



AAMC Executive Board

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

**AAMC Executive Board Meeting Minutes
July 25, 2023, 2 p.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 2:02 p.m.

Members Present			Members Absent
Brenda Henry	Lori Strickler	April Trickey	
Dani Snider	Kim Lane	Jamie Heinz	
Renee Krause	Beth McEwen		

APPROVAL OF AGENDA

K. Lane, seconded by **A. Trickey**, moved to approve the agenda. No changes were proposed, and there was no discussion.

President Henry called for objection to the motion to approve the agenda. No members objected, and the motion was approved.

APPROVAL OF MINUTES

A. May 10, 2023 Executive Board Meeting Minutes

B. McEwen, seconded by **D. Snider**, moved to approve the May 10, 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 minutes. No members objected, and the motion was approved.

ITEMS OF BUSINESS

A. Brief Update on AML Contract Negotiations

President Henry stated that she and R. Krause recently attended a contract negotiation meeting with AML. She stated that, although it began a little contentious, it turned out well and she felt that both parties were relieved. She reported that the AML will look into the cost of getting an

AAMC credit card, at which point the Executive Board will need to look into a credit card use policy. **R. Krause** added that the AML will look into why the AAMC is required to file a corporate tax return with the state. **President Henry** stated that once there is more information regarding that item, she will execute the contract with the AML. She restated that the meeting went well, and she felt heard by the AML. **R. Krause** stated that the AML staff did not know some of the details within the contract, and some knowledge had not been passed down by those who left the organization. **President Henry** stated that the AML agreed that the AML Assistance Committee could be dissolved, and she indicated that she would speak with the committee chair. **A. Trickey** asked whether the AML would only be required to provide reports to the AAMC on a quarterly basis. **B. McEwen** stated she believes the AML would provide monthly bank statements and quarterly profit and loss statements. **A. Trickey** stated that she has a problem with the Executive Board not being able to see financial details of the annual conference until March. **President Henry** asked A. Trickey to draft some language for the contract in that regard. **B. McEwen** expressed appreciation that A. Trickey raised the issue and stated she is unsure whether the quarterly reports fit with the timeline for the AAMC's budget process and the Finance Committee's processes. She stated she appreciates that President Henry and R. Krause met with AML staff. **R. Krause** stated she was agreeable to quarterly reporting because her understanding is that there would be a report issued in January for items through December 31 and the Treasurer would have access to the bank account. **D. Snider** suggested adding the language, "and as requested by the Treasurer" to the fifth bulleted item under Accounting Services in the draft AML contract which states, "Provide quarterly expense and revenue reports to the President and Treasurer no less than 30 days after the close of the quarter." **A. Trickey** thanked R. Krause for the clarification and confirmed that D. Snider's proposed change would take care of her concern. **President Henry**, after hearing consensus by members, stated that the language would be added to the draft contract.

B. Proposed Bylaw Amendments

President Henry asked D. Snider to speak to the first proposed amendment. **D. Snider** stated that the amendment came about following the 2022 annual business meeting where members discussed holding a special meeting within a short timeframe. She stated that the current bylaws require 30-days' notice for all meetings, but she believes the timeframe for notice should be shorter for special meetings.

Proposed Amendment 1 to Article V, Section 3. Notice.

Section 3. Notice.

Notice of the annual business ~~or special~~ meeting of AAMC shall be provided by the secretary to all members at least 30 days prior to the meeting. Notice of special meetings shall be provided by the secretary to all members at least 10 days prior to the meeting. ~~Such~~ All meeting notices shall contain the date, time and place of the meeting.

J. Heinz stated that in the past there was an expectation that meetings would take place in person, but that has changed with technology and remote meetings. **B. McEwen** suggested adding

language to indicate that “place” can include a virtual location. **President Henry** stated she feels that “place” includes a virtual location but asked for suggested language to clarify that detail. **L. Strickler** stated that the AAMC bylaws already include a provision for electronic meetings.

D. Snider, seconded by **A. Trickey**, moved to propose the above-listed bylaw amendment to the AAMC membership at the annual business meeting in December 2023.

President Henry called for objection to the motion to present the bylaw amendment to the membership. No members objected, and the motion was approved.

President Henry explained her reasoning behind the second proposed amendment. She stated that the changes will allow more members voting privileges, thus making AAMC more inclusive.

***Proposed Amendment 2
to Article III***

Section 1. Membership Classes.

