

Oracle Newsletter



President’s Message

Hello AAMC members! Spring seems to be loading... I recently attended a ski race at the beautiful Arctic Valley Ski Area near Anchorage and noticed I could feel the heat from the sun again! It felt wonderful!

Washington Municipal Clerks Association canceled their annual conference this year but will be holding a virtual business meeting on March 19th which I plan to attend. Oregon Association of

Municipal Records is holding their mid-year sessions virtually on March 30 and April 1. I hope that some of you are able to attend their Academy Session or Athenian Dialogue, or both. Finally, City Clerks Association of California will be holding a virtual conference this year, in April, and I plan to attend the opening and closing ceremonies.

The Executive Board met in February and March. We sent a letter opposing Section 22 of Senate Bill 39 to the Senate President and sponsor of Senate Bill 39. This section would have amended Title 29 by restricting municipalities which are subject to Title 29 from mailing a general or special election ballot to a voter unless the voter affirmatively requests to vote by mail in that election. We heard from several municipalities that this would negatively affect them and we felt it important to inform the Senate of our opposition and to remind them that Article X of the Alaska Constitution provides for maximum local self-government and a liberal construction given to the powers of local government units. We also amended the Policies and Procedures to make the Records Committee a permanent committee with an ongoing purpose of working with the State to recommend changes to the Local Government Model Record Retention Schedule #300.1 and creating and applying an AAMC Records Retention Schedule to our own records. Finally, we gave direction to the Education Committee to plan for an in-person conference. We feel sure that by November we will be able to safely gather and resume our education opportunities.

The Election Committee will soon be issuing a call for candidates on the Executive Board for openings to be filled: Second Vice President, Treasurer, and Communications Director. Your presence serving AAMC and helping to fulfill its mission would certainly be powerful!

It has been a year now that we have been living through and managing the COVID-19 pandemic and what an extraordinary year it has been! Your strength in navigating new ways to deliver public meetings, elections, and working arrangements has been an incredible asset for your community and I commend you for your efforts! We have seen some promising statistics recently and I feel sure that we will continue to make meaningful progress toward the end of the pandemic. I look forward to seeing each one of you in November.

Best wishes,

Jamie Heinz, MMC
AAMC President



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Fundraising Committee Report

*Submitted by Fundraising Committee
Co-Chair Amy Hansen*

We're starting off the year with a good old fashioned Tupperware Party hosted online from May 13-19, 2021. Look for more info in your emails to learn some great meal prep solutions for the busy lives we lead. The Committee is looking for some year round fundraisers. If you've got some ideas please send them my way.

We're excited to be planning for our in-person conference in November. We are looking for donations for this year's raffle ticket. I know that everyone is busy, so please ask your local businesses for donations.

AAMC has pre-printed receipts that make it easy to ask. If you would like a few, let me know.

If you or someone you know is crafty and would like to donate a handmade item, we would love to raffle it off.

Remember President Heinz's theme is "**Your Presence is Powerful!**"

If you'd like to join a great committee, the 5 member Fundraising Committee would love to have you. Our purpose is to raise funds for the AAMC Education Fund. Bring your great ideas and let's make our Presence Powerful!

Fundraising Committee Co-Chair Amy Hansen
Email: ahansen@houston-ak.gov

"Online Fundraising Tupperware Party, May 13—19."

IIMC Foundation Fundraiser

Sponsored by the IIMC Foundation and American Legal, this education fundraiser can land you in beautiful Hawaii!! When you support IIMC education programs, you can win a trip for two to Hawaii, including airfare and a week's hotel on Waikiki Beach. Alaskans seem to have a good chance at winning this ... just ask Dani Snyder who has won TWICE!!

With tickets available at \$20 each or 3 for \$50, take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.

For information on how to purchase tickets, visit: iimcfoundation.com!

Finance Committee Report

Submitted by AAMC Treasurer April Tricky, CMC

In the AAMC Calendar Year 2021 Proposed Budget Transmittal Letter to the Members in November 2020, it was estimated that our end of year cash balance for AAMC would be between \$64,000 and \$62,000. This amount does not include the gaming account which funds scholarships. Actual end of year balance was \$67,021.58. As anticipated, we did have a net loss of \$11,432 for calendar year (CY) 2020, due to the cancellation of Northwest Institute and Annual Conference in 2020.



Finance Update

Membership Committee Report

Submitted by Membership Committee Chair Adena Benn, CMC

AAMC welcomes the following new members in 2021!

