



AAMC Executive Board
Brenda Henry, President
April Trickey, 1st Vice President
Lori Strickler, 2nd Vice President
Brenda Ballou, Immediate Past President
Dani Snider, Secretary
Renee Krause, Treasurer
Kim Lane, Communications Director
Beth McEwen, Education Director

AAMC Executive Board Meeting Minutes
May 10, 2023, 10:00 a.m. – Held via Microsoft Teams

CALL TO ORDER/ROLL CALL

President Henry called the meeting of the Alaska Association of Municipal Clerks (AAMC) Executive Board to order at 10:02 a.m.

Members Present			Members Absent
Brenda Henry	Beth McEwen at 10:06	Lori Strickler	
Dani Snider	Kim Lane	April Trickey	
Renee Krause	Brenda Ballou		

APPROVAL OF AGENDA

K. Lane, seconded by **B. Ballou**, moved to approve the agenda. There was no discussion.

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

APPROVAL OF MINUTES

A. February 15, 2023 Executive Board Meeting Minutes

L. Strickler moved to approve the February 15, 2023 Executive Board Meeting Minutes. No changes were proposed, and there was no discussion.

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

ITEMS OF BUSINESS

A. Vacancy Process to Fill Immediate Past President Seat – Vacancy Occurs on May 23, 2023

President Henry opened discussion on the vacancy process to fill the seat of the Immediate Past President; she stated that the vacancy will occur on May 23. **B. Ballou** suggested asking former President Jamie Heinz to fill in for the remaining term. **President Henry** asked D. Snider for guidance on procedure. **D. Snider** shared that the Policies and Procedures (P&Ps) state that the

Executive Board will announce the vacancy and set a deadline for applicants to submit a letter of interest and Declaration of Candidacy to the President. She continued by stating that the Board must meet and vote to fill the vacancy, then announce the results to the membership. **President Henry** welcomed B. McEwen and asked the Board for input on filling the vacancy.

B. Ballou stated that she will attend the AML Board meeting on Friday, but she is still unclear on what the Immediate Past President's (IPP) role is in attending those meetings. **B. McEwen** shared her thoughts and experience in having filled that role previously on a temporary basis. She indicated that, to the extent that AML is making decisions that affect the AAMC, the IPP's role is to provide input on AAMC's behalf. She advised that the IPP should report back to the Executive Board when issues arise that pertain to or affect the AAMC's contract with the AML. **B. Ballou** spoke about issues discussed at past AML meetings. She questioned whether the AAMC continues to have issues with financial reporting from AML; others confirmed that it remains an issue. **B. Ballou** asked members if there was anything the Board would like her to provide input on at the upcoming AML meeting, such as the conference-related information. **President Henry** reported that the ad-hoc committee appointed to look into whether the AAMC should break away from the AML for its annual conference reported that they had no responses to their invitation to bid from Anchorage hotels. She shared that the committee's recommendation was to stay with the AML for the annual conference. **B. Ballou** commented about the ongoing issues with AML's fulfillment of the contract with the AAMC; she questioned whether she should follow up with the AML in that regard. **President Henry** advised against raising the contract issue at an AML Board meeting, stating that it is a private matter. **B. Ballou** stated that she will be an observer at the AML meeting.

President Henry stated that she will soon be travelling to Minneapolis but that she could put something together when she returns to fill the vacancy. She questioned whether the call for candidates should go out to the entire AAMC membership or only to IPPs. **R. Krause** suggested sending it to only IPPs.

B. McEwen asked the Treasurer if AML had confirmed that the AAMC's taxes were filed (the due date was March 15). **R. Krause** stated that she has not even received the financial reports she requested in March. **B. McEwen** acknowledged that the AAMC's contract with the AML may be somewhat of a private matter, but she indicated that the AML Board should be aware if a legal contract is not being fulfilled. **A. Trickey** stated that the AAMC needs to follow up on the tax situation before approaching AML, and she spoke against raising the issue at an AML Board meeting. She requested that the Executive Board refocus on the IPP vacancy issue.

President Henry asked whether any members objected to her putting together an application packet to send out to IPPs upon her return from Minneapolis. No members objected.

B. Region IX Director Agreement (requires Executive Board approval)

President Henry reported that the region is seeking the Executive Board's input on the agreement. She stated that Jamie Newman indicated that some changes are to help promote transparency and accountability.

