



**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

**AAMC Executive Board Meeting**  
**February 21, 2020, 10:00 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 10:02 a.m.

Members Present			Members Absent
Melissa Jacobsen	April Trickey	Jamie Newman	Jamie Heinz
Dani Snider	Sara Peterson		Betty Svensson
Brenda Ballou	Kacie Paxton		

**2. APPROVAL OF AGENDA**

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

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

**3. APPROVAL OF MINUTES**

A. January 28, 2020 Executive Board Meeting Minutes

**Ms. Trickey**, seconded by **Ms. Peterson**, moved to approve the minutes.

**Ms. Snider** stated that typographical and grammatic errors had been corrected.

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

**4. TREASURER’S REPORT**

**Ms. Trickey** stated she had nothing to report.

**5. PRESIDENT’S COMMUNICATIONS – None**

## 6. UNFINISHED BUSINESS

### A. Recommendations to the Fundraising Committee

**President Jacobsen** stated that Ms. Heinz came up with some good ideas which are listed on page 6 of the agenda packet. She stated she does not want to micromanage the Fundraising Committee but would like to present ideas for committee discussion. She asked for comments from board members.

**Ms. Newman** stated she spoke with one of her staff members who had fundraising experience, and they suggested that instead of having a boutique, the Fundraising Committee could work with Café Press, an online company. She stated that if you send in your logo and select products from their website to sell, people can visit the site and order AAMC items directly. She stated that AAMC would get a portion of the proceeds. **Ms. Newman** also suggested raising the price of raffle tickets so there would be a significantly larger cash prize; she stated that, for example, if 200 tickets were sold for \$100 each, AAMC could split the earnings, and the winner would get \$10,000.

**Ms. Trickey** provided a breakdown of 2019 fundraising earnings: raffle, \$4,330; 50/50, \$747; wine pull, \$420; silent auction, \$2,055; outcry auction (regional baskets), \$2,500; clothing/merchandise, \$909; and donations totaling \$328. She clarified that the net earnings for clothing/merchandise is probably much smaller. **Ms. Trickey** reported the same breakdown for 2018 fundraising earnings: raffle, \$6,000; 50/50, \$970; wine pull, \$870; silent auction, \$3,151; outcry auction (regional baskets), \$2,650; clothing/merchandise, \$1,125; and donations totaling \$295. She spoke in favor of bringing back the “heads and tails” fundraiser.

**President Jacobsen** pointed out that when the new schedule is implemented in 2021, there will not be extra attendees at the AAMC banquet to bid on baskets like there has been in the past. Other members spoke in support of eliminating regional baskets for the outcry auction. Several members commented that the baskets are usually worth much more than what they sell for at auction.

**President Jacobsen** asked members what they thought about the idea of changing the speed dating event to a fundraising event. **Ms. Newman** stated that vendor speed dating is her favorite event. **Ms. Paxton** spoke in support of keeping the speed dating event also. **President Jacobsen** summarized the members’ discussion on the recommendations to the Fundraising Committee: eliminate the boutique, look into Café Press for AAMC merchandise, organize a raffle for a cash prize, eliminate the wine pull, eliminate regional baskets, bring back the “heads and tails” fundraiser, and keep the speed dating event. Members concurred.

### B. Committee Chair Report to 2nd Vice President

**President Jacobsen** referenced the memo in the agenda packet and asked for board discussion.

**Ms. Paxton** asked about the purpose of the committee chair report, who uses it, and what information is included. She stated it seems reporting is duplicated. **President Jacobsen** stated that the chair report is to ensure committees are meeting and are serving their purpose.

**Ms. Snider** stated she feels that the recommendation in the President’s memo is appropriate. She stated there should be some accountability, and if a committee is not serving its purpose or no

longer has a purpose, it should be looked at. She stated that committee members should not be getting credit for committee service if the committee did not meet. **Ms. Peterson** agreed.

**Ms. Peterson**, seconded by **Ms. Trickey**, moved to carry forward President Jacobsen's recommendation for committee chair reporting to the 2nd Vice President.

**President Jacobsen** called for objection to the motion to carry forward with President Jacobsen's recommendation; no members objected.

