



AAMC Executive Board
Sara Peterson, President
Melissa Jacobsen, 1st Vice President
Jamie Heinz, 2nd Vice President
Shellie Saner, Immediate Past President
Dani Snider, Secretary
April Trickey, Treasurer
Jamie Newman, Communications Director
Kacie Paxton, Education Director
Betty Svensson, Alaska Municipal League

AAMC Executive Board Meeting
September 26, 2019, 2:00 p.m. – Held via Teleconference

1. CALL TO ORDER

President Peterson called the meeting of the Executive Board of the Alaska Association of Municipal Clerks (AAMC) to order at 2:04 p.m.

Members Present			Members Absent
Sara Peterson	Melissa Jacobsen	Kacie Paxton	Jamie Heinz
Dani Snider	Jamie Newman	Betty Svensson	
Shellie Saner	April Trickey		

2. APPROVAL OF AGENDA

Ms. Saner, seconded by **Ms. Snider**, moved to approve the agenda.

President Peterson called for objection to the approval of the agenda; no members objected.

3. APPROVAL OF MINUTES

A. June 25, 2019 Meeting Minutes

Ms. Trickey, seconded by **Ms. Saner**, moved to approve the meeting minutes.

President Peterson called for objection to the approval of the minutes; no members objected.

4. TREASURER’S REPORT

A. AAMC Financial Report

Ms. Trickey reviewed the AAMC financial report through September 20, 2019. She stated registration fees have been coming into the general fund, and membership dues have been greater than anticipated. She explained that scholarship and fundraising funds are typically not received until November. She stated there were additional IRS filing fees this year, so that line is overbudget. **Ms. Trickey** stated that travel expenses are currently below the projected budget. She stated that next time the Executive Board receives a report may be after the annual conference,

and she currently sees no problems currently. She shared that all AAMC combined accounts currently total about \$82,000.

5. PRESIDENT'S COMMUNICATIONS

President Peterson stated that she recently attended the Oregon state conference in Bend, Oregon, and it was a great experience. She stated she appreciated the opportunity to attend.

6. UNFINISHED BUSINESS – None

7. NEW BUSINESS

A. Discussion/Direction/Decision of Request from the Exhibitor/Sponsor Subcommittee for Guidance Related to “Contributors”

Brekke Hewitt, Exhibitor/Sponsor Subcommittee Chair, joined the meeting to address this item. She stated that in-kind contributors are not being treated equally, and there is no guidance in AAMC policies or bylaws to address the issue. She stated contributors do not always get recognition in the conference schedule, and she would like to see consistency in recognition to promote participation. She gave some examples of in-kind donations. She suggested that perhaps in-kind contributions could be quantified monetarily and reflected in sponsorship levels. She shared that the Exhibitor/Sponsor Subcommittee unanimously voted that contributors should be recognized in the conference guide. She spoke to the difference between contributions that benefit individuals versus contributions that benefit all members.

Ms. Paxton agreed with the subcommittee's recommendation and suggested that AAMC Policies and Procedures be updated accordingly. **Ms. Newman** questioned why in-kind contributors could not just be given space in the conference program. **Ms. Trickey** agreed with the idea of recognition in the program and suggested that contributions could also be recognized by placing something on tables. **President Peterson** expressed support for adding recognitions to the conference program and updating AAMC Policies and Procedures so the practice would continue.

Ms. Paxton, seconded by **Ms. Saner**, moved to implement the recognition of contributors' donations in a similar format in the conference program as was done in 2014 per the Committee's recommendations and to memorialize the changes in AAMC Policies and Procedures.

Ms. Newman stated that she is happy to put a special thanks to contributors on the AAMC website.

President Peterson called for objection to the motion to implement the recognition of contributors' donations in a similar format in the conference program as was done in 2014 per the Committee's recommendations and to memorialize the changes in AAMC Policies and Procedures; no members objected.

Ms. Hewitt stated she would like further clarification on whether to continue upgrading sponsorship level for contributors. She stated the practice is not written anywhere. **Ms. Paxton** stated she believes it should be memorialized in AAMC Policies and Procedures that contributors receive an upgraded sponsorship based on their contribution(s). **Ms. Newman** expressed uncertainty as to whether there was time to include recognition in the conference program; she

stated she would check with Ms. Deach to find out. **Ms. Jacobsen** asked whether counting in-kind donations toward sponsorship levels would have a negative impact the AAMC budget. Ms. Hewitt stated that a line needs to be drawn between individual contributions and contributions that directly impact the AAMC. **Ms. Paxton** agreed. She suggested that the differentiation should be made by asking whether the item or contribution is something that the AAMC would otherwise have to purchase. **Ms. Trickey** gave the example that if a contributor donated a breakfast, an upgrade should be given because it would affect the AAMC's budget. She stated that if a contribution does not have a budgetary effect, sponsorship of the contributor should not be upgraded. **Ms. Newman** stated that others who contribute in-kind with no effect on AAMC's budget should just get a mention in the conference program.

B. Approve 2020 AAMC Academy Presenter and Budget

Ms. Paxton discussed options that were reviewed for the 2020 AAMC Academy. She stated that the recommendation before the Executive Board is that of the subcommittee and of the incoming president.

Ms. Newman, seconded by **Ms. Jacobsen**, moved to approve 2020 AAMC Academy presenter, Joyce Brooks.

President Peterson called for objection to the motion to approve 2020 AAMC Academy presenter, Joyce Brooks; no members objected.

