



AAMC Executive Board
Jamie Heinz, President
Brenda Ballou, 1st Vice President
Aaron Rhoades, 2nd Vice President
Melissa Jacobsen, Immediate Past President
Dani Snider, Secretary
April Trickey, Treasurer
Jamie Newman, Communications Director
Norma Alley, Education Director
Portland Highbaugh, Alaska Municipal League

**AAMC Executive Board Meeting
May 4, 2021, 1:00 p.m. – Held via Zoom**

1. CALL TO ORDER/ROLL CALL

President Heinz 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
Jaime Heinz	Melissa Jacobsen	Portland Highbaugh	None
Brenda Ballou	Norma Alley	Dani Snider	
Jamie Newman	April Trickey	Aaron Rhoades	

2. APPROVAL OF AGENDA

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

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

3. APPROVAL OF MINUTES

A. March 2, 2021 Executive Board Meeting Minutes

Ms. Ballou, seconded by **Ms. Jacobsen**, move to approve the minutes.

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

4. TREASURER’S REPORT

Ms. Trickey stated there was a lot of revenue from member dues in the first quarter of the year. She reported that some bills were paid and some remaining scholarship funds were paid out, but there is not much to report.

5. PRESIDENT'S COMMUNICATIONS

President Heinz reported that she would be travelling to the IIMC conference later in the week.

6. UNFINISHED BUSINESS – None

7. NEW BUSINESS

A. Waiving the 2021 AAMC Conference Registration Fee for Kacie Paxton

Ms. Newman stated that the Ketchikan Gateway Borough (KGB) has not budgeted any funds for travel or training. She stated that the Clerk, Kacie Paxton, has been very involved with the AAMC, and she indicated that she would like the Executive Board to consider waiving Ms. Paxton's conference registration fee.

Ms. Ballou, seconded by **Ms. Trickey**, moved to waive Ms. Paxton's conference registration fees.

Ms. Newman stated there was some discussion regarding Ms. Paxton's lodging and stated that she may stay with another clerk. She stated that some clerks like Ms. Paxton have given and given to the organization, and she would like to help.

President Heinz called for objection to the motion to waive Ms. Paxton's conference registration fees; no members objected.

B. Approval of the 2021 AAMC Conference Academy Speaker Contract and Academy Registration Fee

President Heinz stated that she tried to break the information down into a logical sequence for the packet.

Ms. Alley stated that the Education Committee decided at its last meeting to wait another year for Joyce Brooks for the AAMC Academy as she is not comfortable with an in-person event. **Ms. Alley** reported that the Committee has selected Karen Kirk for the 2021 Academy, and referenced the fees, costs, and proposal in the agenda packet. She stated she would like a decision from the Board so plans could be finalized. She stated that the Committee is not recommending an increase to the registration fee.

Ms. Trickey, seconded by **Ms. Alley**, moved to approve the Academy speaker and registration fee.

Ms. Trickey stated that AAMC has made money on academies in the past. She stated that the proposal looks good. **Ms. Newman** asked Ms. Alley to clarify whether the Academy would be four hours on "overcoming challenges and change" and two hours on "assertive communications." **Ms. Alley** replied that that was correct.

Hearing no further discussion, **President Heinz** called for objection to the motion to approve the Academy speaker and registration fee; no members objected.

C. Approval of the 2021 AAMC Athenian Dialogue and Athenian Dialogue Registration Fee

Ms. Alley stated that she does not recommend reducing fees from \$125. She stated that the Athenian Dialogue book selected is Becoming, and she and Stephanie Smith will facilitate.

Ms. Newman, seconded by **Ms. Ballou**, moved to approve the Athenian Dialogue and registration fee.

Hearing no discussion, **President Heinz** called for objection to the motion to approve the Athenian Dialogue and registration fee; no members objected.

D. Approval of the 2021 AAMC Annual Conference Registration Fee

President Heinz stated that the conference fee was raised to \$400 and breakfast was eliminated in 2019. She stated she believes AAMC can stay on budget with that fee, and she would be happy to make adjustments wherever necessary to help meet the budget. **Ms. Newman** asked if that is based on 105 registrants, and **President Heinz** replied affirmatively. **Ms. Trickey** stated the conference is the item where AAMC usually breaks even or goes in the hole.

Ms. Alley, seconded by **Ms. Newman** moved to approve the AAMC conference registration fee of \$400.

Ms. Alley asked about the effect on the budget when registration numbers increase or decrease. **Ms. Trickey** stated that the budget is based on averages, but there are some fixed costs such as facility costs. She reported that AAMC lost money on the conference for several years. She indicated that AAMC may lose some money if only 80 people register. **Ms. Newman** asked **Ms. Trickey** for further clarification. **Ms. Trickey** stated that the Board was not planning to break even on the conference when the 2021 budget was created because of the assumption that attendance would be low in 2021. She stated that if there are 100+ registrants, she does not think AAMC will lose any money. She added that sponsor funds will help. **Mr. Rhoades** asked about the marketing revenue brought in by sponsors. **Ms. Trickey** stated that sponsorships bring in about \$9,000.

Hearing no further discussion, **President Heinz** called for objection to the motion to approve the 2021 AAMC Annual Conference registration fee of \$400; no members objected.

E. Set a Meeting Date for June 2021

President Heinz stated that she has a lot of information from committees to share with the Board, and she would like to get the agenda packet out to members a couple of weeks in advance of the next meeting. She asked the group to decide on a June meeting date. Members briefly discussed

some dates in mid-June and agreed to hold the meeting on Tuesday, June 15 at 1 p.m.

8. COMMITTEE REPORTS

Ms. Ballou stated she just returned to the office. She stated she would be sending out information for the conference planning committee meeting to be held the following day at 11 a.m.

9. COMMENTS/QUESTIONS

10. ADJOURNMENT

There being no further business, **President Heinz** declared the meeting adjourned at 1:31 p.m.

Transcribed by: D. Snider