



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

Alaska Association of Municipal Clerks
Annual Business Meeting
November 19, 2019
Captain Cook Hotel

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

President Peterson called the Annual Business Meeting of the Alaska Association of Municipal Clerks (AAMC) to order at 12:55 p.m. A quorum of the membership was established. The Pledge of Allegiance was led by President Peterson.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

A. Annual Business Meeting Minutes of November 13, 2018

President Peterson asked members whether there were any corrections to the minutes as presented.

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

4. REPORT OF OFFICERS

President Peterson stated that reports from the following officers are submitted in writing and are included in the agenda packet:

- 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 Peterson stated that reports from the following Committees are submitted in writing and are included in the agenda packet:

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

6. UNFINISHED BUSINESS – None

7. NEW BUSINESS

- A. Approval of the CY2020 Budget

President Peterson stated that the Executive Board previously approved the CY2020 Budget.

Allie Ferko (Valdez), seconded by **Brenda Ballou** (Seward), moved to approve the CY2020 Budget.

Treasurer Trickey provided a budget report to the membership. She stated it has been a difficult year for the Finance Committee and for the Executive Board. She shared that AAMC has been losing money on the annual conference every year since 2014 and explained that the conference venue has been increasing in cost each year. She thanked Betty Svensson with AML for negotiating on AAMC's behalf to help keep costs down. **Treasurer Trickey** stated that the Finance Committee prepared the budget to present to the Executive Board. She reported that the Committee considered a 30% increase to venue costs, which resulted in a \$24,000 draw from reserves. She stated that the Committee presented some cost-saving options to the Executive Board, and the Executive Board agreed to eliminate the three breakfasts for the academy and conference. She stated the Executive Board also voted to allocate annual scholarship budget funds based on the fundraising amount from the prior year. **Treasurer Trickey** shared that the current balance of the reserve fund is \$82,000, and AAMC will continue to look for ways to improve.

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

President Peterson called for a vote on the motion to approve the CY2020 budget. The motion carried without objection.

8. SPECIAL ORDERS / ELECTION OF OFFICERS

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

Election Chair Krause reported that the positions of Treasurer, Communications Director, and Second Vice President are up for election. She stated that April Trickey is the sole candidate for Treasurer, and Jamie Newman is the sole candidate for Communications Director.

Election Chair Krause called for objection to electing Ms. Trickey as Treasurer and Ms. Newman as Communications Director; no members objected.

Election Chair Krause reported that there were no candidates for the office of Second Vice President, and she called for nominations from the floor.

Melissa Jacobsen (Homer), seconded by **Jamie Newman** (Wasilla), nominated Brenda Ballou for the position of Second Vice President.

Election Chair Krause called for objection to electing Ms. Ballou as the Second Vice President; no members objected.

9. MEMBER COMMENTS

Brenda Ballou stated she is interested in an update on what the International Institute of Municipal Clerks (IIMC) is doing to develop another certification beyond the MMC. **IIMC Vice President Sheri Pierce** stated that the topic has been a priority for the IIMC Board of Directors over the last couple of years. She reported that the Board gave direction to form a task force to explore the idea. She stated that the task force is also looking at the CMC and MMC programs and current learning delivery methods. She stated the task force will report to the Board of Directors in May, and she will continue to support efforts towards an additional certification.

There were no further comments from the membership.

10. ADJOURNMENT

With no further business to come before the membership, **President Peterson** declared the meeting adjourned at 1:10 p.m.



Sara Peterson, MMC
President



D. Danyielle Snider, CMC
Secretary

Minutes Approved by Executive Board: December 20, 2019
Ratified by AAMC Membership: