



AAMC Executive Board

Brenda Ballou, President
Brenda Henry, 1st Vice President
April Trickey, 2nd Vice President
Jamie Heinz, Immediate Past President
Dani Snider, Secretary
Renee Krause, Treasurer
Kim Lane, Communications Director
Beth McEwen, Education Director
Portland Highbaugh, Alaska Municipal League

**AAMC Executive Board Meeting
August 4, 2022, 10:00 a.m. – Held via Zoom**

1. CALL TO ORDER/ROLL CALL

President Ballou called the meeting of the Alaska Association of Municipal Clerks (AAMC) Executive Board to order at 10:01 a.m.

Members Present		Members Absent
Brenda Ballou	Dani Snider	Jamie Heinz
Brenda Henry	April Trickey (left at 11:15)	
Renee Krause (arrived at 10:34)	Beth McEwen	
Kim Lane	Portland Highbaugh (left at 11:29)	

2. APPROVAL OF AGENDA

A. Trickey, seconded by **K. Lane**, moved to approve the agenda.

President Ballou requested to add item (h) under New Business to discuss conference vendors.

President Ballou called for objection to the motion to approve the agenda, as Amended; no members objected.

3. NEW BUSINESS

A. Approve Minutes from November 19, 2021 Annual Business Meeting (brought forward again for approval due to lack of quorum when approved on April 27, 2022)

A. Trickey, seconded by **K. Lane**, moved to approve the November 19, 2021 Annual Business Meeting minutes.

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

B. Approve Minutes from April 27, 2022 Executive Board Meeting

A. Trickey, seconded by **B. Henry**, moved to approve the April 27, 2022 Executive Board meeting minutes.

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

President Ballou requested that D. Snider make a note in the April 27, 2022 meeting minutes that the November 19, 2021 Annual Business Meeting minutes were brought forward again for approval due to lack of quorum when approved on April 27, 2022.

C. Approve the Updated AAMC Clerk Handbook

D. Snider, seconded by **B. McEwen**, moved to approve the changes to the AAMC Clerk Handbook as submitted by the Publications Committee.

President Ballou proposed a number of suggested changes she had made note of in the handbook, and members briefly discussed each:

1. Page 5, IIMC, make mention of the “Beyond the MMC” program after the MMC portion. **B. McEwen** also suggested making mention of Athenian Dialogues under the Professional Development & Certifications section in the same area.
2. Page 7, Executive Session section, update antiquated language (change “tapes” to “records”).
3. Page 8, Publication and Posting, add language that the best practice is to be consistent with locations from year-to-year when posting notice in three public places.
4. Page 9, Consent Agenda, clarify language about consent items being discussed; add language directing referral to local codes.
5. Page 9, Public Inspection, add language that the best practice is to be consistent with locations when posting notices.
6. Page 9, Meeting Room Preparation, update antiquated language regarding supplies and equipment needed for meetings and tasks for clerk prior to meetings.
7. Page 14, Non-Code Ordinances, cite the Alaska Statute stating that an ordinance is required for approval of a budget; research and clarify whether that statute applies to Home Rule municipalities.
8. Page 28, VREMS, add a reference to the Division of Elections Regional Supervisor.
9. Page 72, Notary Public, add information about the different types of notaries: limited, full, and remote; research 2021 requirement by the State that a journal is required to be kept, whether for all types of notaries, or only certain types;

R. Krause joined the meeting at 10:34 a.m.

B. McEwen, seconded by **R. Krause**, moved to have President Ballou compile the notes and refer the handbook changes back to the Publications Committee, with a revised version to come back to the Executive Board for another review.

President Ballou called for objection to the motion to refer the handbook back to the Publications Committee; no members objected.

B. McEwen stated that she would try to draft some information about Athenian Dialogues for the Professional Development & Certifications section and send it to the Executive Board, the Education Committee, and the Publications Committee.

D. Provide a Recommendation to the Publications Committee on Updating the Host Clerk Duties in the AAMC Policies & Procedures Guide

President Ballou referenced the email from J. Heinz regarding host clerk duties. She asked for feedback from members on whether those duties should be reassigned to someone other than the Anchorage clerk. She stated that the duties are to provide a ballot box and voting booth for the AML election. **B. McEwen** stated that she likes the idea of having a co-community host. She shared that, historically, the host clerk has worked with others to arrange for shipment of items for the conference. **D. Snider** stated she would not support creating a new position for or rotating the responsibility of the host clerk duties. Members discussed divvying up the duties to others. **D. Snider** suggested getting a list of the duties that have traditionally been done by the host clerk and revisit the issue at a later time. **President Ballou** asked P. Highbaugh whether AML intends to continue with electronic voting for its elections; P. Highbaugh replied affirmatively. **President Ballou** stated that the board could revisit the issue later.

