



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
April 3, 2020, 1:00 p.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 1:02 p.m.

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

2. APPROVAL OF AGENDA

Ms. Heinz, seconded by **Ms. Newman**, moved to approve the agenda.

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

3. APPROVAL OF MINUTES

A. February 21, 2020 Executive Board Meeting Minutes

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

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

4. TREASURER’S REPORT

Ms. Trickey stated she filed the annual gaming report. She stated she has nothing else to report.

5. PRESIDENT’S COMMUNICATIONS – None

6. UNFINISHED BUSINESS

A. IIMC Region IX Director

President Jacobsen stated she felt that the group was leaning more toward opening up the nominations to everyone and opened the floor for discussion.

Ms. Newman stated *The Oracle* stated that the deadline for filing is August 31. She stated she is lacking the filing form. **President Jacobsen** stated that Elections Commission Chair Renee Kraus is out on leave, but she will make contact upon her return.

7. NEW BUSINESS

A. Conference Fees

President Jacobsen stated it is the time of year to review fees and discuss changes. She stated she included in the agenda packet Ms. Trickey’s financial report from earlier in the year along with some comparisons from prior years. **Ms. Trickey** stated that the actuals from 2019 show that AAMC was \$600+ to the good. She recommended not increasing fees in 2020.

Ms. Peterson, seconded by **Ms. Newman**, moved to maintain current fees for 2020.

There being no more discussion, **President Jacobsen** called for objection to the motion to maintain fees; no members objected.

B. Exhibitor Fees

President Jacobsen referenced the spreadsheet she emailed to the Board prior to the meeting, submitted by Exhibitor/Sponsor Sub-Committee Chair Brekke Hewitt, which provided the Committee’s recommended increases to Exhibitor/Sponsor fees.

Ms. Heinz shared an email from Ms. Hewitt which stated that most fees have remained static for the last 5 years. The Exhibitor/Sponsor Sub-Committee recommended the following fee changes:

	Basic Registration	Government Registration	Additional Representative	Banquet Ticket	Bronze Sponsor	Silver Sponsor
2020	\$450	\$350	\$350	\$80	\$650	\$1000
2019	\$400	\$300	\$300	\$80	\$500	\$1000

	Gold Sponsor	Platinum Sponsor	Coffee/Tea Sponsor	Snack Break Sponsor	Breakfast/Lunch Sponsor	Speed Dating Table Only
2020	\$1500	\$2000	N/A	\$500	\$2500	\$175
2019	\$1500	\$2000	\$500	N/A	\$2500	\$160

The communication from Ms. Hewitt also requested clarification on whether the Committee could accept breakfast sponsorships.

Ms. Newman stated she recalled that the Education Committee was trying to eliminate podium time due to time constraints. **President Jacobsen** stated that her recall is that there was discussion on eliminating the sponsor lunch.

Ms. Heinz suggested the topic be discussed at the next Conference Planning Committee meeting.

Ms. Newman suggested that those who sponsor a meal be given podium time during that meal. **President Jacobsen** agreed and stated that the same could be done with a vendor who sponsors a snack break. She stated those are items worth discussion but that there will be no vendor lunch this year.

Ms. Trickey spoke in support of all the recommended fee increases. She commented that it is nice to have a spreadsheet with a breakdown of all the information.

Ms. Newman, seconded by **Ms. Trickey**, moved to approve the increases proposed by the Exhibitor/Sponsor Sub-Committee [as listed above] and to have the Conference Planning Committee review the issue of sponsor podium time.

There being no more discussion, **President Jacobsen** called for objection to the motion; no members objected.

President Jacobsen asked the Board to weigh in on whether to provide the list of conference attendees to exhibitors/sponsors in advance.

Ms. Trickey, seconded by **Ms. Peterson**, moved that the standard process will be to release the attendee list to exhibitors/sponsors one week prior to conference.

There being no more discussion, **President Jacobsen** called for objection to the motion; no members objected.

