



AAMC Executive Board

Brenda Ballou, President
Brenda Henry, 1st Vice President
April Trickey, 2nd Vice President
Jamie Heinz, Immediate Past President
Dani Snider, Secretary
Renee Krause, Treasurer
Kim Lane, Communications Director
Beth McEwen, Education Director
Portland Highbaugh, Alaska Municipal League

**AAMC Executive Board Meeting
March 31, 2022, 10:00 a.m. – Held via Zoom**

1. CALL TO ORDER/ROLL CALL

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

| Members Present | | | Also Present |
|------------------------|--------------|--------------------|----------------------|
| Brenda Ballou | Jamie Heinz | Portland Highbaugh | Nils Andreassen, AML |
| Brenda Henry | Beth McEwen | Kim Lane | |
| April Trickey | Renee Krause | Dani Snider | |

2. APPROVAL OF AGENDA

A. Trickey, seconded by **B. McEwen**, moved to approve the agenda.

President Ballou called for objection to the motion to approve the agenda; no members objected.

3. NEW BUSINESS

A. Approve Minutes from December 16, 2021 Meeting

B. McEwen, seconded by **A. Trickey**, moved to approve the December 16, 2021 meeting minutes.

President Ballou called for objection to the motion to approve the minutes; no members objected.

B. Approve Minutes from October 13, 2021 Meeting

R. Krause, seconded by **A. Trickey**, moved to approve the October 13, 2021 meeting minutes.

President Ballou called for objection to the motion to approve the minutes; no members objected.

C. Approve Minutes from September 22, 2021 Meeting

B. Henry, seconded by **B. McEwen**, moved to approve the September 22, 2021 meeting minutes.

President Ballou called for objection to the motion to approve the minutes; no members objected.

D. Vote on Where to Commit the Donation of \$450 from Printworks

President Ballou reported that Printworks had paid registration fees for the conference, but they did not attend. She stated that, instead, they donated their \$450 registration fee to AAMC, and the Board needs to decide where to place the funds, either Clerk scholarships or community partner sponsorships.

B. McEwen spoke in support of putting the funds towards scholarships; **D. Snider** agreed, noting that fundraising had declined since the start of the pandemic.

R. Krause, seconded by **J. Heinz**, moved to put the donation towards scholarships.

B. McEwen asked whether the Board should specify which scholarship to put the funds toward. **A. Trickey** stated that there was no need to do so.

President Ballou called for objection to the motion to put the Printworks donation toward AAMC scholarships; no members objected.

President Ballou stated that she would send a “thank you” note to Printworks and let them know their donation will go toward AAMC scholarships.

E. Approve Scholarships for NCI

President Ballou stated that the Scholarship Committee has recommended the following scholarship awards for the Northwest Clerks Institute:

| PD I | PD II | PD IV |
|-----------------------------------|---------------------------------|----------------------------------|
| Jeremy Jacobson, City of Nome | Meghan Thibodeau, City of Kenai | Lori Goddell, City of Dillingham |
| Benji Johnson, Wasilla | Rochelle Rodak, Fairbanks | |
| Cullen Mahaffy, Fairbanks Borough | | |

President Ballou stated that from the Scholarship Committee’s report, there was one more eligible application that could not be funded due to funding limitations.

A. Trickey stated that she serves on the scholarship committee and that one of her staff members is an applicant recommended for award, although she did not weigh in on that application at the Committee level. She stated she wanted to disclose the possible conflict of interest. **D. Snider** stated that one of her staff members is also in the list of recommended awardees. **President Ballou** stated that she does not see a conflict of interest for **A. Trickey** or **D. Snider**; **B. Henry** and **K. Lane** agreed with **President Ballou**.

J. Heinz, seconded by **B. McEwen** moved to approve the scholarship awards as recommended by

the Scholarship Committee.

D. Snider commented on the number of applicants for the NCI Scholarship and thanked A. Trickey for serving on the Scholarship Committee.

President Ballou called for objection to the motion approve the scholarship awards; no members objected.

