



**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  
**Betty Svensson**, Alaska Municipal League

**AAMC Executive Board Meeting**  
**December 20, 2019, 9:00 a.m. – Held via Teleconference**

**1. CALL TO ORDER**

**President Jacobsen** called the meeting of the Executive Board of the Alaska Association of Municipal Clerks (AAMC) to order at 9:00 a.m.

Members Present			Members Absent	Also Present
Melissa Jacobsen	April Trickey	Jamie Heinz	Betty Svensson	Nils Andreassen
Dani Snider	Sara Peterson		Jamie Newman	
Brenda Ballou	Kacie Paxton			

**2. APPROVAL OF AGENDA**

**Ms. Paxton**, seconded by **Ms. Peterson**, moved to approve the agenda.

**President Jacobsen** called for objection to the approval of the agenda; no members objected.

**3. VISITOR**

A. Nils Andreassen, AML Executive Director – Proposed Revisions to AML Conference Schedule

Mr. Andreassen spoke to the struggle with the annual AML conference occurring at the same time as other events and meetings that elected officials wish to attend. He stated AML has been discussing rearranging the conference so that the AML conference occurs Monday – Wednesday, leaving the rest of the week for newly-elected officials training and conferences for affiliate groups. He spoke to the various benefits to holding the AML conference at the beginning of the week and stated that other affiliate groups are amenable to the change. He stated AML would like the Clerks to weigh in on the proposed change.

Members had some questions and concerns for Mr. Andreassen relating to impacts to travel, scheduling conflicts for Clerks, the short timeframe for the change, and meeting space and availability.

**President Jacobsen** thanked Mr. Andreassen for attending and addressing the issue with the Executive Board. She asked when he would need a recommendation from the Clerks; Mr.

Andreassen stated that as soon as a decision is reached, he would like to hear from the Clerks. He stated that AML is there to help if needed.

#### **4. APPROVAL OF MINUTES**

- A. September 26, 2019 Executive Board Meeting Minutes
- B. November 19, 2019 Annual Business Meeting Minutes (Anchorage)

**Ms. Peterson**, seconded by **Ms. Trickey**, moved to approve the meeting minutes.

**President Jacobsen** called for objection to the approval of both sets of meeting minutes; no members objected.

#### **5. TREASURER'S REPORT**

**Ms. Trickey** stated everything from the conference has been submitted, but AAMC has not received the bill from AML yet. She stated there is nothing new to report yet.

#### **6. PRESIDENT'S COMMUNICATIONS – None**

#### **7. UNFINISHED BUSINESS – None**

#### **8. NEW BUSINESS**

- A. Refund Requests AAMC 2019 Conference
  - a. Patricia White – full conference registration
  - b. Joell Church – banquet ticket

**Ms. Snider**, seconded by **Ms. Paxton**, moved to grant the refund requests.

**Ms. Paxton** stated that the reasons given for each request seemed reasonable.

**President Jacobsen** called for objection to the motion to grant the refund requests; no members objected.

**President Jacobsen** clarified that it appears that neither member had paid the invoices yet, so it may be simply a matter of forgiving the payment.

#### **B. AAMC Conference Schedule**

**Ms. Paxton** stated she is not thrilled about the timing of the proposed change to the conference schedule. She stated that the change may happen with or without AAMC's support, so it would be best to begin preparing.

Members discussed the pros and cons of moving the AAMC conference start time to later in the week. Members also discussed whether to hold the Academy and Athenian Dialogue sessions before or after the two-day AAMC conference. **Ms. Trickey** was concerned that, by moving the conference until after the AML conference, AAMC would lose the financial support of individuals

from other groups who attend the AAMC banquet. There were other concerns such as access to meeting space and rescheduling the Academy presenter whose session date had already been confirmed by Ms. Paxton. **Ms. Heinz** had concerns that those serving on the AML Assistance Committee would miss valuable Clerk training if they had obligations to AML on the same day as the start of the AAMC conference. Members discussed in greater detail the proposed 2020 AML conference schedule.

**Ms. Peterson**, seconded by **Ms. Ballou**, moved to support a schedule change that the AAMC conference take place Wednesday and Thursday with the Academy on Friday and the Athenian Dialogue on Saturday contingent upon conference room and Academy presenter availability.

**President Jacobsen** called for objection; no members objected.

**President Jacobsen** stated that she will reach out to Mr. Andreassen to confirm room availability, and she will follow up with the Executive Board. She asked Ms. Paxton to follow up with the Executive Board after she speaks with the Academy presenter.

C. Citizens Guide to Effective Conduct of Public Meetings for Alaska

**President Jacobsen** asked members whether they would like to address the item now or at a later time. Members agreed to wait until a later date to discuss the guide.

**9. COMMITTEE REPORTS** – None

**10. COMMENTS/QUESTIONS** – None

**11. ADJOURNMENT**

**President Jacobsen** declared the meeting adjourned at 9:51 a.m.