- ◆ Tatiana Changsak, City Clerk, City of Russian Mission
- ◆ Mitchell Davidson, Assistant Clerk, Kodiak Island Borough
- ◆ Martha Hensley, Deputy Clerk, Northwest Arctic Borough
- ◆ Karol Riese, Administrative Specialist, Matanuska-Susitna Borough
- ◆ Rochelle Rodak, Deputy Clerk II, City of Fairbanks

The Numbers

- ◆ We have received 100 membership applications so far this year.
- ◆ 7 of our returning members are retired clerks who love to stay active.
- ◆ AAMC's Mentorship Program has a lot to offer! So far this year, 10 members have joined as mentees and 7 experienced clerks have joined as mentors.
- ◆ Our members represent municipalities with populations ranging from 16 people to 295,365 people!

Dues

- ◆ Membership fees for 2021 are due. The membership committee will be following up on outstanding dues. If you did not complete payment online, you should have received an emailed invoice from AML.
- ◆ Please reach out to me directly with any billing questions or if you need to request another invoice be sent to you.
- ◆ Thank you for prompt payment of dues! These funds play a large part in supporting AAMC's mission.

Join or Renew Today and You Can

- ◆ Join the mentorship program.
- ◆ Be eligible to apply for an AAMC scholarship.
- ◆ Receive a current membership email list to reach out to other communities.

Questions?

Contact Membership Chair Adena at: adena.benn@fnsb.gov, or call (907) 459-1412.

**YOUR
MEMBERSHIP
MATTERS**

Recent Recipients of the MMC Designation

Congratulations to Alaska's recent recipients of the prestigious Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks.

- ◆ **Jamie Heinz, MMC**
City Clerk, City of Kenai
- ◆ **Sarah Stanifer, MMC**
Deputy Clerk, City of Wasilla

The Master Municipal Clerk (MMC) is one of the two professional designations granted by IIMC. To qualify for the MMC Designation, one must first earn the Certified Municipal Clerk Designation (CMC) as well commit to life-long learning by attending extensive advanced education programs and making significant professional contributions to the community and municipality in which they serve. Those that achieve the MMC Designation have demonstrated that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities. For more information, visit: iimc.com



The Municipal Clerk

“No other office in municipal service has so many contacts. It serves the mayor, the city council, city manager/administrator and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together.”

--Professor William Bennett Munro (1934) - a political scientist who wrote one of the first textbooks on municipal administration.

Northwest Clerks Institute

The 2021 Northwest Clerks Institute (NCI) - Professional Development (PD) sessions will be held virtually due to the COVID-19 pandemic.

NCI provides a comprehensive curriculum in public administration management, technical skills, and professional/personal development.

For session schedules, course descriptions, and registration information, visit: [nwclerks.org/event/9c8d41c5-8e93-4ad5-8ed5-7a7d5f3e5b12/summary](https://www.nwclerks.org/event/9c8d41c5-8e93-4ad5-8ed5-7a7d5f3e5b12/summary)

Visit the AAMC website at: [alaskaclerks.org](https://www.alaskaclerks.org) to download the 2021 Virtual NCI Question and Answer Flyer, or request a copy from NCI Director Joann Tilton.

If you have questions, contact NCI Director Joann Tilton at:

Email: NWCIDirector@gmail.com

Phone: (209) 456-7855



As we continue to wind our way through these extraordinary times, a decision has been made to hold the Northwest Clerks Institute Professional Development Program in June 2021 using a virtual format. It is the responsible thing to do in a continuing effort to protect and support the participants, the speakers, facility workers and all of their families and communities.

As your Institute Director, I know how much you value educational and professional development. With that, I am happy to announce our modified programming for Professional Development (PD) I/II/III/IV. The courses offered will be those found in our traditional programming, however the number of hours offered will be decreased. PD I, II & III will each offer 24-hours of course content. PD IV will offer 12-hours of course content. This format allows the trainers and the participants to maximize learning and avoid “virtual-learning” fatigue. It also allows the participant to scheduled uninterrupted time for learning around existing workloads. These sessions will be in the interactive format you come to expect from the NCI-PD.

Register now and mark your calendars! Join me for Virtual Professional Development (PD) at the Northwest Clerks Institute. PD I, II & III is approved by IIMC for twelve (12) CMC Education points and registration is \$475. PD IV is approved by IIMC for six (6) MMC points and registration is \$375. You will receive a certificate of completion for the PD Program attended upon the successful completion of a learning assessment. Go to <https://www.nwclerks.org/VirtualPD2021> and click on the **Register Now** button. Space will be limited and will be secured on a first registered-first paid basis.

REGISTRATION NOW OPEN!

PROGRAM	DATES	DAYS	TIME
PD I	June 8, 9 & 10 June 15, 16 & 17	Tues/Wed/Thurs Tues/Wed/Thurs	8AM-12PM 8AM-12PM
PD II	June 8, 9 & 10 June 15, 16 & 17	Tues/Wed/Thurs Tues/Wed/Thurs	1PM-5PM 1PM-5PM
PD III	June 22, 23 & 24 June 29, 30 & July 1	Tues/Wed/Thurs Tues/Wed/Thurs	8AM-12PM 8AM-12PM
PD IV	June 22, 23 & 24	Tues/Wed/Thurs	1PM-5PM

2021 AAMC Annual Conference Update

Save the Date!