A. *The following membership classes are established:*

1. ~~Full~~**Primary** Member;
2. ~~Associate~~ Member;
- ~~23.~~ **3.** Corporate Member;
- ~~34.~~ **4.** Retired Member;
- ~~4. Lifetime~~ **Member;** and
5. Honorary Member

B. *Definitions of Membership Classes.*

1. ~~Full~~**Primary** Member. **A clerk, deputy clerk, assistant clerk, or clerk’s office employee working in an office supporting a council or assembly in the State of Alaska shall be eligible for primary membership.** ~~Full members of AAMC are limited to the municipal clerk, deputy clerk, and individuals under the supervision of the municipal clerk whose duties include at least four of the following:~~
 - a. ~~General Management;~~
 - b. ~~Records Management;~~
 - c. ~~Elections;~~
 - d. ~~Meeting Administration;~~
 - e. ~~Management of by-laws, articles of incorporation, ordinances or other legal instruments;~~
 - f. ~~Custody of the official seal and execution of official documents;~~
 - g. ~~Human Resources Management; and/or~~
 - h. ~~Financial Management.~~
2. ~~Associate~~ Member. ~~Associate members of AAMC are limited to individuals employed by a municipality represented by a full member, who do not meet full member criteria and have an interest in the mission and purpose of AAMC. There shall be no limit to the number of associate members.~~

- ~~23.~~ *Corporate Member. Corporate members of AAMC are limited to corporations, associations, or other business entities or individuals desiring to assist AAMC in the accomplishment in its mission and purpose.*
- ~~34.~~ *Retired Member. Retired members of AAMC are limited to individuals who have met full primary member ~~or associate member~~ criteria prior to retirement desiring to assist AAMC in the accomplishment of its mission and purpose.*
- 4. Lifetime Member. Upon request by a past president, lifetime membership shall be conferred upon past presidents who have retired.**
5. *Honorary Member:*
- ~~a. As conferred by the executive board and upon retirement, past presidents of AAMC shall automatically become lifetime honorary members. There shall be no limit to the number of past presidents awarded honorary membership in a given year.~~
- As conferred by the executive board, an individual who has made a significant and exemplary contribution to AAMC and to the profession of municipal clerk may be granted an honorary membership. Only one membership may be awarded in this category per year.*

Section 2. Voting Rights and Privileges.

- A. *Voting rights and privileges of each classification of membership are hereby established and shall be reserved for members whose membership dues are paid and current, except that dues for honorary members are waived, unless otherwise instituted by the executive board.*
- 1. Full Primary** *members have the right to:*
- a. Vote;*
 - b. Hold office in AAMC;*
 - c. Hold office in IIMC after having served at least three years on the AAMC Executive Board;*
 - d. Serve as an AAMC Committee Chair; and*
 - e. Serve on an AAMC Committee; ~~and~~*
 - f. ~~Participate fully in all activities of AAMC.~~*
- 2. Retired, lifetime, and honorary members:**
- a. May serve as a member of AAMC committees;*
 - b. Shall not serve as AAMC committee chairs;*
 - c. Shall not vote on AAMC issues, except those issues before the committee on which they are serving; and*
 - d. Shall not hold office in AAMC or IIMC.*
- 3. Corporate members:**
- a. Shall not serve on AAMC committees;*
 - b. Shall not vote on AAMC issues; and*
 - c. Shall not hold office in AAMC or IIMC.*
- ~~1. Associate Members have the right to participate fully in all activities of AAMC, except those of voting and holding office in AAMC or IIMC.~~
- ~~2. Corporate Members have a right to participate in all activities of AAMC, except those of voting, holding office in AAMC or IIMC, and serving as committee chair.~~
- ~~3. Retired and Honorary Members have a right to participate in all activities of AAMC, except those of voting, holding office in AAMC or IIMC, and serving as committee chair.~~

D. Snider, seconded by **B. McEwen**, moved to propose the above-listed bylaw amendment to the AAMC membership at the annual business meeting in December 2023.

D. Snider, **A. Trickey**, **B. McEwen**, and **K. Lane** spoke in support of the bylaw amendment. No objection.

President Henry called for objection to the motion to present the bylaw amendment to the membership. No members objected, and the motion was approved.

C. AML Assistance Committee Disbandment Target Date

President Henry suggested disbanding the committee after the December conference. **B. McEwen** stated that, as a long-term member of the AML Assistance Committee, she does not see a need to wait until after the conference to disband, because the committee is no longer needed by the AML. She recommended disbanding the committee immediately and added that committee members could still receive points for service. **President Henry** indicated that her concern was with making sure the current committee members receive credit for their service.

D. Snider, seconded by **K. Lane**, moved to disband the AML Assistance Committee effective July 25, 2023 and give the current chair and members their point credit for the year.

A. Trickey stated that disbanding now would allow the Executive Board to update the Policies and Procedures immediately. **L. Strickler** questioned whether there is an IIMC standard for points earned for committee participation. **President Henry** indicated that there would not be an issue. **B. McEwen** pointed out that the Legislative Committee meets only during the State's legislative session – not year-round – and those members still earn credit for service. **A. Trickey** stated that the AML Assistance Committee has been working. She stated they sent the Executive Board a letter regarding disbandment, and she worked with the members to prepare the letter to send to the AML.

President Henry called for objection to the motion to disband the AML Assistance Committee effective July 25, 2023 and give the current chair and members their point credit for the year. No members objected, and the motion was approved.

D. State of Finances Report – When to Present to Membership

This item was skipped in the agenda order and was addressed after item E.

