



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

**Alaska Association of Municipal Clerks
Annual Business Meeting
November 17, 2020
Held via Zoom**

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

President Jacobsen called the Annual Business Meeting of the Alaska Association of Municipal Clerks (AAMC) to order at 12:00 p.m. The Pledge of Allegiance was led by President Jacobsen.

2. ROLL CALL

President Jacobsen explained that, in accordance with the AAMC Bylaws, there shall be two-thirds of the registered attendees at the conference who are in good standing present for conducting a business meeting. She stated that due to the conference cancellation and no bylaw provisions for conducting the annual meeting under these circumstances, the Executive Board determined that members who accepted the meeting invitation would equate to registered attendees. She noted that the Executive Board may follow up with a teleconference or email meeting to ratify any actions taken, should the Board deem it necessary.

Executive Board Members present were Melissa Jacobsen, Jamie Heinz, Brenda Ballou, Dani Snider, April Trickey, Jamie Newman, Kacie Paxton, and Sara Peterson.

3. APPROVAL OF MINUTES

A. Annual Business Meeting Minutes of November 19, 2019

President Jacobsen asked members whether there were any corrections to or comments on the minutes. No members presented corrections, and there were no comments.

President Jacobsen called for objection to the approval of the minutes. No members objected, and the minutes were approved.

4. REPORT OF OFFICERS

President Jacobsen stated that reports from officers are submitted in writing and are included in the agenda packet. She asked whether any officer would like to add to their report; no officers indicated they would like to add to their report.

- A. Immediate Past President
- B. President
- C. First Vice President / Conference Planning Committee
- D. Second Vice President / Committee Chairs
- E. Treasurer / Finance Committee
- F. Secretary
- G. Communications Director
- H. Education Director

5. REPORT OF COMMITTEES

President Jacobsen stated that reports from Committee Chairs are submitted in writing and are included in the agenda packet. She asked whether any Committee Chair would like to add to their report; no Committee Chair indicated they would like to add to their report.

- A. AML Assistance
- B. AAMC Elections
- C. Clerk of the Year
- D. Conference Planning (First Vice President's Report)
- E. Education (Education Director's Report)
- F. Finance (Treasurer's Report)
- G. Fundraising
- H. Membership
- I. Mentoring
- J. Northwest Clerks Institute Education
- K. Publications
- L. Records Management – Ad Hoc
- M. Scholarship
- N. Exhibitor/Sponsor

6. UNFINISHED BUSINESS – None

7. NEW BUSINESS

- A. Approval of the CY2021 Budget

Norma Alley (Palmer), seconded by **Rachel Tussey** (Homer), moved to approve the CY2021 Budget.

President Jacobsen requested a report from Treasurer April Trickey.

Treasurer Trickey provided a budget report to the membership. She referenced the budget report included in the packet and encouraged members to read it. She stated that the Finance Committee and the Executive Board considered some effects of the COVID-19 pandemic when preparing the annual budget. She reported that the budget is about \$22,000 less than what would normally be budgeted due to anticipated reduction in 2021 conference attendance. She reported that she anticipates about \$62,000 will be left in the AAMC account at the end of the year, excluding gaming funds. Ms. Trickey stated that the goal is to keep the organization financially healthy through the pandemic and in the event of another disaster or emergency. She stated that the Finance Committee also considered the that there would be no fundraising in 2020, so they reduced scholarship funding for 2021. She offered to answer any questions from members.

President Jacobsen asked members if there were any questions or discussion; members had none.

President Jacobsen called for a vote on the motion to approve the CY2021 Budget. The motion carried without objection.

8. SPECIAL ORDERS / ELECTION OF OFFICERS

A. Election of Officers – Renee Krause, AAMC Election Chair

Ms. Krause (Homer) stated that Aaron Rhoades is the sole candidate for 2nd Vice President.

Ms. Krause called for objection to electing Aaron Rhoades as 2nd Vice President; no members objected.

Ms. Krause reported that there were no candidates for the office of Education Director, and she called for nominations from the floor.

Kacie Paxton (Ketchikan), seconded by **Jamie Newman** (Wasilla), nominated Norma Alley for the position of Education Director.

Ms. Krause asked whether there were any other nominations from the floor. There were none.

Ms. Paxton stated that the Education Committee is a fantastic team, which includes Ms. Alley. She stated Ms. Alley has worked hard on the Committee and is a creative thinker who gets things done. **Ms. Paxton** stated she spoke with Ms. Alley in advance, and she is willing to fill the position.

Ms. Krause called for objection to electing Norma Alley as the Education Director; no members objected.

Ms. Krause reported that there were no candidates for the office of Secretary, and she called for nominations from the floor.

President Jacobsen (Homer), seconded by **Kacie Paxton** (Ketchikan), nominated Dani Snider for the position of Secretary. Ms. Snider confirmed she was willing to accept the nomination.

Ms. Krause asked whether there were any other nominations from the floor. There were none.

Ms. Krause called for objection to electing Dani Snider as Secretary; no members objected.

Beth McEwen (Juneau), seconded by **Norma Alley** (Palmer), nominated Jamie Newman as the next IIMC Region IX Director.

President Jacobsen noted that it was the Executive Board's recommendation to nominate Ms. Newman as Region IX Director.

Ms. Krause called for objection to nominating Jamie Newman as IIMC Region IX Director; no members objected.

9. MEMBER COMMENTS

Ms. Newman asked to meet newly elected 2nd Vice President, Aaron Rhoades. **Mr. Rhoades** (North Pole) introduced himself and lightheartedly spoke about his background and experiences. He stated that he is new to the position of City Clerk/HR Director at the City of North Pole. He shared that he is married and has four children.

Ms. McEwen asked whether the membership would hear from out of state guests. **President Jacobsen** replied that there would be VIP reports, recognitions, announcement of Clerk of the Year, and passing of the gavel following adjournment. She invited members to remain on Zoom following adjournment.

Ms. McEwen shared that IIMC has offered virtual Athenian Dialogues in 2020, which has been great. She requested that the AAMC Executive Board send an official opinion to IIMC in support of the continuation of virtual Athenian Dialogues.

Shellie Saner (Soldotna) thanked the Executive Board for navigating AAMC through a challenging year with tough decisions to make.

Sheri Pierce (Valdez) stated that there would be an update later regarding the virtual IIMC Athenian Dialogues.

There were no further comments from the membership.

10. ADJOURNMENT

With no further business to come before the membership, **President Jacobsen** declared the meeting adjourned at 12:22 p.m.



Melissa Jacobsen, MMC
President



D. Danyielle Snider, MMC
Secretary

Minutes Approved by Executive Board: January 20, 2021

Minutes Ratified by AAMC Membership: _____