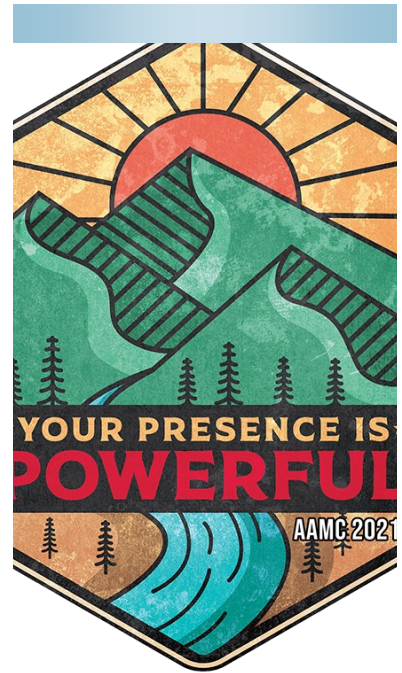
As directed by the AAMC Executive Board, the Education and Conference Planning Committees are planning for an **in-person conference**.

All conference sessions (educational and networking) will take place at the Hotel Captain Cook in Anchorage, Alaska.

- ◆ Athenian Dialogue: Wednesday, November 17, 2021
- ◆ Annual Conference: Thursday and Friday, November 18 and 19, 2021
- ◆ Advanced Academy: Saturday, November 20, 2021

The Education Committee, led by Education Director Norma Alley, will no doubt plan first rate educational sessions worth valuable points to those pursuing their CMC or MMC designation (Certified Municipal Clerk (CMC) or Maser Municipal Clerk (MMC)).

Stay tuned for more information on this premier educational and networking conference!



“The dates of the in-person 2021 AAMC Annual Conference are confirmed ... SAVE THE DATE!”

Scholarship Committee Report

Submitted by Scholarship Committee Chair Shellie Saner, MMC

The scholarship committee met in March and determined that the available \$3,800 in General Scholarship funds will be utilized for the AAMC Memorial Scholarship.

Applications will go out in late August, recipients will be awarded free early bird registration (\$350 value) and reimbursement of up to \$500 to defray travel costs for the AAMC Annual Conference in Anchorage.

Contact:

Shellie Saner, MMC, City of Soldotna

Email: ssaner@soldotna.org

Phone: 714-1223



AAMC is Looking for a Few Clerks Who Have Nothing on their Schedules but Time,



Excel in as



well as



and Really Love



to Serve on the Executive Board

The following positions will be elected in November 2021 at the AAMC Annual Conference:

- ❖ Second Vice President (1-year term with a four-year commitment) Sample of duties below:
 - Proceeds to the Office of 1st VP after one year
 - Assumes the duties of Secretary when necessary
 - Assist in planning for the education portion of the annual conference
 - Keep the Bylaws current by preparing any proposed amendments
- ❖ Treasurer – Serves a Two Year Term – Sample of duties below:
 - Process invoices and payment requests
 - Monitor budget expenditures and perform budget adjustments
 - Coordinate the acceptance and receipt of all moneys received
 - Serve as chair of the Finance Committee
 - Prepare a comprehensive financial report for the annual business meeting.
- ❖ Communications Director – Serves a Two Year Term – Sample of duties below:
 - Produce a quarterly newsletter for the membership of AAMC.
 - Coordinate with the Membership Committee and its Chair on the maintenance of the email address distribution list and other contact information for AAMC members.
 - Coordinate with the Membership Committee the information on new members and the certification status
 - Coordinate efforts with the committee chairs for the broadest dissemination of their information to the membership.
 - The Communication Director and any additional members appointed by the President shall coordinate efforts to communicate the desires of the executive board and provide consistent information to the membership for placement on the website



Declarations of Candidacy for the above positions must be filed **no later than August 31, 2021** and may be submitted to Renee Krause, AAMC Elections Committee Chair, at:

Renee Krause, MMC
City of Homer
491 E. Pioneer Avenue, Homer, AK 99603
(907) 435-3109 phone (907) 235-3143 fax
rkrause@ci.homer.ak.us

For more information and to download the Declaration of Candidacy/Financial Commitment and Biographical Sketch forms, visit www.alaskaclerks.org.

