



AAMC Executive Board
Jamie Heinz, President
Brenda Ballou, 1st Vice President
Vacant, 2nd Vice President
Melissa Jacobsen, Immediate Past President
Dani Snider, Secretary
April Trickey, Treasurer
Jamie Newman, Communications Director
Beth McEwen, Education Director
Portland Highbaugh, Alaska Municipal League

**Alaska Association of Municipal Clerks
Annual Business Meeting
November 19, 2021
Captain Cook Hotel**

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

President Heinz (City of Kenai) called the Annual Business Meeting of the Alaska Association of Municipal Clerks (AAMC) to order at 12:22 p.m. A quorum of the membership was confirmed by Membership Committee Chair Adena Benn (Fairbanks North Star Borough). The Pledge of Allegiance was led by President Heinz.

2. ROLL CALL

Executive Board Members present were: Jamie Heinz, Brenda Ballou, Melissa Jacobsen, Dani Snider, April Trickey, Jamie Newman, and Beth McEwen.

3. APPROVAL OF MINUTES

A. Annual Business Meeting Minutes of November 17, 2020

President Heinz asked members whether there were any corrections to the minutes as presented. No corrections were offered.

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

4. REPORT OF OFFICERS

President Heinz stated that reports from the following officers were 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

President Heinz asked whether any Officers wished to add to their reports, and no Officers made such a request.

5. REPORT OF COMMITTEES

President Heinz stated that reports from the following Committees were 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

President Heinz asked whether any Committee Chairs wished to add to their reports, and no Committee Chairs made such a request.

6. UNFINISHED BUSINESS – None

7. NEW BUSINESS

- A. Approval of the CY2022 Budget

President Heinz stated that the Executive Board previously approved the CY2022 Budget.

Shellie Saner (City of Soldotna), seconded by **Lonnie McKechnie** (Mat-Su Borough), moved to approve the CY2022 Budget.

Treasurer Trickey (Fairbanks North Star Borough) stated that it has been difficult this year and last year due to the COVID-19 pandemic. She stated that the annual conference is what provides the AAMC with its operating expenses. She shared that membership fees are about \$9,000-\$10,000 a year. She stated that the Academy, the Athenian Dialogue, and vendor sponsors also help cover AAMC annual operating expenses. **Treasurer Trickey** provided a budget report to the membership, stating that the AAMC lost about \$10,000 the prior year due to the annual conference being canceled and the AAMC's cost share for the Northwest Clerks Institute (NCI).

She spoke about the briefly about the discussions around and the planning for the 2021 conference. She reported that a few years ago the Executive Board decided that all fundraising dollars raised in one year would be used for scholarships the following year. She stated that the funds raised in 2019 were not used because of the conference cancellation. **Treasurer Trickey** stated that the 2022 proposed budget provides for \$12,300 in scholarship funds, and she encouraged members to contribute toward the fundraising. She reported that the proposed budget will use about \$10,000 from reserves.

President Heinz asked members if there were any questions or discussion in regard to the proposed budget; members had none.

President Heinz called for objection on the motion to approve the CY2022 budget; no members objected.

8. SPECIAL ORDERS / ELECTION OF OFFICERS

A. Election of Officers

President Heinz listed the positions up for election: First Vice President, Second Vice President, Communications Director, and Treasurer.

President Heinz reported that no candidates filed for the position of 1st Vice President, and she asked for nominations from the floor. **Brenda Ballou** (City of Seward) nominated Brenda Henry (Mat-Su Borough) from the floor. **Brenda Henry** accepted the nomination. **President Heinz** called for other nominations from the floor; no other nominations were given.

President Heinz called for objection to electing Brenda Henry as First Vice President; no members objected.

President Heinz reported that one candidate has filed for the position of Second Vice President, April Trickey (Fairbanks North Star Borough). **President Heinz** called for nominations from the floor; no nominations were given.

President Heinz called for objection to electing April Trickey as Second Vice President; no members objected.

President Heinz reported that no candidates filed for the position of Communications Director, and she asked for nominations from the floor. **April Trickey** nominated Kim Lane (City and Borough of Wrangell) from the floor. **Kim Lane** accepted the nomination. **President Heinz** called for other nominations from the floor; no other nominations were given.

President Heinz called for objection to electing Kim Lane as Communications Director; no members objected.

President Heinz reported that one candidate has filed for the position of Treasurer, Renee Krause (City of Homer). **President Heinz** called for nominations from the floor; no nominations were given.

President Heinz called for objection to electing Renee Krause as Treasurer; no members objected.

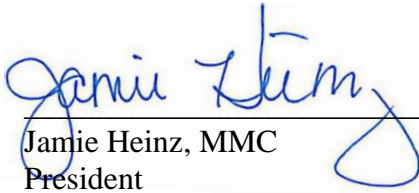
9. MEMBER COMMENTS

Immediate Past President Melissa Jacobsen (City of Homer) stated that she will be moving on from the Executive Board in the coming year. She encouraged new Clerks to step up and serve on the Executive Board, stating that they are the future of the organization.


There were no further comments from the membership.

10. ADJOURNMENT

With no further business to come before the membership, **President Heinz** declared the meeting adjourned at 12:35 p.m.



Jamie Heinz, MMC
President



D. Danyielle Snider, MMC
Secretary

Minutes Approved by Executive Board: April 27, 2022
Ratified by AAMC Membership: December 6, 2022