



**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

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**AAMC Executive Board Meeting**  
**June 4, 2020, 2:00 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 2:02 p.m.

<b>Members Present</b>			<b>Members Absent</b>	<b>Also Present</b>
Melissa Jacobsen	April Trickey	Sara Peterson	Kacie Paxton	Shellie Saner
Dani Snider	Jamie Newman	Betty Svensson		
Brenda Ballou	Jamie Heinz			

**2. APPROVAL OF AGENDA**

This item was not addressed.

**3. APPROVAL OF MINUTES**

A. April 29, 2020 Executive Board Meeting Minutes

**Ms. Heinz**, 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 would provide a Finance Committee report later in the meeting. She stated the financial report revealed nothing unusual.

**5. PRESIDENT’S COMMUNICATIONS**

A. Travel Update

**President Jacobsen** shared that the Washington Municipal Clerks Association (WMCA) canceled its conference that was rescheduled for August, and the Oregon Association of Municipal Recorders (OAMR) canceled its November conference.

## B. AAMC Save the Date to VIPs and VIP Dinner

**President Jacobsen** stated she is a little hesitant to book a venue for the VIP dinner. She stated she would like to ensure there would not be penalties for a cancellation, but everyone can still keep the dates on their radar.

**Ms. Newman** asked about the drop-dead date for cancellation of conference events. **President Jacobsen** stated she is unsure; she wondered whether it would be best to wait and see what AML decides. She acknowledged that a date should be set.

**President Jacobsen** asked members for feedback on the weekly AML teleconference. She stated she is struggling to come up with topics from week-to-week. **Ms. Trickey** suggested that since things have settled down a little, it may be a good idea to hold meetings only once or twice a month. **President Jacobsen** stated she can scale the meetings back to occur twice per month and see how it goes. **Ms. Newman** asked whether it would be beneficial to have Clerks provide their thoughts about the November conference and whether they plan to attend. **President Jacobsen** stated that topic can be discussed at the next meeting.

## 6. UNFINISHED BUSINESS – None

## 7. NEW BUSINESS

### A. NCI Scholarship Alternate Award Recommendation

**President Jacobsen** stated the Board discussed what to do with unawarded scholarship funds at prior meeting. She stated the Scholarship Committee has offered a recommendation to the Board.

**Ms. Saner**, Scholarship Committee Chair, stated that the Committee recommendation is to award a reduced amount equal to the NCI registration cost for IIMC-approved online education and to set aside the leftover scholarship funds for 2021 NCI scholarships. She stated that, if the Board approves the recommendation, she is prepared to get information out to scholarship applicants. She explained the plan for the process if it is approved.

**Ms. Newman** asked about the total amount of the awards if the recommendation was approved. **Ms. Saner** stated it would total \$5,200 at \$650 each (eight total awards). **Ms. Newman** stated she is concerned about a decrease in fundraising for the year. She wondered whether the award amount should be reduced to \$300 each in order to save more funds for scholarships the following year.

**Ms. Trickey** reminded members that the Board had previously agreed to base annual scholarship funding in the upcoming budget year on the prior year's fundraising total.

**Ms. Ballou** stated that part of the Scholarship Committee's discussion was about how reasonable it was for someone to take five classes online by the end of the year. She stated the Committee wanted to provide as much opportunity as possible, understanding that some recipients may not be able to use all the funds within the time allotted.

**Ms. Newman** stated she would like to see the funds stretch further. She stated the number of applications may increase in coming years due to municipalities' lack of training funds.

**Ms. Trickey** asked how many points are awarded for attendance at the AAMC conference and academy. **Ms. Newman** replied that the conference is worth two points, and an academy is worth three points. Members continued discussing options for scholarship award amounts and deadlines. **Ms. Snider** spoke in favor of a compromise in regard to the dollar amount of the award.

**Ms. Snider**, seconded by **Ms. Newman**, moved to approve the recommendation of the Scholarship Committee to award the 2020 NCI scholarship recipients up to \$500 each for IIMC-certified online training courses, with a reimbursement request deadline of December 15, 2020, and to retain the remaining NCI Scholarship funds for NCI Scholarships in 2021.

**Ms. Trickey** stated that when the Finance Committee prepares next year's proposed budget, they will include the leftover 2020 NCI scholarship funds in the NCI scholarship funds line item. She stated the Finance Committee will move forward using the assumption that each scholarship recipient uses all \$500 of the award.

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

**President Jacobsen** asked Ms. Svensson whether she had anything to add. **Ms. Svensson** stated she already spoke with Ms. Saner, and she sees no issues with the process.

## **8. COMMITTEE REPORTS**

### A. Fundraising Committee

**President Jacobsen** stated that the Fundraising Committee provided a memorandum outlining their fundraising plans for the 2020 conference. She stated they have some questions about how to proceed with planning and whether they should put out a survey to AAMC members regarding attendance. **President Jacobsen** stated that another AAMC group is already looking into a survey.

### B. Education Committee

**President Jacobsen** stated that Ms. Paxton is not present to provide a report.

### C. Conference Planning Committee

**President Jacobsen** asked Ms. Heinz to comment on discussions about the possibilities for a web-based/in-person hybrid conference. **Ms. Heinz** stated that the Education Committee discussed ideas for putting on a hybrid conference and the resources that may be available to AAMC in such an event. She stated she posed a question to AML about a drop-dead date for cancellation without risk to AAMC. She stated that AML is putting on a hybrid summer meeting. She spoke about various things The Hotel Captain Cook is doing and changing to operate during COVID-19. She stated the hotel would offer a one-time rate reduction to AML for this year only.

**Ms. Svensson** stated that she can foresee using some of the same virtual tools at the annual conference if they work well at the summer conference. She stated that organizations in some places are putting on completely virtual conferences. She spoke about various ideas that have been discussed relating to a virtual conference, and stated she believes a lot will be learned over the next few months. She stated that The Hotel Captain Cook will not hold AML liable for the contract if

there is a travel ban at that time. She stated AML is proceeding with caution and does not want to be responsible for spreading the virus. She stated they also want to be respectful to the venue.

Members briefly discussed possible limits to in-person attendance at the annual conference. **Ms. Svensson** reported briefly on plans for the AML summer meeting.

#### D. Finance Committee

**Ms. Trickey** spoke to municipalities throughout the state that have cut training budgets or are getting hit hard by the loss in tourism and sales tax revenues. She stated the Finance Committee is struggling with how to proceed in preparing a 2021 budget; she stated there may be lasting effects on travel from COVID-19. She stated that AAMC is sitting well fiscally due to some recent changes made by the Executive Board, but it will be a tough year.

### 9. COMMENTS/QUESTIONS

**President Jacobsen** stated she will respond to the memo from Exhibitor Committee by directing them to hold off a little longer and await more direction about the status of the annual conference. She stated she will advise them to let vendors know to save the date but that there is still uncertainty.

**Ms. Newman** reminded members that submissions for the next *Oracle* publication are due June 15.

**Ms. Svensson** stated that there was some recent restructuring at AML, and her position was eliminated. She stated she has accepted a part-time position with AML as Core Programs Coordinator, and she is happy that her new job description includes working with the Alaska Clerks. She stated everyone can still reach her on her cell phone at any time.

### 10. ADJOURNMENT

There being no more business, **President Jacobsen** declared the meeting adjourned at 2:56 p.m.