E. 57th Annual AAMC Conference – Planning Status & Updates

President Ballou stated there was a conference planning meeting the previous day, and she asked B. Henry if she had an update. **B. Henry** stated she did not. **President Ballou** stated that P. Highbaugh confirmed that breakout rooms will be available. **B. McEwen** shared that the four potential topics for Nuts and Bolts sessions are: Title 29, parliamentary procedure, agenda management, and citizen petitions. **President Ballou** asked for confirmation that there had been no change to fees; other members confirmed. **B. Henry** shared the registration cost for each of the following: Athenian Dialogue, Academy, and conference. **A. Trickey** shared that the cost of conference lodging has increased, so she would not be in favor of increasing fees. **President Ballou** brought up the issue of vendor space at the Dena'ina Center and stated that vendors may have a little more room this year. **D. Snider** asked about the conference hotel rate; **P. Highbaugh** confirmed that the rate is \$149 per night, which is comparable to past rates. **D. Snider** disagreed, and another member confirmed that the 2021 rate at the Captain Cook Hotel was \$105 per night. **B. McEwen** stated that a committee member had suggested that the Executive Board discuss the possibility of not holding the AAMC conference in tandem with the AML conference. **D. Snider** spoke in support of having that discussion and stated that it might open up the possibility of holding the conference in different locations on a rotating basis. **A. Trickey** stated that the Executive Board was told by AML that moving the conference to December would result in a savings; she stated that may be true for AML and the affiliate groups, but cost is being pushed on to municipalities. She went on to state that there has been much discussion about raising rates, and she feels that a discussion will need to be held after the conference to talk about future changes. **R. Krause** stated that the Finance Committee will have much to discuss also. **President Ballou** stated that it is difficult to predict what the 2023 budget will look like.

A. Trickey left the meeting at 11:15 a.m.

F. Discuss Pros and Cons of Creating a New Board Member Position Called Conference Planning Director

President Ballou spoke to the amount of work it takes to put on the annual conference and posed the idea of creating a new position on the board dedicated only to conference planning. She stated that it is difficult to have a new person planning the conference each year. Members discussed the pros and cons of such a change. **B. McEwen** stated that she was unsure if creating a new position is the way to go, but she understood the idea and the need. **D. Snider** stated that it is a lot of work, and she fears that no one would step up to run for the position; she stated that the idea needs a lot of consideration. **B. Henry** agreed. **R. Krause** stated that there are many clerks who are good organizers and would enjoy such tasks, including herself. **P. Highbaugh** stated that historical knowledge is great, but she agreed that the board should proceed with caution when considering adding a new position. **B. McEwen** wondered whether other regions or state associations have this type of position in place already. **President Ballou** confirmed that they do. She stated that if it was already a position on the Executive Board, she would be interested in putting in for it. She commented that it would be nice to have someone plan the conference for multiple years for consistency; she stated the person would also be able to establish a routine with AML. She stated she wanted to bring the idea forward and indicated that it could be discussed again in the future.

G. Committee Reports

B. Henry stated she has been working on the conference schedule and the conference needs list. **President Ballou** stated that the Elections Committee has received no applications, and they are encouraging people to apply.

P. Highbaugh left the meeting at 11:29 a.m.

K. Lane shared that she was able to add a notifications feature to the AAMC website so that people can sign up to receive notifications. She added that she subscribed all the current AAMC members so that membership blasts could be sent out that way.

B. McEwen stated that she just had the idea of doing a session on innovation by clerks since there is no keynote speaker scheduled for the first day of the conference. She explained that clerks could share innovative ideas, best practices, etc. Other members spoke in support of such a session. **President Ballou** asked whether there would be topics to keep the session on track. **B. McEwen** stated she envisions sending out a request in advance so that topics could be selected in advance; she stated that the clerk with the idea could give a sort of “TED Talk” then have a discussion or question-and-answer session. More members expressed support for the idea.

H. Conference Vendors

President Ballou stated that AAMC will incur a \$50-\$60 fee to provide chairs and tablecloths for each vendor. She stated that AAMC will absorb the cost, and she asked for board member

feedback. **B. McEwen** stated that since there will be more space at the new venue, maybe AAMC could recoup some costs by adding extra vendors; **President Ballou** stated that the issue of space is still up in the air. Members again agreed not to increase attendee or vendor costs for the current year. She stated that she just learned of the \$50-\$60 fee, which has made things difficult for B. Hewitt, the Exhibitor/Sponsor Committee Chair. **B. Henry** expressed disappointment with AML and stated that AAMC vendors/sponsors should have already been contacted. She stated she would support giving the go-ahead for B. Hewitt to contact vendors/sponsors. She suggested giving B. Hewitt the green light to guarantee vendors a 6-foot space, then, if the space is larger than expected, vendors could be notified that they will have more space.

4. BOARD COMMENTS

President Ballou stated that the Executive Board needs to have a conversation following this year's conference about whether to break away from AML. Members shared their frustrations with AML in 2022. **K. Lane** stated she is concerned about low conference turnout this year. **D. Snider** stated that the AAMC was brought into the conversation with AML so late, and decisions had already been made. **B. McEwen** stated that P. Highbaugh has done as much as she can to look out for the AAMC. She added that she may support decoupling from the AML so that the AAMC could consider other times of the year to hold its conference. She proposed that the Executive Board have a hot wash following the conference. Members briefly discussed room arrangements; **B. McEwen** stated that each affiliate group will receive only one comped room. **B. Henry** suggested a title for the Monday session B. McEwen spoke about earlier in the meeting: "Sharing Your Grit."

D. Snider asked President Ballou about her suggested changes to the AAMC policies and procedures document. **President Ballou** directed D. Snider to send the information to R. Tussey.

B. McEwen asked whether to continue including Executive Board members on Education Committee invites. Members indicated they did not mind receiving the invites. **B. McEwen** expressed her appreciation to fellow board members and stated that she appreciates the support.

5. ADJOURNMENT

There being no further business, **President Ballou** declared the meeting adjourned at 11:58 a.m.

Transcribed by: D. Snider