



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 29, 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 1:01 p.m.

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

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. April 3, 2020 Executive Board Meeting Minutes

Ms. Trickey, seconded by **Ms. Heinz**, 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 had nothing to report.

5. PRESIDENT’S COMMUNICATIONS

A. President’s Travel Update

President Jacobsen stated the City Clerks Association of California (CCAC) conference has been canceled. She stated the Washington Municipal Clerks Association (WMCA) conference was

rescheduled for the first week in August, and she hopes to attend. **President Jacobsen** stated that she had put down a deposit to reserve a venue for the Region IX dinner for the IIMC Conference in St. Louis, and she recently contacted the venue to see if they would refund the deposit in light of the conference cancellation. She explained that there is no refund clause in the contract with the venue. She stated she had hoped they would refund the deposit with the understanding that the Region IX dinner could be held at the venue when the conference is held in St. Louis in 2025. She stated they agreed to refund only 20% of the \$1400 deposit. She stated she would send more information to board members before the next meeting and that she would try to follow up with the venue again. **Ms. Trickey** noted that AAMC should ensure that future contracts contain a clause to protect the organization from such losses moving forward. **Ms. Paxton** thanked President Jacobsen for her efforts and stated that, under the circumstances, getting a 20% refund is good. **Ms. Newman** echoed Ms. Paxton's comments.

6. UNFINISHED BUSINESS

A. Elections (Informational Only)

President Jacobsen stated she checked in with Ms. Svensson at the Alaska Municipal League (AML) earlier in the week, and Ms. Svensson stated that the Alaska Division of Elections has no updates at this time. **President Jacobsen** stated she has canceled the AAMC teleconference for Friday, May 1. She commented that the State has not made a decision yet in regard to elections. She asked members whether they feel that the weekly AAMC teleconference is an adequate forum for the election discussion or whether a committee should be formed. **Ms. Snider** stated that forming a smaller, more focused group may be wise. **Ms. Heinz** indicated that the teleconference is a good mentoring tool. **Ms. Newman** stated that the State should have a decision the following week, and she agreed that a more focused group would be good. She shared that the Division of Community and Regional Affairs (DRCA) is a valuable mentoring resource for Clerks in rural areas. **President Jacobsen** suggested forming a group to focus on the elections issue with a representative from each region. **Ms. Paxton** offered support for the idea. She stated that putting together a weekly AAMC teleconference was the right thing to do during the COVID-19 pandemic. **President Jacobsen** credited Ms. Svensson for putting together the weekly teleconference and stated it is good to know that Clerks are supporting one another. She stated she will keep the elections issue on the radar for discussion at a future meeting.

7. NEW BUSINESS

A. NCI Cancellation Cost to AAMC

President Jacobsen referenced the information in the agenda packet from Northwest Clerks Institute (NCI) Director Joann Tilton and the NCI Committee addressing the cancellation of Professional Development (PD) classes and the fiscal impacts of the cancellation.

Ms. Newman shared that the NCI Committee struggled with whether to furlough Ms. Tilton or have her continue on the payroll. She stated that the Committee recommended that Ms. Tilton remain on the payroll. She stated that even after all the NCI reserves are used, there will be a deficit of over \$24,000 to be divided three ways. She indicated that she would be against holding PD IV classes in 2021 with already low attendance numbers. **Ms. Paxton** stated that Ms. Tilton will continue to be busy this year as she will look into remote learning options. She stated that she would like to wait for more information from Ms. Tilton before beginning planning for 2021. She

stated that the NCI expense is something that the AAMC Executive Board did not plan for but added that there will be some travel savings for the NCI Director. **Ms. Newman** stated she is pleased with AAMC's financial health and commented that other states are not so fortunate. **Ms. Paxton** stated that the NCI Committee felt that full registration refunds should be given back to attendees because that is the right thing to do.

