



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
March 7, 2019, 1:00 p.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 1:04 p.m.

Members Present			Members Absent
Sara Peterson	Dani Snider	Kassi Mackie	April Trickey
Jamie Heinz	Melissa Jacobson		Betty Svensson
Shellie Saner	Kacie Paxton (arrived @ 1:06)		

2. APPROVAL OF AGENDA

President Peterson called for objection to the approval of the agenda; there was no objection.

3. APPROVAL OF MINUTES

- A. November 13, 2018 Annual Business Meeting Minutes
- B. February 1, 2019 Meeting Minutes

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

The motion PASSED without objection.

4. TREASURER’S REPORT

- A. AAMC Financial Report

This item was not addressed as Treasurer Trickey was not present.

5. PRESIDENT’S COMMUNICATIONS

President Peterson shared that she would be heading to the Washington Municipal Clerks Association (WMCA) Conference the following Monday; she stated she would also be attending the City Clerks Association of California (CCAC) Conference in April.

6. UNFINISHED BUSINESS – None

7. NEW BUSINESS

A. Approve a \$300 budget adjustment to line item 7320 Banquet Décor & Entertainment

President Peterson stated that there is currently \$1200 budgeted for the line item but requested that it be increased by \$300 to be in a good position for the conference. She stated that the DJ hired for the 2018 conference did a good job, and she was able to secure him for the 2019 conference.

Ms. Heinz, seconded by **Ms. Saner**, moved to increase the Banquet Décor & Entertainment budget line item by \$300.

President Peterson called for a voice vote, and the motion passed with all “ayes”.

B. Discussion regarding breakdown of AAMC email distribution list into membership classes

President Peterson briefly discussed some problems that have arisen with the AAMC email distribution list and asked the board to discuss whether the list should be divided into membership classes.

Ms. Saner stated that there are two current members who do not work in a clerk’s office - one works in a manager’s office and the other works in a mayor’s office. She stated that they both applied for scholarships but were eliminated from consideration because they did not qualify.

Members discussed the bylaw definition of an Associate Member and the other types of membership offered by AAMC.

Ms. Saner suggested that the clerk from the same municipality as an associate member could sign off on the member’s application. **Ms. Mackie** expressed concern with that process as it would affect online membership applications. **Ms. Snider** suggested that if there are very few associate members, perhaps someone could email the clerk in the respective municipality to have them give approval.

Ms. Paxton suggested trying a form revision and a follow-up with the clerk, and see if that works.

C. Approve Athenian Dialogue facilitator Stephanie Smith and determine registration amount

President Peterson stated that Ms. Smith will already be attending the conference on behalf of the CCAC, so costs will be substantially less than they would have been.

Ms. Paxton stated that the Education Committee was divided on registration costs but was unanimous in recommending Ms. Smith as the facilitator. She stated she does not believe \$150 is unreasonable, but she would like the board to decide.

Ms. Mackie asked whether registration fees would go back into funding for future conferences or for future Athenian Dialogues. **Ms. Paxton** replied that it has been separated from the academy and the conference but may not be in the future; she stated that is a question for the Treasurer.

Ms. Mackie, seconded by **Ms. Snider**, moved to select Stephanie Smith as the Athenian Dialogue facilitator and charge \$150 per person for registration.

There was some concern expressed with the \$150 amount; members discussed a compromise between \$100 and \$150.

Ms. Jacobsen, seconded by **Ms. Heinz**, moved to amend the motion by changing the registration cost from \$150 to \$125. There was no objection.

President Peterson called for a vote, and all members voted affirmatively.

- D. Approve Tuesday full-day session on Security, Risk, and Threat Assessment with Maura and Maureen Kane

President Peterson stated that the Education Committee would like to move forward. **Ms. Paxton** stated that because the all-day session would take up so much time and would require an adjustment to the format, the committee wanted to bring the issue before the Executive Board. She reviewed the full conference schedule. **Ms. Snider** expressed hesitation to holding a full day session on the topic; **Ms. Paxton** provided more information and background on how the idea for the session came about.

President Peterson asked whether any member objected to approving the full-day session; no members objected.

- E. Discussion of AAMC Member Lonnie McKechnie's request for the legislature to consider alternative methods (e.g. website) for public meeting notice other than print or broadcast media.

Ms. Jacobsen and Ms. Heinz spoke in support of alternate methods of advertising.

Ms. Jacobsen, seconded by **Ms. Snider**, moved to task the Legislative Committee with draft a request to the state legislature.

President Peterson called for objection; no members objected.

Following the meeting, there was an email sent from President Peterson to members of the Executive Board requesting to delegate the preparation of a resolution to Clerk Lonnie McKechnie who had already been working on a document instead of referring the item to the Legislative Committee. Executive Board members agreed to delegate the task to Clerk McKechnie; the document will be brought back to the Executive Board for consideration once it is complete.

8. COMMITTEE REPORTS - None

9. COMMENTS/QUESTIONS – None

10. ADJOURNMENT

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

Hearing no objection, **President Peterson** declared the meeting adjourned at 1:52 p.m.