A. Trickey, seconded by **D. Snider**, moved to approve the amendments to the IIMC Region IX Director Agreement. There was no discussion.

President Henry called for objection to the motion to approve the amendments to the IIMC Region IX Director Agreement; no members objected.

C. Letter of Support for IIMC to Hold Conference in California in 2027

President Henry asked the Board whether there was any objection to her sending letters of support for holding the IIMC conference in Riverside and in Palm Springs, California. **B. McEwen** asked whether the two cities were competing and commented on the hot weather that time of year in that area. **President Henry** pointed out that the City Clerks Association of California (CCAC) has offered its support for both locations, and she stated that Region IX has been ignored as a location for the IIMC Conference. **B. McEwen** suggested adding a comment to the letters that, as for locations west of the Rockies, only Portland, Anaheim, and Anchorage have hosted the IIMC conference since 1994. **President Henry** stated that she could draft the letters and email them to board members for review before sending them to the IIMC, and there was no objection from members.

D. Ad Hoc Committee Recommendation and Conference Format Change Requested by President Henry

President Henry apologized to B. McEwen for plowing forward with the new idea of eliminating the in-person Athenian Dialogue before going over the idea with her. She stated that she would also like to make the AAMC annual banquet for fun for Fundraising Committee members by dialing down the fundraising obligations that evening. She mentioned that she will be eliminating the speed dating event at the conference and trying to make the President's Reception more fun. **A. Trickey** expressed support for the new idea to lessen fundraising efforts on banquet night but stated that the board may need further consideration on the issue if fundraising is poor. She stated that folks from other affiliate organizations will often attend the AAMC banquet and contribute to fundraising that evening. **D. Snider** expressed support for the new ideas but stated that the Board should keep a close eye on things, especially financial effects. **B. McEwen** spoke to the Education Committee's input on the changes, which was primarily supportive. She stated that the committee is looking at organizing a virtual Athenian Dialogue to be held either in November or in early 2024.

B. McEwen stated that the 2023 AAMC Academy speaker provided the Education Committee with a quote of \$6,500. She stated she is unsure whether the Executive Board needs to weigh in on the issue in case it is overbudget. **L. Strickler** clarified that the quote excludes hotel, meal, and shipping costs, but if that line item comes in overbudget, it should not be by much.

D. Snider spoke in support of new ideas for fundraising year-round since most everything can be done online nowadays. **President Henry** agreed.

E. Policy and Procedure Amendments – Wrap Up

President Henry and members reviewed the remaining proposed changes to the P&Ps and agreed to the following changes and instructions for follow up:

- Duty to check on committees at least twice per year:
 - There was consensus that this should be a duty of the 2nd Vice President
 - **This item will be addressed after L. Strickler brings back a recommendation for amendment to change applicable language throughout P&Ps**
- AML Assist Committee section with subcommittees:
 - **This item will be addressed and possibly stricken after A. Trickey corresponds with AML to see what their needs are**
- Conference Planning Committee section: remove the term “vendor” and replace with “exhibitor” throughout the P&Ps
- Conference Planning Committee member makeup:
 - Remove host clerk
 - Add the chairs of the Exhibitor/Sponsor, Membership, Banquet Decorating, and Publications Committees
- Education Committee section:
 - Various updates to the bulleted list under the Education Committee general responsibilities
 - Move AV needs task to November and add note to check with Academy and Athenian facilitators to make sure they have booked travel and accommodations and mailed presentation supplies
 - Add new December tasks:
 - During conference, ensure presenters receive thank you letters/gifts
 - At the end conference, ensure attendance certificates are received by attendees
 - Following conference, reach out to new committee members and assign members to subcommittees
- Maintain deadlines and dates throughout the P&Ps versus adjusting the dates due to the change to the conference date
- Fundraising Committee section:
 - Update language under January and June of the task list
 - Add a new task under October to send out raffle tickets to sell in advance of the conference
- Legislative Committee section:
 - Correct the committee title in the first paragraph
 - Clarify the first task to state that most of the committee’s work will be done during the state’s legislative session (January – May)
 - Add new task for October or November to send a committee report to the President for inclusion in the business meeting packet
- Mentoring Committee section:
 - Clean up language in second paragraph under appointment and compilation to remove the number of required members and to remove regional member makeup
 - Remove bullet under duties and procedures regarding pairing by similar municipality size, government type, and geographic location