C. Elections

President Jacobsen referenced Kacie Paxton's email regarding SB241, which extends the State's Disaster Emergency Declaration to November 15. She stated she also received correspondence from Johni Blankenship who suggested starting discussions with the AAMC membership about "what-ifs" for October elections.

Ms. Trickey did not lend support to the idea of a by-mail October election, and she stated that some municipalities might be competing with the state for use of equipment. She stated she has seen a lot of absentee ballot applications coming in this year. She stated that the cost to municipalities to put on a by-mail election would be extreme. **Ms. Newman** stated a big challenge for her to do a by-mail election would be voter verification due to a lack of signatures on file.

President Jacobsen asked whether it would be valuable to put together a working group to look further into the issue. **Ms. Newman** wondered whether Ms. Blankenship might be willing to lead the group, and she expressed interest in being involved. **President Jacobsen** stated that Ms. Blankenship may be willing to lead the process; she stated she could ask her. **Ms. Trickey** stated it is wise to start thinking about the "what-ifs" as it relates to elections and indicated that she would also be interested in being involved with the group. Members discussed the importance of making sure the group has representation from all over the state.

Ms. Newman asked what might happen if Alaska was still in the midst of the COVID-19 outbreak at election time. She introduced a hypothetical where municipalities and the state join together to put on one, by-mail election. **Ms. Trickey** stated that would be a very complex process.

D. Set Next Meeting Date – Suggestion of April 22 or 29

President Jacobsen stated she does not need confirmation presently, but she would be sending out a Doodle Poll to members in regard to the next meeting date.

President Jacobsen shared that AML is facilitating weekly teleconferences with other groups to discuss COVID-19 issues; she stated that Ms. Svensson reached out to her to see if AAMC might be interested in holding a regular meeting. **Ms. Svensson** stated that AML would facilitate the teleconference to allow the group to discuss challenges facing Clerks. She stated that the usual meeting time is during the noon hour, and AML would like to help Clerks as much as possible. She stated that Mondays, Tuesdays, and Fridays are available. **President Jacobsen** requested that Ms. Svensson pencil AAMC in for Friday meetings. **Ms. Svensson** clarified that the meeting invite would be sent only to Clerks. She stated that AML could reach out to other entities to get representatives to participate who may be a resource for the topic being discussed. She stated that if the Clerks wanted to cover the elections issue at the first meeting, AML could contact the State Division of Elections and see if they had a representative who could attend. She indicated that there may be a better idea after the first meeting as to the challenges communities are facing.

Ms. Svensson stated that she is a member of the private Alaska Clerks group on Facebook, and she asked whether it would be okay for her to post helpful information there from time to time. **Ms. Newman** replied that she thought it would be okay for Ms. Svensson to post to the page, and **President Jacobsen** agreed.

8. COMMITTEE REPORTS – None

9. COMMENTS/QUESTIONS

President Jacobsen stated she has not heard yet about Northwest Clerks Institute's (NCI) plans for Professional Development classes this year. **Ms. Trickey** stated she is registered for PD IV, and she received an email from Director Joann Tilton stating that they are still planning to move forward but will notify attendees of any changes. **President Jacobsen** mentioned that IIMC sent an email the day prior stating that they are postponing the IIMC Annual Conference.

Ms. Newman stated she is part of the NCI Education Committee, and they plan to move forward with 2020 classes. She provided enrollment numbers for PD I – IV sessions. She spoke briefly about contractual issues and losses NCI may encounter due to the COVID-19 outbreak. She stated that the good news is there have not been many registration cancellations.

Ms. Heinz asked President Jacobsen whether she would like her to hold a Conference Planning Committee meeting prior to the next AAMC Executive Board meeting. **President Jacobsen** stated it would be good if she is able to schedule one.

10. ADJOURNMENT

There being no more business, **President Jacobsen** declared the meeting adjourned at 1:56 p.m.