



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 Minutes
September 7, 2022, 2:00 p.m. – Held via Zoom**

CALL TO ORDER/ROLL CALL

President Ballou called the meeting of the Alaska Association of Municipal Clerks (AAMC) Executive Board to order at 2:00 p.m.

Members Present		Members Absent	Also Present
Brenda Ballou	Jamie Heinz	Dani Snider	Nils Andreassen
Brenda Henry	Beth McEwen	Kim Lane	
Renee Krause	Portland Highbaugh		
April Trickey			

APPROVAL OF AGENDA

J. Heinz, seconded by **B. McEwen**, moved to approve the agenda.

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

NEW BUSINESS

A. Approve Minutes from August 4, 2022 Executive Board Meeting

B. McEwen, seconded by **J. Heinz**, moved to approve the August 4, 2022 Executive Board Meeting minutes.

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

B. Approve Recommended Updates to the IIMC Region IX Director Agreement

B. McEwen spoke in support of the proposed changes.

B. McEwen, seconded by **J. Heinz**, moved to approve the Recommended Updates to the IIMC Region IX Director Agreement.

A. Trickey agreed with the proposed changes, stating that it would help the incoming director to get up to speed quickly by attending the meetings prior to the IIMC Annual Conference.

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

C. Review IIMC Campaign Guidelines for Associations and Discuss Next Steps for AAMC's December conference

President Ballou commented on the IIMC's Campaign Guidelines for Associations and the email that was sent from IIMC's Executive Director, Chris Shalby. Discussion ensued, and it was a consensus that the email sent out to everyone should be very simple and should let all candidates know of the deadline and of the AAMC's conference date.

D. Review and Discuss Current Contract between AAMC and AML

President Ballou stated that there is no end date specified on the contract between the AAMC and AML. She stated that the current contract was signed in 2016. **R. Krause** spoke about tasks that have not been getting done, such as the transfer of funds from the gaming account to the checking account and federal and state paperwork.

Nils Andreassen, AML Executive Director, commented that it is a partnership. He stated that the AAMC financial statements are a work in progress, and there has already been a vast improvement. He asked about expectations and requested a calendar with deadlines for various items.

A. Trickey discussed accounting services and AML's request for a calendar of deadlines. **President Ballou** stated she anticipates more action from AML in regard to the contract.

President Ballou spoke about the struggles AAMC has had with conference planning because information is often needed urgently. She stated she is uncomfortable with the stage the AAMC is at in conference planning. **B. McEwen** pointed out that AAMC Policies and Procedures contains a calendar of events with guidelines. She indicated she would be willing to separate from the AML for the annual conference. **A. Trickey** agreed with B. McEwen as Clerks who are conducting elections in October need to plan ahead for the annual conference. **B. Henry** commented that it is frustrating not being able to get answers to questions.

N. Andreassen stated he understands that this is a busy time for Clerks. He shared that the AML has held conferences similar in size at the Dena'ina Center already in 2022, and his staff has the ability to make it happen again. He spoke to ensuring that everyone receives the same discounts.

B. Henry again spoke about the issues AAMC has had with not getting questions answered by AML. N. Andreassen stated he will work on that. Those present agreed that both AML and AAMC needed to review the contract and work together to see what may need to be changed.

E. Approve the Updated AAMC Clerk Handbook. (Note: This item was referred back to the

Publications Committee on August 4, 2022. The Publications Committee is providing an updated draft for the board's consideration.)

B. McEwen, seconded by **R. Krause**, moved to approve the updated AAMC Clerk Handbook.

B. McEwen pointed out that the House Districts need to be updated on page 28, due to the changes adopted by the State Division of Elections. She also noted that the word "Alcoholic" should be changed to "Alcohol" on page 76. The two housekeeping items were noted, and President Ballou was to notify the committee of the changes.

President Ballou called for objection to the motion to approve the updated AAMC Clerk Handbook with the two changes brought forth by B. McEwen; no members objected.

F. Planning Status and Updates for the 57th Annual AAMC Conference

President Ballou spoke about the increased rate of \$149 per room at the conference hotel. The following items were mentioned or discussed:

- Rooms for honored guests and board members at the conference
- Space allocated to AAMC for vendors/exhibitors and access to electronic outlets
- Audio/visual needs for the AAMC conference
- Conference shuttle information, including publication and distribution of the schedule
- AAMC access to storage space at the conference
- Conference schedule as it relates to room usage
- Conference registration list
- Next Conference Planning Subcommittee meeting is September 15

G. Committee Reports

B. McEwen provided a report from the Education Committee. She stated that the Lt. Governor would not be available to attend the conference due to the election and transition, and she reported that there would be no notary training.

BOARD COMMENTS

A. Trickey expressed her concerns with the AML/AAMC contract and the difficulties associated with employee turnover at AML, especially regarding accounting services. **R. Krause** also expressed concerns relating to the accounting services provided by the AML. **B. McEwen** stated that Amy Meiners provided accounting services to the AAMC prior to AML; she commented that the board may want to consider hiring a contractor for that service.

B. Henry questioned whether the relationship between the AML and the AAMC would suffer if the AAMC pulled out of the annual conference. **J. Heinz** stated that she believes the AAMC would be on its own if it separated its conference from the AML. She listed a couple of new tasks that the AAMC would be responsible for if it separated, such as conference planning and putting

out an RFP for event space. She also mentioned that the AAMC may not be able to receive the same hotel rates it is currently receiving as part of the AML conference.

More discussion ensued regarding the AAMC's contract with the AML and possible separation. It was decided that R. Krause and A. Trickey would follow up with Lisa Fisher and Nils Andreassen with the AML regarding the financial statements, the clean-up of old accounts receivable items, and double-entry data errors on the AMLIP account.

B. McEwen expressed appreciation for the leadership of the Executive Board, especially during difficult times; she stated that the current board members make a good team.

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

Transcribed by: A. Trickey and D. Snider