



**Arizona County Clerks Association
Virtual Business Meeting Agenda
March 31, 2021
3:30 P.M. Zoom Meeting**

The Order of Items May Be Modified at The Meeting

CALL TO ORDER

ROLL CALL

INTRODUCTORY REMARKS

President Kapin will give a brief introduction that includes the Executive Group Meeting discussion held on February 4, 2021

ACTION ITEMS

1. Discussion and possible action to approve the Table of Contents, as listed in Attachment A, for the President's Book
2. Discussion and possible action to schedule quarterly or tri-annual ACCA meetings, see Attachment B
3. Discussion and possible action to approve ACCA Certification for 2021
4. Discussion and possible action to approve a minimum of two continued education opportunities offered through ACCA
5. Discussion and possible action to approve hardship payment of membership dues by ACCA for Counties in need and add information to Bylaws in this regard

DISCUSSION ITEMS

1. Discussion of possible educational on-line topics

ANNOUNCEMENTS

1. County Announcements

ADJOURNMENT



ACCA President's Book

- ACCA Bylaws
- ACCA Code of Ethics
- ACCA Membership List
- ACCA Logo
- Board Duties
- Board Calendar
- Turn-Over Procedures
 - President, Vice President, Treasurer, Secretary
- Meeting Schedules – Executive Board and Association
- ACCA Certification
 - ACCA Certification
 - Schedule
 - Speaker contacts
 - Location contacts
 - Pricing
 - Possible topics to cover or topics previously covered
- Conferences
 - ACCA
 - Dates
 - Past locations
 - Pricing
 - Topics
- Continuing Education
 - Scheduling of continued education offered through ACCA
 - IIMC/AMCA training links
 - Other educational opportunities for points – links NAGARA, etc.
- ACCA Website Information
 - password and login
 - Purpose
 - Public Access Topics
 - Member-Only Topics
- Banking Information
 - Banking login information – access statements
 - Corporation Commission Information – Notice of position
- List of Past Board Members



Arizona County Clerks Association Meeting Dates – 2021 (Proposed)

1st Quarter - Wednesday, March 31, 2021 – 3:30 P.M.

2nd Quarter - Tuesday, June 29, 2021

3rd Quarter – Wednesday, Sept. 29th or Thursday, Sept. 30th 3:30 P.M. (CSA Legislative Summit)

4th Quarter – Wednesday, December 29, 2021 3:30 P.M.

Tentative ACCA Certification - Week of July 25-29

Continuing Education (online)

May 21, 2021

October 27, 2021