



AAMC Executive Board

Jamie Heinz, President
Brenda Ballou, 1st Vice President
Vacant, 2nd Vice President
Melissa Jacobsen, Immediate Past President
Dani Snider, Secretary
April Trickey, Treasurer
Jamie Newman, Communications Director
Beth McEwen, Education Director
Portland Highbaugh, Alaska Municipal League

**AAMC Executive Board Meeting
September 22, 2021, 10:00 a.m. – Held via Zoom**

1. CALL TO ORDER/ROLL CALL

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

Members Present			Members Absent
Jaime Heinz	Dani Snider	Beth McEwen	Vacant Seat
Brenda Ballou	Portland Highbaugh	Melissa Jacobsen	
Jamie Newman	April Trickey		

2. APPROVAL OF AGENDA

M. Jacobsen, seconded by **J. Newman**, moved to approve the agenda.

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

3. APPROVAL OF MINUTES

A. June 15, 2021 Executive Board Meeting Minutes

M. Jacobsen, seconded by **J. Newman**, move to approve the minutes.

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

4. TREASURER’S REPORT

A. Trickey stated that in August the Board thought that it may have to pull some funds from the investment fund. She stated, however, that with conference registration having opened, funds are coming in, so a transfer is no longer necessary. She provided a brief update on AAMC account balances.

5. PRESIDENT'S COMMUNICATIONS

President Heinz stated she just sent everyone an email regarding an annual conference update and an email regarding scholarship awards. She stated that until she received an email from AML Executive Director Nils Andreassen just before the meeting, she had expected that the conference would be canceled. She briefly went over the COVID-19 protocols sent by Nils Andreassen and asked members for input on the protocols.

M. Jacobsen asked whether AAMC is planning to stream sessions as AML is planning to do. **President Heinz** replied that AAMC is not planning to stream sessions.

B. Ballou asked President Heinz if she is asking the Board to decide whether to adopt the same rules as AML, and **President Heinz** replied affirmatively. **B. McEwen** questioned whether the protocols would automatically apply to the AAMC conference since it is being held in tandem with the AML conference. **B. Ballou** questioned why a negative test would be required for those who are vaccinated. **President Heinz** stated that many healthcare organizations are encouraging municipalities to implement mandates and that there have been breakthrough cases amongst those who have been vaccinated. **J. Newman** provided some recent examples of that occurring within her municipality.

J. Newman asked whether AML would be leaving the conference after Wednesday or whether staff would stay the rest of the week; **P. Highbaugh** replied that staff would be there for the remainder of the week, and she confirmed that testing would be provided to affiliate groups.

M. Jacobsen stated that she supports the AML protocols, but she questioned whether attendees would have to take a test at the conference or whether they could show proof of a recent negative test upon arrival. **P. Highbaugh** stated that there need to be more specific parameters, but she would assume that proof of a negative test result within the 36-48 hours would be sufficient.

A. Trickey suggested that, before the Board decides on protocols, it needs to make sure rapid testing will be available. She stated she would not want people to waste money travelling to the conference. She added that it would be good to know what the Hotel Captain Cook's requirements are for guests as there would be others who are not affiliated with the conference staying at the hotel. She mentioned that rapid tests are limited in many communities. **P. Highbaugh** stated that the hotel does not currently have any restrictions in place for guests, nor does the Municipality of Anchorage. She agreed that information should be forthcoming to conference attendees that not everyone at the hotel is under the same requirements. She stated that she believes Fairweather Medical Center is providing the testing, and she believes they are rapid tests. **P. Highbaugh** stated that AML staff visited the Hotel Captain Cook the previous Friday to determine what a "safe" conference might look like. She reported that they are waiting to hear back from the hotel on what the onsite vaccination and testing will be like. She stated that she will make sure there are more details before information is distributed to attendees.

J. Newman asked whether it would be possible for AML to stream AAMC conference sessions on Thursday and Friday, and she asked whether AAMC has a lot of breakout sessions or general sessions. **B. McEwen** replied that concurrent sessions have been pared down to only one on Friday afternoon.

Members discussed the AAMC conference schedule and the various meeting room locations at the Hotel Captain Cook. **A. Trickey** asked whether presenters would be required to wear a mask. **P. Highbaugh** stated that presenters who stand at the podium would not need to be masked.

J. Newman expressed concern about social distancing in smaller conference rooms, and **P. Highbaugh** suggested classroom-style seating to help accomplish social distancing. **A. Trickey** stated that side-by-side seating is better than having attendees sit across from each other at round tables.

B. McEwen turned the discussion back to the presenters and wondered whether it would be possible to stream sessions for presenters who would not be able to present in person. She expressed concern with how little time is left before the conference. **P. Highbaugh** stated that she believes streaming would be possible, but it would come at an additional cost. **B. McEwen** asked when attendees and presenters would be notified of the protocols. **P. Highbaugh** replied that she could check with Mr. Andreassen and report back.

