



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

AAMC Executive Board Meeting
November 16, 2020, 11:30 a.m. – Held via Zoom

1. CALL TO ORDER

President Jacobsen called the meeting of the Executive Board of the Alaska Association of Municipal Clerks (AAMC) to order at 11:32 a.m.

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

2. PRE-BUSINESS MEETING DISCUSSION

President Jacobsen stated that the agenda packet has been sent out. She stated she has not heard of any candidates who have filed for the position of Secretary or Education Director. She commented that Ms. Snider and Ms. Paxton have both agreed to continue in the roles if there are no nominations from the floor.

President Jacobsen reported that the bylaws state that a quorum for an annual business meeting is established by two-thirds of the registered attendees at the conference. She wondered whether this year’s meeting would be more like a special meeting where 50% of the membership is required for a quorum and how attendees have been tracked in the past. **Ms. Trickey** stated that types of membership have not been tracked in the past for conference attendance.

Ms. Newman read aloud from the bylaws, and members discussed how best to determine quorum for the meeting. Members discussed concerns with how to determine who is in attendance at the Zoom meeting. **Ms. Newman** stated she believes a quorum would be two-thirds of those who have accepted the meeting invitation, and a majority of those present would carry a vote. **President Jacobsen** stated she will send out instructions to attendees in advance. She stated that decisions can be ratified by email at a later time if a quorum cannot be established. **Ms. Trickey** asked whether she could start the meeting early so that the Membership Committee could begin tracking people prior to the start of the meeting.

President Jacobsen shared that she sent reminders to the VIPs about their opportunity to provide reports after the business meeting. She stated she will announce all the new CMCs and MMCs for the year, then Nova Javier will announce the Clerk of the Year. She stated that Ms. Peterson will administer oaths of office following the election of Board members.

3. COMMENTS/QUESTIONS

President Jacobsen stated that all the pictures from past conferences have been popping up in her Facebook feed, and it makes her sad. She stated that hopefully everyone will be able to get together next year.

Ms. Newman suggested that the AAMC bylaws be reviewed and possibly updated after this experience with the pandemic.

Ms. Trickey asked whether she should present a summation of the proposed budget at the business meeting. **President Jacobsen** suggested that Ms. Trickey provide a summary.

President Jacobsen stated that she would check in with Ms. Paxton to see how many members have accepted the meeting invitation. She stated she would also check in with Membership Committee Chair Adena Benn.

Ms. Newman asked if anyone is doing anything differently since the new guidelines were recently issued by the Governor's Office. Members informally discussed their respective operations and what their municipalities have been doing since the changes were issued.

President Jacobsen stated that she would see everyone at the annual business meeting the following day.

4. ADJOURNMENT

There being no more business, **President Jacobsen** declared the meeting adjourned at 11:53 a.m.