



**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**  
**February 15, 2023, 10:00 a.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 10:01 a.m.

<b>Members Present</b>		<b>Members Absent</b>	
Brenda Henry	Dani Snider	Renee Krause	Brenda Ballou
April Trickey	Beth McEwen		
Kim Lane	Lori Strickler		

*Note: Publications Committee Chair Rachel Tussey and Elections Committee Chair Taylor Lee were also present.*

**APPROVAL OF AGENDA**

**President Henry** requested to amend the agenda by adding AML Assistance Committee Chair Di Cathcart’s letter of recommendation to dissolve the AML Assistance Committee.

**President Henry** called for objection to adding the letter to the agenda; no members objected.

**President Henry** addressed the AML Assistance Committee Chair letter right away and asked for member input on the committee’s recommendation to dissolve.

**K. Lane** asked how often the committee meets. **President Henry** stated she is unsure how often the committee meets, but they are recommending that their committee be dissolved. She proposed that the committee could sunset following the 2023 conference. **B. McEwen**, having been a member of the AML Assistance Committee, stated that there is really nothing for the committee to do with all the changes AML has made; she added that the committee does not meet outside of the conference.

**A. Trickey** commented that she believes the decision to dissolve the committee is premature. She suggested waiting to hear from the ad hoc committee and on a decision by the Executive Board regarding the annual conference before a decision about the committee is made. **President Henry** stated that Chair Cathcart stated that she would be available to help at the conference if AML needed help. **A. Trickey** pointed out that if the AAMC does not hold its conference with the AML,

the person helping could have to travel twice to Anchorage.

**A. Trickey**, seconded by **B. McEwen**, moved to postpone the decision on whether to dissolve the AML Assistance Committee until the Executive Board determines when the annual conference will be held.

**President Henry** called for objection on the motion to postpone; no members objected.

## **APPROVAL OF MINUTES**

A. January 11, 2023 Executive Board Meeting Minutes

**A. Trickey**, seconded by **B. McEwen**, moved to approve the January 11, 2023 Executive Board 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. Continued Review of Executive Board Suggested Edits for Policy and Procedures Updates

**President Henry** opened discussion on the Policies and Procedures (P&Ps) by requesting that Elections Committee Chair Taylor Lee speak about the procedure for taking nominations from the floor.

Chair Lee introduced herself and stated that she was unaware that she was supposed to call for nominations from the floor for every elected position. She stated that the bylaws say to follow the P&Ps, but the P&Ps are unclear as to procedure. **B. McEwen** asked whether the document **President Henry** emailed was the recommendation for adding language to the P&Ps to address the nomination procedures. Chair Lee stated that was the script but that she did draft some language about how the elections process should run.

**President Henry** requested that Chair Lee send that information to the board. She asked members whether they would like to continue working on the P&Ps or wait until the next meeting when the nominations issue is addressed. **B. McEwen** stated she would like to go through what has been presented for changes to the P&Ps and address the nomination section at a later time. No members objected to proceeding with working on the P&Ps document.

**President Henry** referenced the document she emailed members in advance of the meeting which compiled all the proposed changes from various members. She led the group through discussion on the following changes, and all the changes were made with no objection by members.

- Under President section, Personal Invitations, strike “British Columbia Associations” language
- Under President section, Gifts for Out of State Guests, remove language specific to how

guest gifts will be delivered and replace with “provided to out of state guests”

- Under President section, Gifts for Out of State Guests, change the language regarding the cost of gifts with a general statement that gifts have been historically purchased at a cost of \$25 each and purchases should be based on the adopted AAMC budget
- Under the President section, Congratulatory Letters, add sentence that “IIMC notifies President and Education Director via email of any new designations”
- Under the President task list, strike the third check list item referring to the teleconference reservation calendar
- Under the First Vice President section, Specific Duties & Procedures, strike the word “possible” and replace with “feasible”
- Under the First Vice President December task list, strike the word “possible” and replace with “feasible”
- Under the First Vice President September task list, add “and a personalized gift” after the word plaque
- Under the Immediate Past President section, General Responsibilities, strike all language in the second bullet point following “generally act as...” and replace with “host to out of state guests”
- Under the Immediate Past President final task in the November task list, strike the language after the word “conference” and replace with “act as host to out of state guests”
- Under the Treasurer section, Specific Duties & Procedures, add “or other check signer as identified by the Executive Board” after the word “Juneau”
- Under the Treasurer section, Audit, add “or other check signer as identified by the Executive Board” to the next to the last bullet point after the word “AAMC”
- Under the Treasurer section, Accounting Services, add “In accordance with the contract between AAMC and AML...” to the beginning of the first sentence and the words “as follows:” at the end of that sentence. Strike the words “AML will:”
- Under the Treasurer section, Accounting Services, strike the second bullet point
- Under the Treasurer section, Accounting Services, reword the third bullet point to read, “Prepare financial reports and other financial information as requested by the Treasurer for presentation to the Executive Board”
- Under the Treasurer section, Tax Filings, add “and State of Alaska corporation filings” at the end of the first sentence
- Under the Treasurer section, Gaming Permit, strike the word “also” in the final paragraph under Reporting and replace the two occurrences of the word “Alternated” with “Alternate”
- Under the Treasurer’s first task in the task list for December, add “and preferably a member Clerk in close proximity to the contracted firm for convenience of check signing, such as a member of the Juneau Clerk’s Office as noted above” to the end of the first sentence
- Under the Treasurer task list for January, add a task to “Update with the State of Alaska the Board of Directors (Executive Board) and file biennial report, as needed”
- Under the Treasurer task list, add a new task for the beginning of March to “verify that AML has provided the necessary information to a CPA to file IRS tax filings and State of Alaska corporation tax filings, which are due March 15”

- Under the Communication Direction section, second bullet point of General Responsibilities, strike “such as templates, pending advertising and articles”
- Under the Communication Direction section, Newsletter Procedures, add “and a notification of the publication shall be sent out to the membership through the website notification feature” to the end of the first sentence
- Under the Communication Direction section, Newsletter Procedures, strike the third paragraph that reads, “Advertising in the newsletter shall be according to the official AAMC rates and criteria (see Appendix A - Advertising Criteria/Form)”
- Under the Education Director section, General Responsibilities, add a bullet point that reads, “Attend the IIMC Annual Conference or the Northwest Clerks Institute (NCI)”
- Under the Education Director May/June task list, add a new task after the fifth task to read, “Work with the NCI Director to ensure that Advanced Academy, Athenian Dialogue, and other educational sessions meet the IIMC approval requirements”
- Under the Education Director July/August task list, add the language, “provide timelines for presentation submissions, and request speaker A/V needs” to the end of the first task
- Under the IIMC Region IX Director September task list, add the word “and” before the word “update” in the second sentence

**President Henry** stated that the board could pick up where it left off in the P&Ps at “Committee Chairs – All Committees” at the next meeting.

### **COMMENTS**

There were no member comments.

### **ADJOURNMENT**

**President Henry** declared the meeting adjourned at 11:06 a.m.

Transcribed by: D. Snider