President Henry asked whether the Executive Board would like to put out a report to the AAMC membership prior to the conference or wait until the annual business meeting. **B. McEwen** stated she would be in favor of something going out prior to the conference. She asked whether the AAMC conference scholarship award amount had been set. **President Henry** and **A. Trickey** replied that the budgeted amount is the total allocated for AAMC conference scholarships. **B. McEwen** stated that she would pass that information on to Scholarship Committee Chair Cathcart.

R. Krause confirmed that the AAMC Conference Scholarship amount is \$1900.00, and **A. Trickey** pointed out that conference registration is comped for scholarship recipients.

D. Snider stated that she would like to see communication on the following topics go out to the AAMC membership within the next two months: 1) update on contract discussions with the AML and other communications between the AML staff and the AAMC Treasurer, and 2) clarification regarding 2023 scholarship budget. **K. Lane** and **R. Krause** were tasked with drafting a report to the membership. **A. Trickey**, acknowledging the fiscal concerns raised at the 2022 annual business meeting, suggested adding a note in the report that the AAMC was able to put some funds in the bank following the 2022 annual conference. She stated that the report could let members know that a full financial report would be included in the annual business meeting agenda packet. **President Henry** asked whether there was any objection to having the report out to the membership by the end of August, and no members objected.

D. Snider questioned whether sufficient communication had gone out to the membership in regard to the location and dates of future conferences, as that was also a concern raised at the 2022 conference. **President Henry** stated that the ad-hoc committee put out five requests for quotes, and no venues responded; she indicated that the AAMC is stuck with holding its annual conference in conjunction with the AML. **D. Snider** asked whether that information was communicated to the membership. **President Henry** replied that she was unsure whether it was sufficiently communicated. She stated she would add that to the list of items to include in the report, and she stated that the draft report would be given to the Executive Board for approval prior to being sent to the membership.

E. Wrap Up Final P&P Review

President Henry and members reviewed the remaining task list for the updated Policies and Procedures document sent out by D. Snider, and each item was addressed as follows:

- Duty to check on committees at least twice per year
 - ✓ **L. Strickler** reported that this item was already taken care of.
- AML Assistance Committee section with subcommittees
 - ✓ **President Henry** asked D. Snider to remove all the language pertaining to the AML Assistance Committee. **D. Snider** confirmed that she would.
- Municipal Clerk of the Year (COTY) Award
 - ✓ **President Henry** reported that she did not receive a recommendation back from the COTY Committee, but she heard they are looking at doing a different style of award. **A. Trickey** suggested setting a dollar limit for the award cost. **President Henry** asked if there was specificity regarding the physical award in the P&Ps, and **B. McEwen** indicated that there was specificity on several pages. Members discussed the cost of the COTY award in the past and agreed that specificity regarding the award form and style should be removed from the P&Ps. Members also agreed to add limits for the award cost. **President Henry** tasked A. Trickey with drafting language to insert in the P&Ps addressing the COTY award cost and directed her to specify that the cost excludes shipping. Members agreed on a minimum cost of \$200 and a maximum cost of \$250.

- Possible increase of gift amounts from \$35 to \$50 for IIMC Region IX Director section
 - ✓ **President Henry** questioned why the value of the Region IX Director gifts should be increased but not the value of the AAMC President's gifts. She and **J. Heinz** spoke to how challenging it is to purchase nice gifts under the current limits. Other members spoke in support of increasing all gift limits throughout the P&Ps. **L. Strickler** asked about the value of gifts received from other clerk organizations. **President Henry** stated that the other state clerk organizations have more funds because they have a larger membership base. **B. McEwen** suggested using the language "up to \$50" for gift limits, and **A. Trickey** spoke in support of the "up to \$50" language. **President Henry** called for objection to increasing the gift spending limits to \$50, and no members objected.

COMMENTS

A. Trickey thanked the Board for working through all the items, and she expressed appreciation to President Henry and R. Krause for their work and communication with the AML.

B. McEwen asked whether the Board should discuss the credit card issue. **President Henry** replied that they did not need to address that until there was more information available; she indicated that it may not be until next year. She stated that she asked the AML to look into getting an AAMC credit card, but the issue will come back to the Executive Board for a decision on whether to pursue that item.

R. Krause shared that she requested to have access to the AAMC bank account, but she has not yet received access. **A. Trickey** stated that Treasurer Krause should be a signer on the bank account with access. **R. Krause** indicated that the AML has the same logon and password information for all the affiliate accounts they manage. **President Henry** stated that she would confirm with the AML that that is truly the case and report back to the Board. **A. Trickey** explained how she became a signer on the bank account when she was the AAMC Treasurer.

President Henry stated that she does not plan to hire a deejay for the annual conference; rather, she is compiling a playlist to shuffle. She shared that she has asked the Banquet Decorating Committee to look into the cost of a photo booth instead.

ADJOURNMENT

There being no further business, **President Henry** declared the meeting adjourned at 3:12 p.m.

Transcribed by: D. Snider