F. Committee Reports

A. Trickey stated she received word that the Conference Planning Committee will be meeting in April. She reported that the Election Committee met in February and set some goals; she stated they are working with the Publication Committee on a flyer for a call for candidates to put in the Spring *Oracle*. She stated they are also working on some other flyers and will have information on the AAMC website for candidates. **A. Trickey** stated that the Exhibitor & Sponsor Subcommittee met on March 7 and set some goals; she stated they plan to work on updating relevant portions of the AAMC Policies & Procedures and will begin soliciting exhibitors for the 2022 conference. **A. Trickey** stated that the Publications Committee provided a lengthy report. She stated that they met in January and formulated a plan for a Policies & Procedures update; she stated that the Committee reviewed changes to the AAMC Handbook in March and will soon be forwarding its recommendations to the Executive Board for approval. She reported that the Publications Committee will meet again in June for early conference preparation. **A. Trickey** shared that the Scholarship Committee met several times in February and March, and members are looking forward to prepping for the AAMC conference scholarship.

B. McEwen stated that she was not aware that she needed to submit a report for the Education Committee. She reported that the Education Committee met and formed subcommittees; she stated the group is waiting to find out when the annual conference will occur so that they can proceed with planning. **A. Trickey** (as the 2nd Vice President) requested that B. McEwen send her invites regarding the Education Committee; **B. McEwen** agreed to do so. **J. Heinz** requested to be added as a member of the Education Committee; **President Ballou** agreed to do so.

A. Trickey commented that she has received some bounce-backs on emails to some committee chairs and requested that their email addresses get updated. **President Ballou** stated it is incumbent upon those who own email addresses to provide updates.

G. Update from AML on 2022 AAMC and AML Conference Dates/Order of Events

Guest Nils Andreassen, Executive Director of the Alaska Municipal League (AML), thanked everyone for their patience while the AML has been working on scheduling a time for the annual conference. He stated that there have been a number of challenges, including the conference having outgrown the Hotel Captain Cook. He stated that the regular annual conference also conflicts with three other events that members, affiliates, or AML staff attend or wish to attend: the National League of Cities annual conference, the Pacific Marine Expo in Seattle, and the Alaska Resource Development Council's annual conference. N. Andreassen stated that to try and address the limited space issue, AML switched its annual conference with affiliate conferences in 2021, and he has received mixed feedback about the switch. He acknowledged feedback from

Clerks that the change directly impacted AAMC's events and ability to fundraise; he stated that the change fixed some problems while causing others. N. Andreassen reported that the AML Board of Directors is in support of making some changes for 2022. He explained that the board is considering moving the annual conference to the first week in December and moving the location to the Dena'ina Center in Anchorage; he added that, with those changes, lodging would be moved to the nearby Marriott Hotel. He reported that the AML has not yet spoken with the Hotel Captain Cook about the potential changes. He listed the following reasons that support moving the conference to the Dena'ina Center: 1) ample conference space, 2) plenty of space for exhibitors/vendors, and 3. some costs could be waived or reduced. N. Andreassen stated that all the information he is reporting has come together very recently, and he has not shared the information with members yet; he also clarified that no final decisions have been made yet. He asked for input from the AAMC Executive Board.

President Ballou stated that Clerks are flexible by nature. **R. Krause** asked about accessibility and the proximity of the Marriott Hotel to the Dena'ina Center. N. Andreassen stated that the Marriott Hotel is about one block away from the Dena'ina Center, and there are heated sidewalks in the area; he added that ground transportation will likely be available to ensure accessibility. He stated that the Dena'ina Center is quite large, with elevators and escalators. **B. McEwen** asked when a decision might be made on the changes. N. Andreassen stated that he would like to have a decision within 24 hours. He stated they are currently checking room availability at the Marriott Hotel, and they need to address contract items with the Hotel Captain Cook. **President Ballou** pointed out that this is not the first time the issue of limited space at the Hotel Captain Cook has been discussed. **A. Trickey** asked whether the conference would always be held the same week, the first week in December. N. Andreassen replied that if it works in 2022, the dates would likely be consistent from year-to-year. He explained that the dates are far enough away from the local and state elections. **A. Trickey** stated that the Hotel Captain Cook has AML and affiliates awesome room rates and asked if the rates at the Marriott Hotel would be similar. N. Andreassen replied that the rates are expected to be comparable; **P. Highbaugh** stated that the Marriott rates would be the same as the rates at the Hotel Captain Cook. **President Ballou** asked how meals would be handled at the Dena'ina Center. N. Andreassen stated that the Center has its own catering service in place. **A. Trickey** stated that the Planners Association no longer holds its annual conference at the same time as the AML conference due to limited space; she asked whether the group might go back to holding its conference in conjunction with the AML conference. N. Andreassen stated that the new location would provide them with that opportunity. **President Ballou** asked whether N. Andreassen would prefer the Executive Board members to keep the update to themselves until official word comes from the AML. N. Andreassen confirmed that would be best as they are still working on sorting issues out with the Hotel Captain Cook. **President Ballou** asked what the Marriott Hotel has for restaurants and bars. N. Andreassen replied that restaurants and bars are available. **J. Heinz** stated that the Hotel Captain Cook is nearby, and there are also many other downtown options. **B. McEwen** asked whether the affiliate conferences would occur before or after the AML conference if the move to the Dena'ina Center was made. N. Andreassen indicated that it is likely the affiliate conferences would be moved back to occur before the AML conference. **B. McEwen** stated that it worked better for those Clerks serving on the AML Assistance Committee to have the affiliate conferences prior to the AML conference. She asked about audio/visual options at the Dena'ina Center and whether the AML is considering having a COVID mitigation plan in place for the 2022 conference. N. Andreassen stated that the Dena'ina Center has a preferred vendor for audio/visual technology, and everything

