



**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  
**Portland Highbaugh**, Alaska Municipal League

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**AAMC Executive Board Meeting**  
**September 1, 2020, 3:00 p.m. – Held via Videoconference**

**1. CALL TO ORDER**

**President Jacobsen** called the meeting of the Executive Board of the Alaska Association of Municipal Clerks (AAMC) to order at 3:03 p.m.

<b>Members Present</b>			<b>Members Absent</b>
Melissa Jacobsen	Kacie Paxton	Portland Highbaugh	Dani Snider
Sara Peterson	Jamie Heinz		Brenda Ballou
Jamie Newman	April Trickey		

**2. APPROVAL OF AGENDA**

**Ms. Trickey**, seconded by **Ms. Peterson**, 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 29, 2020 Executive Board Meeting Minutes

**Ms. Peterson**, seconded by **Ms. Paxton**, 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** – None

**7. NEW BUSINESS**

A. 2021 AAMC Budget

**Ms. Trickey** reviewed the draft budget noting the committee made a best guess given the difficult times, assuming lower membership and conference turnout, lower fundraising amounts, constant expenses, and averages of previous travel budgets to make adjustments for 2021. Additionally, **Ms. Trickey** reviewed expenses and lost revenue from cancellation of the 2020 AAMC conference and 2020 Northwest Clerk's Institute. Finally, **Ms. Trickey** reviewed Scholarship Fund budget based on previous decisions relating to scholarship payouts and discussed three recommendations for scholarship payout for 2021.

**Ms. Newman** noted her reluctance to pay out funds when not fundraising, not having a conference, and having no sponsorships. **Ms. Paxton** asked what the deadline was to submit scholarship reimbursements; **Ms. Trickey** noted the deadline was December 15. **Ms. Newman** noted she would feel more comfortable only depleting gaming funds until the association began fundraising again; **Ms. Trickey** clarified that was noted that that was Option 3. **Ms. Newman** pointed out that IIMC has scholarship funds that reportedly never get used. **Ms. Peterson** noted she was in support of Option 3 as well. **Ms. Trickey** also expressed her support for Option 3 noting the future with the pandemic was uncertain, contract obligations still existed, and as a healthy organization the association should have cash flows to see us through natural disasters. She added that in 2021, the association would need the cash flow to put on a conference. She also noted an earthquake, similar to the one in 2018, could destroy a conference depending on the timing. There was general discussion regarding municipal budgets.

**Ms. Newman**, seconded by **Ms. Peterson**, moved to approve Option 3; to fund scholarships at the amount of the remaining funds left in the gaming account, \$2,007, that need to be paid out in 2021 and use any leftover funds designated to pay out this year from the gaming account, \$4,000, not used this year.

**Ms. Paxton** noted that amendments could be made if circumstances changed

**President Jacobsen** called for objection to the approval of Option 3; no members objected.

It was decided that the Advanced Academy would not be held in February, be canceled entirely, and a refund requested.

#### B. AAMC 2020 Annual Meeting

**President Jacobsen** stated the date the meeting was originally scheduled for would be Tuesday, November 17. **Ms. Newman** pointed out that the AML Conference was to be virtual and suggested clerks may be attending that; questioned if that conference would conflict with AAMC's annual meeting. **President Jacobsen** noted quorum requirements. **Ms. Paxton** suggested keeping the same schedule. **President Jacobsen** noted that if the meeting date was advertised sooner than later then members could schedule around it. **Ms. Highbaugh** noted that the AML Conference was scheduled to take place November 16 through 20. **Ms. Paxton** suggested if the meeting was kept to the noon hour, which was typically done, that it could open up availability to those who have other plans.

It was decided the meeting would be held over the noon hour.

**President Jacobsen** noted the virtual meeting would include the business meeting, recognizing those that reached their MMC and CMC, recognizing the Clerk of the Year, and passing the gavel. She added the Region IX Directors and state Presidents would be added to the agenda. She also noted that the item would stay on the agenda for planning purposes.

C. Extend Filing Deadline for AAMC Executive Board Openings

**President Jacobsen** noted the candidate information sent out by the Elections Committee Chair; that one person had submitted candidacy for 2<sup>nd</sup> Vice President and there were no candidates for the other two positions. **Ms. Paxton** noted her intent to file for candidacy for Education Director if no other members of the Education Committee wanted to file for candidacy.

**President Jacobson** asked if the deadline should be extended. **Ms. Paxton** noted if there was going to be recruitment, it might be worthwhile to extend. **Ms. Peterson** asked if extending would upset anyone. **President Jacobson** stated we would leave the August 31 deadline and put notice out that nominations would be taken from the floor at the business meeting and recruitment could take place in the next few months.

**Ms. Paxton** asked about the Region IX Director being on the ballot. **Ms. Newman** reviewed the agreement with the other states in Region IX regarding nomination. **Ms. Trickey** noted that if the desire was to have the membership vote on the candidate, it would need to be voted on by AAMC in 2020. **Ms. Peterson** confirmed that the Region IX Director Candidate would need to be voted on by AAMC in 2020 or else it would require a special election. President Jacobsen noted the Region IX Director Candidate would also be on the 2020 election ballot.

D. AAMC Records at Fairbanks North Star Borough and Records Retention

**President Jacobsen** stated this item would be rescheduled for the next meeting.

8. COMMITTEE REPORTS – None

9. COMMENTS/QUESTIONS – None

10. ADJOURNMENT

There being no more business, **President Jacobsen** declared the meeting adjourned at 3:58 p.m.