**President Jacobsen** stated that she and Ms. Ballou would get a notification sent to chairs.

## 7. NEW BUSINESS

### A. IIMC Region IX Director

**President Jacobsen** spoke to the process and timeframe for making a recommendation for a director to the other IIMC Region IX states. She stated that the last time a recommendation was made, it was by the AAMC Executive Board, and the time before it was made by the AAMC membership. She stated that if the recommendation is to be made by the membership, notification should begin soon. **Ms. Newman** stated that the IIMC is considering a change to the qualifications for a Region Director that would make it more inclusive. She explained that the proposed change would remove the requirement for the director to provide written support of candidacy from their association. **Ms. Paxton** commented that AAMC may still wish to provide a letter even if it will no longer be required. **Ms. Newman** questioned why the AAMC would go through the process of providing a recommendation if it would not matter.

**President Jacobsen** asked whether the discussion should be postponed to a later date. **Ms. Paxton** stated she believes the board could still discuss the process on a preliminary basis. She stated it would be good to send out a request for intent and interest, providing a deadline and outlining a process. Members briefly discussed how things were done in the past. **President Jacobsen** asked whether the IIMC Region IX Director position could be added to the AAMC's regular advertisement for officer positions. She asked Ms. Newman whether that was something she could work on for the upcoming edition of *The Oracle*. **Ms. Newman** stated she could, and she asked for direction from the board. **President Jacobsen** asked when the Elections Committee typically puts election information out to the AAMC membership. **Ms. Snider** stated that she believes they begin in April or May. **Ms. Paxton** stated that this may need to be separate. She stated that if there is only one interested individual, the board can make the recommendation; but if there is more than one individual, the recommendation should be left up to the membership. **President Jacobsen** asked Ms. Newman and Ms. Paxton to meet with her before the next meeting to work on the issue and prepare something to bring back to the group. **Ms. Paxton** bowed out and stated that she may consider running for Region IX Director. **President Jacobsen** asked Ms. Trickey to help instead; **Ms. Trickey** agreed.

### B. AAMC NCI Scholarship Awards

**President Jacobsen** stated that the Scholarship Committee met and forwarded their award recommendation to the board for approval.

Several members disclosed that they either had staff members on the list of individuals being recommended to receive a scholarship or that they were currently serving on the Scholarship Committee. **President Jacobsen** thanked everyone for their disclosures but stated that everyone may still vote. She stated that the Scholarship Committee followed its scoring procedures, and the Executive Board is only to give the list of recommendations a rubber stamp.

**Ms. Ballou**, seconded by **Ms. Trickey**, moved to approve the list of eight scholarship recipients.

**President Jacobsen** called for objection to the motion to approve the list of eight scholarship recipients; no members objected.

#### C. AAMC Membership Workflow

**Ms. Snider**, seconded by **Ms. Peterson**, moved to authorize Membership Committee Chair Adena Benn to coordinate with AML and make small changes to improve the workflow to the membership process as outlined in her email.

**President Jacobsen** called for objection to the motion to give authorization to Chair Benn; no members objected.

#### D. Set March Meeting Date

**President Jacobsen** asked members to agree on the next meeting date. Members agreed to meet Wednesday, March 25 at 2 p.m.

### 8. COMMITTEE REPORTS

**Ms. Trickey** stated her goal with the Finance Committee is to get the proposed budget to the Executive Board in August before things get too busy.

**Ms. Paxton** stated that the Education Committee is still researching topics. She stated a majority of the members liked the format the previous year with a full-day session that was worth more points. She stated they are looking into holding a similar session on parliamentary procedure. She shared that Sherri Pierce is close to obtaining her registered parliamentarian status, and she may be able to present the session; she stated there will be more information to come on that.

### 9. COMMENTS/QUESTIONS

**Ms. Newman** asked whether President Jacobsen would be answering Ms. Benn directly about her question on whether to separate non-paid members from paid members in the membership list. **President Jacobsen** stated that she would follow up with Ms. Benn.

### 10. ADJOURNMENT

There being no more business, **President Jacobsen** declared the meeting adjourned at 10:51 a.m.