C. Approve the 1) AAMC Finance Committee Draft Proposed 2020 Budget, and 2) Finance Committee Recommendations for the Future

Ms. Trickey stated that the 2020 budget was the most difficult one the committee had put together in the last few years due to rising costs. She stated the committee had to find a way to draw the line on expenditures. She spoke to the budget preparation process, and she compared proposed costs to current-year costs on a variety of budget line items. **Ms. Trickey** spoke to AAMC's historical overall loss in putting on annual conferences. She projected that there will be a \$9,000+ loss for the 2020 conference. She stated the Finance Committee discussed ways to lower costs, and she mentioned options like eliminating some conference meals or looking at other venue options. She stated that continuing to spend out of reserves is not sustainable, and she pointed out the difference between the 2016 and the 2019 fund balance.

Ms. Saner stated that eliminating the Academy breakfast might be a good idea. **Ms. Paxton** asked whether the intent was for the Executive Board to give immediate direction or whether the issue is something to consider for future action. **President Peterson** stated it is an issue the Executive Board needs to mull over; she asked Ms. Trickey to weigh in. **Ms. Trickey** stated that she could present the proposed budget to the membership, but the organization needs to be aware that this cannot continue. She asked whether the Executive Board would like to ask the membership for input on how to address the budget issues. **Ms. Paxton** stated she feels strongly that the Executive Board address the budget problem while being transparent to the membership. **President Peterson** stated she felt it would be best to not open up the issue to the entire membership to decide. **Ms. Newman** stated she would like the membership to be made aware of the issue. **Ms. Saner** agreed with Ms. Paxton that it is the Executive Board's job to present a responsible budget

to the membership. **Ms. Jacobsen** asked when the 2020 budget must be approved by the Executive Board. **Ms. Trickey** replied that the Board must approve it before the annual membership meeting.

Ms. Jacobsen, seconded by **Ms. Saner**, moved to amend the proposed 2020 AAMC budget by supporting Option #1 recommended by the Finance Committee to no longer serve breakfast at the academy and conference.

President Peterson called for objection to the motion to amend the proposed 2020 AAMC budget by supporting Option #1 recommended by the Finance Committee to no longer serve breakfast at the academy and conference; no members objected.

Ms. Newman, seconded by **Ms. Jacobsen**, moved to direct the Exhibitor/Sponsor Subcommittee to see if Election Systems & Software would be willing to provide food instead of drinks at the President's Reception.

President Peterson called for objection to the motion to direct the Exhibitor/Sponsor Subcommittee to see if Election Systems & Software would be willing to provide food instead of drinks at the President's Reception; no members objected.

Ms. Snider indicated she would like the Executive Board to meet again to discuss 2020 budget prior to conference.

Ms. Paxton, seconded by **Ms. Jacobsen**, moved to amend the proposed 2020 AAMC budget by matching scholarship expenses to scholarship income.

Ms. Trickey, seconded by **Ms. Snider**, moved to amend the motion to amend by matching scholarship expenses in a budget year to the scholarship income from the budget two years prior.

There was no objection to the motion to amend the motion to amend.

Ms. Trickey stated that, including the proposed change, the amendments would total over \$13,000 in budgeted cost savings. She stated she feels much better about the changes made to the budget.

President Peterson called for objection to the motion to amend the proposed 2020 AAMC budget by matching scholarship expenses in a budget year to the scholarship income from the budget two years prior; no members objected.

Ms. Trickey spoke to other ways to increase AAMC's revenues, including taking advantage of the gaming opportunity. She asked whether she should divvy up the reduced scholarship funds between the different types of scholarships and come back to the Executive Board for approval. **President Peterson** stated that the Board could take care of the item via email.

On Tuesday, October 22, 2019, the following options were proposed to the AAMC Executive Board via email:

Option 1 – To award six scholarships for the annual conference and eight scholarships for the Northwest Clerks Institute.

Option 2 – To award eight scholarships for the annual conference and seven scholarships for the Northwest Clerks Institute.

The following members voted for Option 1: Snider, Saner, Heinz, Jacobsen, Newman, Trickey, Peterson. The following member voted for Option 2: Paxton (although she stated support for Option 1).

D. Discussion/Decision of AAMC Exhibitor Booth at AML

President Peterson stated that Ms. Snider, Ms. Paxton, and Ms. Newman will present at the AML conference on Wednesday, November 20. She stated that the Clerks did not have an exhibit at the AML conference the prior year, and she asked whether there was interest in having an exhibit this year. **Ms. Saner** stated that she believes that AAMC had a booth only for a couple of years, and there was not a high turnout at the booth. **Ms. Paxton** stated she does not see the purpose, but she is open to discussion. **President Peterson** stated she feels that the Clerk's presentation at AML will be more beneficial than a booth.

There was no action taken on this item.

E. Approve the Award of Nine AAMC Memorial Scholarships

Ms. Saner stated there were 14 scholarship applicants in all. She explained that one was not a dues-paid member – a mandatory requirement – and was eliminated. She stated there is enough funding to award 9 scholarships, and the Scholarship Committee recommended awarding the following individuals: Felysha Williams, Karen Platt, Arlene Shimanek, Christine Piscoya, Mathias Suskuk, Emily Braniff, Randy Toman, Katrina Andrew, and Tracey Kimoktoak.

Ms. Jacobsen, seconded by **Ms. Newman**, moved to approve the list of 9 recommended awards.

President Peterson called for objection to the motion to approve the list of 9 recommended awards; no members objected.

8. COMMITTEE REPORTS – None

9. COMMENTS/QUESTIONS

10. ADJOURNMENT

Ms. Snider, seconded by **Ms. Jacobsen**, moved to adjourn the meeting.

Hearing no objection, **President Peterson** declared the meeting adjourned at 3:24 p.m.