, Heinz, Snider, Trickey, Saner, Peterson

NAYS: None

The motion PASSED.

Ms. Saner asked whether non-member registration costs should also be increased.

Ms. Jacobsen, seconded by **Ms. Saner**, moved to increase non-member fees by the same standard.

The motion PASSED without objection.

B. Approve Exhibitor/Sponsor Sub-Committee requests

Ms. Heinz stated that the committee sent out a survey to exhibitors after last conference and got some great feedback. She stated that there was some feedback on the method for obtaining vendor signatures so that it would not be just a signature grab by members. She stated they would also like to go back to scheduled timeslots for podium time, they would like to see some changes to speed dating, and more member participation at the speed dating event.

President Peterson asked members to review the Exhibitor/Sponsor Sub-Committee requests for action or resources in the agenda packet.

Ms. Heinz, seconded by **Ms. Paxton**, moved to approve items 1 – 4 of the Sub-Committee's requests.

The motion PASSED without objection.

- C. Discussion/decision to proceed with changing IRS nonprofit filing status from 501c6 status to 501c3 status and authorize expenditure of \$275 filing fee

President Peterson stated that the AAMC is considering changing from a 501c6 to a 501c3 nonprofit status. She stated that the cost of filing the paperwork would be \$275.

Ms. Trickey, seconded by **Ms. Heinz**, moved to expend \$275 for the nonprofit status change.

The motion PASSED without objection.

- D. Discussion/decision to dissolve Website Committee

President Peterson stated that the Website Committee came about when the website was being revamped. She explained that prior to the committee's creation, the Communications Director was responsible for maintaining the site. She reported that she spoke with the current and past Communication Directors, and they both felt that it was reasonable to dissolve the Website Committee. She stated that Ms. Mackie, the current Director, suggested having someone serve as a backup in case the Director was not available to update the site. **President Peterson** reported that the Publications Committee Chair, Ms. Deach, has offered to fill that role when needed.

Ms. Jacobsen, seconded by **Ms. Paxton**, moved to DISSOLVE the Website Committee and move the website maintenance responsibilities back to the AAMC Communications Director, with Ms. Deach as a backup.

The motion PASSED without objection.

8. COMMITTEE REPORTS

- A. Education Committee – survey results

Ms. Paxton stated that the Committee reviewing the comments on the 2018 conference sessions and the suggestions given for next year. She stated that the most popular suggested session topics are: social media, records management, public speaking, work/life balance, audit/budget, business licenses, and public records requests. She stated that those are the topics the Committee is pursuing, along with security/threat assessment; she stated there is overwhelming support for that topic because of the times we live in.

9. COMMENTS/QUESTIONS – None

10. ADJOURNMENT

Ms. Snider, seconded by **Ms. Jacobsen**, moved to adjourn the meeting.

Hearing no objection, **President Peterson** declared the meeting adjourned at 11:03 a.m.