Ms. Trickey, in regard to the unplanned NCI expenditure, stated that scholarship funds cannot be used to make up the loss as those funds must be used to pay for scholarships. She stated that situations like this are the reason why there is a reserve. She projected that AAMC may lose up to \$12,000 - \$15,000 in 2020, which could decrease reserve funds to \$67,000. She stated that some reserve funds may have to be used in 2021 also. She stated she believes AAMC is still in good financial shape, and she sees no issue in paying AAMC's shared cost for the NCI cancellation. She stated that if AAMC is unable to spend the scholarship funds out of the gaming account in 2020, perhaps she could write a letter to the State to see if the funds could be used the following year for scholarships. **Ms. Paxton** wondered whether the Executive Board could ask the Scholarship Committee if they want to look into different types of scholarships, such as online training. **Ms. Trickey** expressed concern with the timeline of reimbursements for some online learning opportunities. **Ms. Newman** stated it may be difficult for people to focus on education with everything going on. Members discussed the challenges in conference planning – especially relating to travel – due to the COVID-19 pandemic.

Ms. Heinz, seconded by **Ms. Snider**, moved to ratify the motion of the NCI Committee and approve payment of one-third of the 2020 NCI cancellation fees.

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

Ms. Trickey stated that NCI will likely need startup money in 2021. She stated that as the NCI Committee begins working through those discussions, they should not be afraid to come back and request startup funds from AAMC. **Ms. Newman** thanked Ms. Trickey for her comment. **Ms. Heinz** encouraged NCI to create its own reserves. She stated she recalls PD IV being canceled one year and suggested that it be held two years in a row, then skip one year. **Ms. Newman** stated that she and Ms. Paxton are only two members of the NCI Committee, but they agree. **Ms. Paxton** stated the NCI Committee had agreed to do PD IV every other year, but it has not always worked out that way.

Members discussed when Sheri Pierce would be sworn in as IIMC President, and a member stated it would be at the 2021 IIMC Conference in Little Rock, Arkansas. **Ms. Paxton** stated she will do everything she can to attend the IIMC Conference that year.

B. AAMC Annual Conference in November

President Jacobsen stated there was a small amount of discussion at the AAMC teleconference the previous Friday about the whether the AML Annual Conference in November would be held. She stated at this point, planning is still taking place, and AML has not decided yet. She stated she is cautiously preparing, and she appreciates Ms. Paxton's earlier comments about leaning towards local presenters. **Ms. Trickey** stated that sponsorships will play a part in the conference budget. She mentioned the travel mandate which requires travelers who are "non-essential" to quarantine for 14 days. **Ms. Newman** asked President Jacobsen whether AML has provided a

deadline for a decision. **President Jacobsen** stated it seems that AML is currently focusing on their summer conference. **Ms. Paxton** spoke to budget cuts and revenue losses in Ketchikan. She stated that the Education Committee is still planning for the conference and will be looking into options for remote attendance. She stated it will be a lot of work. **Ms. Heinz** briefly spoke to things happening in her municipality in regard to remote meetings. She stated that as AAMC's 1st Vice President, she is tasked with ordering and preparing conference bags and registration materials; she asked that everyone keep her posted on what they hear in regard to the November conference. **Ms. Paxton** stated that she does not foresee a decision being made about the conference before June or July, but preliminary planning can continue. She guessed that in-person attendance at the conference may be down 50%. She stated that planning seems to be running about three months behind this year, and it may all hit during election season. **President Jacobsen** asked Ms. Paxton whether she has communicated recently with Joyce Brooks, the academy presenter. **Ms. Paxton** replied that she has not, and that she believes presenters everywhere are looking into methods for electronic presentation. **President Jacobsen** stated that Beth McEwen mentioned that Juneau has a Zoom account that will accommodate hundreds of people that AAMC may be able to use it.

Ms. Paxton excused herself from the meeting at 1:51 p.m.

Ms. Trickey stated she believes that a lot of AAMC committees are not doing much right now due to the COVID-19 situation, and she stated she canceled the recent Finance Committee meeting. She stated she has a feeling that conference planning this year will happen more quickly and in a shorter timeframe than usual.

Ms. Newman excused herself from the meeting at 1:53 p.m.

8. COMMITTEE REPORTS – None

9. COMMENTS/QUESTIONS – None

10. ADJOURNMENT

There being no more business, **President Jacobsen** declared the meeting adjourned at 1:54 p.m.