



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
June 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	Kacie Paxton	Brenda Ballou	Betty Svensson
Dani Snider	Jamie Heinz		Sara Peterson
Jamie Newman	April Trickey		

2. APPROVAL OF AGENDA

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

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

3. APPROVAL OF MINUTES

A. June 15, 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 – None

5. PRESIDENT’S COMMUNICATIONS – None

6. UNFINISHED BUSINESS

A. 2020 AAMC Conference

President Jacobsen stated there is overall support for cancellation of the annual conference. She asked for a report from Treasurer Trickey. **Ms. Trickey** stated that without the annual conference,

the only income will be membership dues. She stated that AAMC has collected \$7,570 so far in 2020 dues, but the budgeted amount is \$9,000. She stated that more dues payments may come in after July 1 due to some municipalities' fiscal year. She spoke to various regular annual expenses for AAMC, totaling approximately \$10,600 and stated she is unsure whether AAMC would be able to recover the \$500 paid to a deejay for the conference banquet. She stated the total estimated loss would be about \$2,000. She stated that the Board had previously committed to pay out \$3,500 to those who were awarded PD scholarships. **Ms. Trickey** stated that AAMC's fund balance is approximately \$81,600, and when income and expenses are considered, the balance would drop to roughly \$76,000. She stated that AAMC must pay out in scholarships the funds brought in through gaming, which is about \$6300. She stated that she will need guidance from the Executive Board on how to proceed in that area for next year's budget if all those funds cannot be expended this year.

Ms. Newman asked whether the fund balance would still be approximately \$76,000 if only gaming funds are used. **Ms. Trickey** stated that the balance would be more like \$74,000. She stated that previous guidance from the Executive Board was to pay out \$3,500 in scholarship funds and save the remaining funds for 2021 scholarships. **Ms. Newman** stated she would not like to dip into other funds until AAMC begins fundraising again. **Ms. Paxton** agreed and asked what kind of board action would be needed. **Ms. Trickey** stated that the Finance Committee would draft a budget based on the guidance of the Executive Board, and she would like to know whether that guidance has changed regarding the 2021 scholarship budget.

President Jacobsen requested that the Board first work through the decision on whether to hold the annual conference.

Ms. Paxton, seconded by **Ms. Newman**, moved to cancel the November 2020 Annual Conference, Athenian Dialogue, and Academy.

Ms. Paxton stated she sent an email to the Education Committee, and the consensus of the group was to cancel the conference, which she believes reflects the impacts of COVID-19 on communities. She noted that a couple of people responded that it was almost a relief to cancel the conference due to all the pressure to plan with so much uncertainty. **Ms. Newman** spoke in support of cancellation and stated it is not an easy decision to make. **Ms. Trickey** spoke in support of cancellation and stated that Clerks are dealing with many "what-ifs" already.

President Jacobsen called for objection to the motion to cancel the November 2020 Annual Conference, Athenian Dialogue, and Academy; no members objected.

President Jacobsen expressed appreciation to everyone for talking through the difficult issue. She stated that next the Board will need to address how to move forward with items such as the annual business meeting, the election of officers, and the Clerk of the Year ceremony. Members briefly discussed how to handle the Clerk of the Year award. **President Jacobsen** asked what other items the Board may need to address. **Ms. Heinz** asked about expectations of the AML Assistance Committee considering the AAMC conference cancellation. **President Jacobsen** stated that she would expect those committee members to stay home and them to stay home healthy. She stated she would like to think about next steps and bring the issues back up at a future meeting.

Ms. Paxton stated the Board should discuss how to notify members of the cancellation. **President Jacobsen** stated that she plans to include information about the cancellation in her report in *The Oracle*, which will be distributed to members via email and social media. She stated that perhaps the Education Committee can provide information about educational opportunities with IIMC. **Ms. Newman** stated that she has provided links to IIMC's virtual institute in *The Oracle* already. **Ms. Trickey** suggested also providing members with information about other organizations offering educational opportunities such as NAGARA and ARMA. **Ms. Paxton** suggested that the best way to do may be to update all the training opportunities on the AAMC website, then point people there. **Ms. Ballou** stated that she thought the concern was to make sure that IIMC would give credit toward certification for scholarship recipients – not necessarily the source of the education. **Ms. Trickey** clarified that she was referring to education in general, not scholarship-funded education. **Ms. Newman** shared the additional links that are posted to the AAMC website.

Ms. Ballou excused herself from the meeting at 1:31 p.m.

President Jacobsen asked Ms. Trickey whether she needed budgeting guidance right away. **Ms. Trickey** stated that she needs to set up another Finance Committee meeting, but she has been waiting until a decision was made regarding the annual conference. She asked President Jacobsen whether there would be other Executive Board meeting before September. **President Jacobsen** replied that there would be. She stated it may make more sense to meet again in August to make decisions on the annual meeting, ceremonial matters, and scholarship funds. She stated that she may reach out to Board members for input about next steps. **Ms. Paxton** stated that the good news is that some states have already gone through a cancellation, and AAMC could reach out to them. **President Jacobsen** stated that she appreciates all the hard work.

7. NEW BUSINESS – None

8. COMMITTEE REPORTS – None

9. COMMENTS/QUESTIONS – None

10. ADJOURNMENT

There being no more business, **President Jacobsen** declared the meeting adjourned at 1:35 p.m.