

Arizona County Clerks Association (ACCA)
Business Meeting 8:00 a.m.
October 5, 2018
Hilton Garden Inn, Yuma

Present: Melissa Buckley, President, Navajo County; Arlethe Rios, Vice-President/Secretary, Cochise County, Kim Lemons, Cochise County; Diane Green, La Paz County; Fran McCarroll-Wolcott and Deb Schaffer, Maricopa County; Natasha Kennedy and AmberLee Taylor, Pinal County; Kim Kapin, Yavapai County; Ginny Anderson, Mohave County; and Christy Isbell, Yuma County.

President Buckley called the meeting to order at 8:06 a.m.

Feedback Session on Certification Program – August 22-24, 2018 in Phoenix

Ms. Kapin and Ms. Anderson suggested that a different instructor be used for the board of equalization portion of the training.

Ms. Kapin said she would look for a different instructor.

The Clerks discussed adding continued education to the certification as a requirement.

Ms. Kennedy said that it was important for her to have continued education as part of the certification. She added that the International Institute of Municipal Clerks (IIMC) was also considering adding a requirement for continued education to keep Clerks current.

Ms. Anderson and Ms. Green agreed that having continued education be a requirement would add value to the accreditation and help the Board of Supervisors understand why it is important for Clerks to participate in annual training.

a) Minutes – June 21-2018.

Ms. Kennedy asked that the section covering updates for her County be updated to clarify that the five new positions at the Board of Supervisors' in Pinal County were for the Board members specifically.

Ms. Anderson moved to approve the minutes as amended. Ms. Kapin seconded the motion and it carried unanimously.

b) Revenue from Certification Program.

Ms. Buckley said that the total revenue for the certification program was \$6,045.

c) Expenditure for Certification Program.

Ms. Buckley listed the expenditures which totaled an estimated \$1,400 and said there were still some pending expenses from Navajo County for the presenter gift bags.

d) Approval of reimbursement for certification expenses/tee shirts/other.

Ms. Kapin moved to approve the reimbursement. Ms. Anderson seconded the motion and it carried unanimously.

e) Treasurer's Report

Ms. Buckley said that there was \$12,280.64 currently. Ms. Rios moved to approve the Treasurer's Report. Ms. Kennedy seconded the motion and it carried unanimously.

f) Election of officers for 2019-2020 (2 consecutive years)

1. President – Ms. Rios moved to elect Ms. Kennedy as President. Ms. Kennedy accepted. Ms. Anderson seconded the motion and it carried unanimously.
2. Vice-President/Secretary – Ms. Rios moved to elect Ms. Kapin as Vice-President/Secretary. Ms. Kapin accepted. Ms. Anderson seconded the motion and it carried unanimously.
3. Treasurer – Ms. Rios moved to elect Ms. Meek as Treasurer. Ms. Buckley said that Ms. Meek said she would like to continue in the position. Ms. McCarroll seconded the motion and it carried unanimously.

Ms. Buckley said that she would like to add to the next agenda a discussion to amend the bylaws to include four positions instead of three for officers. The clerks said that would be a good topic of discussion.

Ms. Kennedy said Pinal County would host the next conference around the April time frame.

Ms. Rios presented Ms. Buckley with a plaque for her dedication as the President of the Association and the Clerks thanked Ms. Buckley for all her accomplishments during her tenure.

President Buckley adjourned the meeting at 8:50 a.m.