B. Ballou stated that for months the Executive Board discussed how to approach the conference, and the Board decided to do an in-person conference versus a hybrid conference. She stated that registration packets have been sent out, and everyone is anticipating an in-person conference. She expressed concern that AAMC will risk losing attendees if it does not handle the messaging well regarding conference information and protocols. She stated that it seems that this is something the Board should have discussed weeks ago. **M. Jacobsen** stated she does not think the protocols are unreasonable. She stated that no one knows what will happen in the future and that she is doubtful there will even be 80 AAMC attendees, given everything that is happening. She indicated that timing is not a good reason to not follow the same protocols as the AML. **J. Newman** echoed M. Jacobsen's comments about the ever-changing circumstances and stated that she believes it would be irresponsible not to take precautions. **B. Ballou** commented that she does not want anyone to be unsafe and that communication to the membership would be very important. She clarified that she is not against testing. **President Heinz** stated that she just received the email from AML earlier in the morning, and the Executive Board can still forward its concerns to AML.

A. Trickey stated that if AAMC decides to do a virtual conference, she believes full registration fees should still be charged.

B. McEwen stated that AAMC needs to be purposeful with its messaging about the conference; **D. Snider** agreed. **A. Trickey** stated that everyone on the Board is clerks, and clerks deal with things as they come.

6. UNFINISHED BUSINESS – None

7. NEW BUSINESS

A. Adoption of the CY 2022 Budget

A. Trickey reported that the Finance Committee has proposed a 2022 calendar year budget. She stated that it is a conservative and lean budget and that estimates were based off numbers from the

last 4-5 years. **A. Trickey** reviewed projected revenues and scholarship/fundraising projections. She reviewed projected operating expenses and stated that the operating budget is similar to that of the prior year. She discussed conference-related revenues and costs.

B. McEwen stated that virtual Athenian Dialogues are a good way to raise funds throughout the year while providing educational opportunities to members. She stated she is unsure whether that is something the Executive Board has considered in the past. **A. Trickey** stated that the former Education Director, Norma Alley, was looking into the feasibility of virtual Athenian Dialogues and that if the Education Committee brought forward a recommendation, the Executive Board could consider a budget amendment at a later date.

M. Jacobsen, seconded by **J. Newman**, moved to approve the 2022 budget.

A. Trickey commented that this is her last year presenting the annual budget. She stated that it has been a pleasure to serve as the AAMC Treasurer for the past 6 years.

President Heinz called for objection to the motion to approve the 2022 budget; no members objected.

B. Region IX Director's Agreement

President Heinz reported that the Region IX Director's Agreement must be updated every three years. She explained that an amendment was approved by the IIMC membership in July to remove the requirement for a region director candidate to submit a letter of recommendation from their state association. She stated that the presidents of the Region IX state organizations agreed on proposing an amendment to their respective memberships to remove the support letter requirement from Section 3(f) and put it into Section 3(g), which would continue to make it a requirement of Region IX. She stated that the letters from the states would remain in Section 4. She shared that J. Newman submitted a comment that people may not want to put their name in the hat without the support of their state.

B. McEwen asked for clarification on the amendment being recommended by the state presidents, and Ms. Heinz provided clarification. **J. Newman** asked whether the issue was a moot point if it was already approved by IIMC. **President Heinz** stated that the IIMC will likely not honor the region's agreement. **A. Trickey** pointed out that the region agreement sets forth a rotation schedule for Region IX Directors. She stated that a letter of support is not necessary because the position will rotate amongst the states. **President Heinz** stated that the intent is to spell it out, although it may be a moot point. **A. Trickey** asked whether the IIMC would honor the region's agreement so that California cannot dominate the director positions. **J. Newman** stated that the agreements do not matter to the IIMC and that anyone is free to run for region director candidacy. **A. Trickey** stated that she wanted to make sure everyone understood that the agreement would likely not be honored by the IIMC.

B. McEwen, seconded by **B. Ballou**, moved to approve an amendment to the Region IX Director's Agreement to remove the support letter requirement from Section 3(f) and put it into Section 3(g), which would continue to make it a requirement of Region IX the agreement.

Hearing no further discussion, **President Heinz** called for objection to the motion to approve the amendment to the Region IX Director's Agreement; no members objected.

8. COMMITTEE REPORTS

B. McEwen reported that the Education Committee held a meeting, will need to hold another meeting soon, and is working on things.

9. COMMENTS/QUESTIONS

J. Newman commented on B. Ballou's earlier point about timing. She stated that it is late in the game to try to put together a hybrid conference. She asked whether the Executive Board should hold a special meeting once AML comes out with their protocols. **P. Highbaugh** stated that she believes the conversation regarding protocols should include everyone. She offered to have a separate conversation with Executive Board members if they wished. **B. Ballou** commented that time is of the essence. **President Heinz** stated that she would talk with AML then reach out to the Board to schedule a time to meet.

B. Ballou requested a copy of the meeting room list/schedule for the conference. **B. McEwen** stated that she and P. Highbaugh had a conversation earlier that morning and are still trying to nail some things down but that she would send B. Ballou the list.

A. Trickey stated that she is looking forward to seeing everyone in November. **President Heinz** and **B. McEwen** echoed A. Trickey's comment about seeing everyone at the upcoming conference.

President Heinz stated that the Scholarship Committee is seeking the approval of the Executive Board for the conference scholarship awards. She stated that she would put it out to the Board to vote on via email.

10. ADJOURNMENT

There being no further business, **President Heinz** declared the meeting adjourned at 11:06 a.m.

Transcribed by: D. Snider