- Change qualifications of a mentor by requiring that they hold a CMC or MMC designation and remove the requirement that they must have attended at least one AAMC conference
- Update language under first December task to clarify who to contact with the AML
- Municipal Clerk of the Year Committee section:
 - **Changes to the Clerk of the Year (COTY) award will be addressed after the President receives recommendation back from the committee (end of June)**
 - Change language under the third bullet to include city managers and presiding officers as recipient of letter requesting nominations
- Appendix A:
 - Delete AML Election Reference & Sample Materials
 - Delete Bylaw Affidavits of Mailing
 - Remove IIMC employee name and replace with IIMC under September/October section of Scholarship Committee task list
 - Remove AML employee names and replace with AML under September/October section of Scholarship Committee task list for AAMC Memorial Scholarship
 - Remove language regarding teleconference line and specific online platforms under Scholarship Committee task list for NCI Scholarship and replace with general language for a remote meeting
 - Add “SAMPLE” watermark to all forms
- IIMC Region IX Director section:
 - **Possible increase of gift amounts from \$35 to \$50; D. Snider will locate all occurrences of this item in P&Ps (September, December, March, and April task lists)**

COMMENTS

B. McEwen stated that the Scholarship Committee will need some guidance on 2023 AAMC conference scholarships.

B. Ballou stated that her last day at her job will be May 22 and that she will miss fellow members of the Executive Board. Members commented on how much they will miss B. Ballou.

D. Snider stated she would like to ensure that the Executive Board is fulfilling its obligation to the AAMC membership regarding issues raised at the annual business meeting in December regarding AAMC financials and conference dates. She recommended that a subcommittee of the Executive Board be formed to put together a report to the membership and she commented that the Treasurer should be a part of that subcommittee. She also stated that she would like to hear a financial report from the Treasurer.

President Henry stated that she would like to hold a meeting, possibly in June, to touch base on those issues. She asked for volunteers for a subcommittee; **K. Lane** volunteered to be a part of the subcommittee with R. Krause.

A. Trickey stated that the subcommittee report should include an update on scholarships for both NCI and the annual conference.

L. Strickler expressed concern with the tight timeframe to confirm the speaker for the Academy speaker. She stated that she is afraid of losing the speaker if the contract is not confirmed by mid-June.

K. Lane asked whether it is possible for R. Krause to simply put together a financial report to send out to the membership. **President Henry** asked whether members felt that a financial report from the Treasurer could be sent via email to the membership and whether the Executive Board could take care of the Academy speaker issue via email also. **L. Strickler** stated that she is in favor of an email vote regarding the Academy speaker; she stated that she did not realize that was an option.

A. Trickey stated that the Executive Board needs to hear a financial report from the Treasurer.

President Henry asked for confirmation from the board that an update on the scholarship issue could be sent to the membership via email; members confirmed. **President Henry** asked for confirmation from the board that the Academy speaker contract could be addressed by the Executive Board via email; members confirmed. **President Henry** confirmed whether it is the board's intent to hold a meeting in mid-June to discuss AAMC financials; members confirmed.

L. Strickler expressed concern that the AML is not fulfilling its duties set forth in the contract with the AAMC. She requested that the Executive Board take a look at the contract to see what can be done to hold the AML accountable. **President Henry** asked whether the AML contract should be an item of discussion at the June meeting. **D. Snider** spoke in favor of adding the AML contract to the June agenda. She asked whether the proposed bylaw amendments should also be on the June agenda. **President** thanked members for attending the meeting and stated that B. Ballou will be missed.

B. McEwen asked whether anyone is putting together a list of all Alaska clerks who will be attending the upcoming IIMC conference for the conference app. **President Henry** stated that the Region IX directors are putting together a list of all IIMC conference attendees from the entire region, but she does not know whether anyone is putting together a list of Alaska-only clerks for the app. **R. Krause** stated that she would be willing to enter a list of Alaska clerks into the app if someone sent her the list of those attending.

ADJOURNMENT

There being no further business, **President Henry** declared the meeting adjourned at 11:59 a.m.

Transcribed by: D. Snider