



AAMC Executive Board
Brenda Henry, President
April Trickey, 1st Vice President
Lori Strickler, 2nd Vice President
Jamie Heinz, Immediate Past President
Dani Snider, Secretary
Renee Krause, Treasurer
Kim Lane, Communications Director
Beth McEwen, Education Director

AAMC Executive Board Meeting Minutes
October 31, 2023, 2 p.m. – Held via Microsoft Teams

CALL TO ORDER/ROLL CALL

President Henry called the meeting of the Alaska Association of Municipal Clerks (AAMC) Executive Board to order at 2:01 p.m.

Members Present			
Brenda Henry	Lori Strickler	Kim Lane	April Trickey
Dani Snider	Renee Krause	Beth McEwen	Jamie Heinz

APPROVAL OF AGENDA

B. McEwen, seconded by **A. Trickey**, moved to approve the agenda. No changes were proposed, and there was no discussion.

President Henry called for objection to the motion to approve the agenda. No members objected, and the motion was approved.

APPROVAL OF MINUTES

A. June 7, 2023 Executive Board Meeting Minutes

B. July 25, 2023 Executive Board Meeting Minutes

K. Lane, seconded by **B. McEwen**, moved to approve the June 7, 2023 and the July 25, 2023 Executive Board Meeting Minutes. No changes were proposed, and there was no discussion.

President Henry called for objection to the motion to approve the minutes. No members objected, and the motion was approved.

ITEMS OF BUSINESS

A. Jamie Heinz Oath of Office for Immediate Past President Position

This item was addressed after Items of Business (C), as J. Heinz had not yet arrived at the meeting when this item initially came up.

President Henry administered the oath of office for Immediate Past President Jamie Heinz.

B. Ratify Approval of April Trickey's Amendment for the COTY Committee

President Henry called for objection to the change proposed by A. Trickey in the 7th bullet point under General Responsibilities of the Clerk of the Year (COTY) Committee on page 60 of the Policies and Procedures to state that the COTY award would not cost more than \$250 nor less than \$200, excluding shipping costs. No members objected.

C. Overall Policy and Procedure Approval

A. Trickey, seconded by **B. McEwen** moved to approve the revised AAMC Policies and Procedures document.

President Henry called for objection to the motion to approve the revised AAMC Policies and Procedures document. No members objected, and the motion was approved.

D. 2024 Proposed Budget for Submittal to the Membership

D. Snider, seconded by **K. Lane**, to approve the 2024 proposed budget. There was no discussion.

President Henry called for objection to the motion to approve the 2024 proposed budget. No members objected, and the motion was approved.

K. Lane, seconded by **B. McEwen**, moved that the proposed 2024 budget be forwarded to the AAMC membership for approval. There was no discussion.

President Henry called for objection to the motion to forward the proposed 2024 budget to the AAMC membership for approval. No members objected, and the motion was approved.

B. McEwen, seconded by **A. Trickey**, moved to award the remaining scholarship applicant with a conference scholarship to be funded with unused Athenian dialogue funds.

President Henry called for objection to the motion to award the remaining scholarship applicant with a conference scholarship. No members objected, and the motion was approved.

E. AAMC Website as a repository of AAMC Records

B. McEwen stated she believes that President Henry's idea of making the AAMC website a records repository for the organization is a brilliant one. She added, however, that a retention schedule should be developed first. **President Henry** agreed but stated that the first step is to establish a repository.

D. Snider commented that there should be a policy in place regarding the use of the repository.

L. Strickler commented that she was surprised to see the contents of the AAMC records; she indicated that most of the records should be destroyed.

A. Trickey stated that the AAMC records were housed in her office for years, but recently her deputy clerk delivered all the records to the Mat-Su Borough.

J. Heinz stated that this issue has been on the AAMC's task list for years, and **L. Strickler** suggested a method whereby the records would not have to be gone through more than once.

B. McEwen asked how the AAMC's permanent records would be affected by moving to an electronic repository.

B. McEwen, seconded by **R. Krause**, moved that the AAMC website would serve as an electronic repository of AAMC records after the Records Committee does its work and a retention schedule is developed.

President Henry called for objection to the motion to create an electronic records repository on the AAMC website after the Records Committee completed its work. No members objected, and the motion was approved.

F. AAMC Approval of Region IX Director Recommendation for Director from California – Marc Donohue

B. McEwen asked if there is a chance that another individual might be nominated. **President Henry** replied that she did not think so, but she could find out. Members briefly discussed whether that was possible. It was pointed out that the Region IX Director Agreement states that each Region IX state association will select a single nominee through its own selection process.

A. Trickey, seconded by **J. Heinz**, moved that the AAMC provide a letter of support for the nomination of Marc. Donohue as a Region IX Director.

President Henry called for objection to the motion to provide a letter of support for the nomination of Marc. Donohue as a Region IX Director. No members objected, and the motion was approved.

B. McEwen asked whether the Executive Board needs to let the AAMC membership know that the Board has provided a letter of support. She added that she believes it has been past practice to do so. **President Henry** agreed to include that notification to the membership in the annual business meeting agenda packet.

COMMENTS – None

ADJOURNMENT

There being no further business, **President Henry** declared the meeting adjourned at 2:24 p.m.

Transcribed by: D. Snider