is in place. He stated that he has not anticipated COVID mitigation measures, and it will depend where things are nearer the time of the conference. He stated that he does not foresee having anything in place beyond masking and social distancing measures. He briefly addressed remote options, stating that is something the AML will consider. **B. McEwen** asked whether newly elected officials (NEO) training would be held virtually as it had been the past two years. N. Andreassen replied that the AML plans to deliver some content virtually to NEOs with one day of training in person. **President Ballou** commented that NEOs tend to get more out of in-person attendance. She asked N. Andreassen to follow up with her the following week when there is more definitive information; N. Andreassen agreed to do so. **B. Henry** spoke in support of the date and venue changes and stated it is exciting. **D. Snider** spoke to potential challenges with the December dates for the City of Fairbanks but understood that the City of Fairbanks is only one community; she thanked the AML for all its work. **R. Krause** stated that her municipality may have to work around the changes but indicated she looks forward to the changes.

4. COMMENTS/QUESTIONS

K. Lane asked whether she should hold off on publishing the *Oracle* until a decision comes from the AML regarding the conference. **President Ballou** indicated that when she hears from the AML the following week, she does not believe the decision will be final enough to share with AAMC members. **B. McEwen** stated that the AML will likely send word out to all the communities when a decision is made. **D. Snider** pointed out that changes to the AAMC Policies & Procedures will need to be made if the AML follows through with changing the annual conference.

President Ballou reported that she attended the Washington Municipal Clerks Association (WMCA) annual conference a couple of weeks ago, where she gave props to J. Heinz and M. Jacobsen as they were unable to travel during their presidency due to the pandemic. She stated she would be travelling to California the following week to attend the City Clerks Association of California (CCAC) annual conference. **President Ballou** shared that the AAMC is working on a resolution to take a position on the issue of elected versus appointed Municipal Clerks. She clarified that the Anchorage Clerks Office is not involved in the undertaking and that the Anchorage Mayor is proposing an ordinance that would change the Anchorage Municipal Clerk position to be an elected office. She shared that K. Paxton and L. Sica have been working with A. Moser to research the issue and develop a resolution to come before the Executive Board. She encouraged anyone interested to reach out to K. Paxton or L. Sica and cautioned everyone to avoid reaching out to the Anchorage Clerk's Office regarding the issue. **K. Lane** stated that she sent an email out to the AAMC membership asking whether there were any Clerks in Alaska whose position was elected; she stated that none responded that their position was elected. **B. McEwen** stated that she was recently contacted by an intern at the University of Alaska Anchorage (UAA) who requested to do an interview about the issue. She stated that she has not followed up with the reporter. **President Ballou** suggested that B. McEwen follow up with the intern once AAMC has taken a position on the issue.

President Ballou shared that, at the WMCA conference, they hid the family of the Clerk of the Year until the announcement was made, and she wondered what others thought about the idea. Several members spoke in support of the idea as it would be more of a surprise to the recipient.

5. ADJOURNMENT

There being no further business, **President Ballou** declared the meeting adjourned at 11:10 a.m.

Transcribed by: D. Snider