

# ***DRAFT***

## **Minutes**

**Arizona County Clerk's Association (ACCA)  
Clerk's Winter Retreat – Grand Canyon, Coconino County  
February 28 – March 2, 2007**

**Present:** Fran McCarroll, President, Maricopa County  
Melinda Meek, Treasurer, Santa Cruz County  
Beth Bond, Apache County  
Katie Howard, Cochise County  
Wendy Escoffier, Coconino County  
Stephanie Gary, Coconino County  
Marian Shepherd, Gila County  
Kay Gale, Greenlee County  
Yvonne Pearson, Greenlee County  
Barbara Bracken, Mohave County  
Darlene Fraley, Navajo County  
Robin Brigode, Pima County  
Sheri Cluff, Pinal County  
Karon Simmons, Pinal County  
Sue Stallworth, Yuma County  
Christy Isabell, Yuma County

**Special Guest:** Steve Peru, Coconino County Manager

**Thursday, March 1, 2007**

### **Welcome & Introductions:**

President McCarroll welcomed everyone in attendance and thanked hosts Wendy and Stephanie for the wonderful location for the Winter Retreat and introductions were conducted.

Steve welcomed everyone to the Grand Canyon. Fran presented Steve with a gift in recognition of his dedication and years of service in the association.

### **Board of Supervisors Agenda Automation:**

A discussion was held regarding board agenda automation choices. Each County provided an overview of what their county is currently using. Sue indicated that Yuma County had completed their selection process and provided a price quotes from JCG Technologies and NovusAGENDA.

### **Records Retention/Destruction:**

Wendy and Stephanie presented a mini workshop on records destruction/ retention and scanning paper files.

Robin provided a power point presentation tour of Pima County's Document and Micrographics Facility with coordinates their countywide records program.

### **Other Business:**

Beth provided the history and creation of Apache County's seal. Each county provided a brief overview of the creation/development of their seal or logo.

Darlene posed the question regarding the appointment of officers and the process in which the appointment is handled such as filed with the county recorder. A discussion was held and each county provided an overview of their county process.

A discussion was held regarding special districts in each of the respective counties. Robin provided Pima County's Coordinator's Handbook for Boards, Commissions and Committees that fall under Open Meeting Law requirements.

A discussion was held regarding posting meeting requirements and how each county tracks their notices of official postings.

### **Legislation:**

An overview of the following Bills were discussed:

- SB 1195, related to sales of land held by State under tax deed.
- SB 1237 amending sections of the statute related to public meetings and proceedings.

### **Treasurer's Report:**

Melinda provided the Treasurers Report.

<b>Beginning balance as of 02/07/06 (last report)</b>	<b>\$8,840.28</b>
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#### **Funds Received:**

Registration fees – "06 Winter Retreat, Gold Canyon, AZ	\$3,250.00
2006 Dues	\$1,500.00

#### **Minus Expenses:**

Ck. #215 – Gila County – reimbursement for partial lodging/meals

2005 Summer Retreat, Greer	<\$1,158.00>
Ck. #216 – Kokopelli's - dinner 2006 Winter Retreat Gold Canyon	<\$363.83>
Ck. #217 – Best Western, Gold Canyon- lodging 2006 Winter Retreat	<\$2,791.02>
Ck. #218 – Sheri Cluff – reimbursement for refreshments for 2006 Winter Retreat, Gold Canyon	<\$265.35>
Ck. #219 – AZ Steamboat Cruises, Dolly Steamboat 2006 Winter Retreat, Gold Canyon	<\$929.25>
Ck. #220 – Yuma High School Touchdown Club In memory of Richard Stallworth	<\$100.00>
<b>Current Balance as of 02/28/07</b>	<b>\$7,982.83</b>

**A motion was made by Kay Gale to approve the Treasurer's Report. Marian Shepherd seconded the motion.** Item was unanimously approved.

A discussion was held regarding use of the funds for events such as paid speakers and the Southwest Leadership training.

#### **Review of Bylaws:**

Fran handed out the ACCA By-laws for review. No amendments were made.

#### **Nominations for ACCA Officers:**

**Melinda Meek nominated Sue Stallworth as president. The motion was seconded by Wendy Escoffier.** The item was unanimously approved.

**Beth Bond was nominated by Wendy Escoffier for Vice President/Secretary. Kay Gale seconded the nomination.** The item was unanimously approved.

**Melinda Meek was asked if she would continue as Treasurer and was approved by acclamation.**

**Fran presented the minutes from the 2006 Winter Retreat held in Gold Canyon. Kay Gale made the motion to approve, seconded by Beth Bond. Item was unanimously approved.**

## **Friday, March 2, 2007**

A discussion was held regarding the hosting of the 2007 Summer Retreat. Darlene indicated that Navajo County would be willing to host the next retreat. Possible dates for the next retreat were discussed. August, 2007 will be a good time.

Item topics for the next retreat were discussed – possible items are:

- What is required to be recorded
- What to do with official records
- A possible class in resolution construction when is a resolution needed or used. What needs to be included in a resolution. Yuma and Pima mentioned they have guidelines for this on-line.
- What you do or don't place on a BOS agenda
- Quorum – when to post when not to. When are minutes required if there is a posting notice
- Attorney opinions – are they public records
- How to keep track of contracts

Fran thanked Wendy and Stephanie for hosting the retreat at the fabulous location of the Grand Canyon and all their efforts in hosting the retreat.