Notice to Prospective Board Candidates

Submitted by Nominations Committee Chair Renee Krause, MMC

If you are filing as a candidate for the upcoming vacant seats on the AAMC Executive Board, you must complete the Declaration of Candidacy and Biographical Sketch forms (available on pages 8 and 9), and submit them by **August 31, 2021**, to Renee Krause, AAMC Elections Committee Chair. The forms are also available from the AAMC website: alaskaclerks.org

If you have questions, please contact Renee at:

Phone: 435-3109 | Email: rkrause@ci.homer.ak.us | Fax: (907) 235-3143

Mailing: Renee Krause, MMC, City of Homer, 491 E. Pioneer Avenue, Homer, AK 99603

What to Expect When You File For Office

Verifying Eligibility of Candidates

The Elections Committee shall verify with the Membership Committee that those who have declared meet the qualifications of Article IV, Section 2, Eligibility for Office, of the AAMC Bylaws.

The Elections Committee shall provide the list of the qualified candidates to the Executive Board by their September meeting.

Preparation of Ballot

The Elections Committee shall prepare the ballot with the names of all qualified candidates for office. The ballot shall provide a space for a “write-in” vote for each office; provided, however, that the eligibility provisions for write-in candidates shall apply.

Notification of Membership

The candidate information shall be made available to the membership by e-mail and posted to the AAMC website no later than September 15. The information packet shall contain:

- declaration of candidacy;
- candidate statements; and
- photo (if provided).

Each candidate on the ballot shall be notified by the President or designee of the election results. If a write-in candidate is elected to any position and indicates a willingness to serve, the President or designee shall notify the candidate of the requirements set forth in Article IV, Section 1 and Section 4(b) of the AAMC Bylaws.





**Alaska Association of Municipal Clerks
2021-2022
Executive Board**

**DECLARATION OF CANDIDACY
AND FINANCIAL COMMITMENT**

_____ Nominee's Name	
_____ Municipality	_____ Title
_____ Mailing Address	_____ City and Zip
_____ Telephone Number	_____ (Email Address)

I hereby declare myself a candidate for:

2nd Vice President **Communications Director**

Treasurer

and request that my name be placed on the ballot for the 2021 Alaska Association of Municipal Clerks Election.

I declare that I will serve and participate actively in the designated office and that I will accept the time and financial commitment if elected.

Signature of Candidate

Date

On behalf of the Municipality, I am authorized to commit financial support of the above individual's active participation in the Alaska Association of Municipal Clerks if elected.

Mayor/City Manager

Council/Assembly Chair

Date

BIOGRAPHICAL SKETCH

PREVIOUS MUNICIPAL POSITIONS HELD AND NUMBER OF YEARS:

PREVIOUS EXPERIENCE WITH AAMC (Offices held, Committee Participation, etc.):

RELEVANT EXPERIENCE:

If you would like to submit a photograph of yourself to be distributed to the membership, please submit it at the same time you submit your declaration of candidacy.

Return to Elections Committee Chair by **August 31, 2021.**

Legislative Committee Report

Submitted by Legislative Committee Chair Beth McEwen, MMC

Greetings fellow Clerks!

The 2020-2021 AAMC Legislative Committee is tracking a number of bills through the State Legislature and we want to share those with our membership. Since the status of bills varies from one day to the next, I've listed the bills we are watching below along with a link to the bill's webpage so you might be able to click on each link to see the latest status. Members are invited to join our AAMC Leg. Committee meetings every other Tuesday at 2:30 p.m. – please contact Chair Beth McEwen at beth.mcewen@juneau.org to receive the Zoom invites.

One of the bills that we are watching closely is Sen. Shower's election bill SB39. The AAMC Executive Board sent a letter opposing Section 22 of the bill to Sen. Shower (contact AAMC President Jamie Heinz for a copy of the letter) and he has informed them that an amendment to that bill is forthcoming but as of the writing of this report, the amendment has not yet been made public.

2021 Alaska State Legislature - Session Bills we are watching:

CSHB 76 Extending COVID19 Disaster Emergency

"An Act extending the January 15, 2021, governor's declaration of a public health disaster emergency in response to the novel coronavirus disease (COVID-19) pandemic; providing for a financing plan; making temporary changes to state law in response to the COVID-19 outbreak in the following areas: occupational and professional licensing, practice, and billing; telehealth; fingerprinting requirements for health care providers; charitable gaming and online ticket sales; access to federal stabilization funds; wills; unfair or deceptive trade practices; and meetings of shareholders; and providing for an effective date." <http://www.akleg.gov/basis/Bill/Detail/32?Root=hb76>

CSSB 15 Open Meetings Act; Penalty "An Act relating to the Open Meetings Act; and establishing a civil penalty for violations of the open meeting requirements by members of governmental bodies." <http://www.akleg.gov/basis/Bill/Detail/32?Root=SB%20%2015>

SB9 Alcoholic Beverage Control; Alcohol Reg "An Act relating to alcoholic beverages; relating to the regulation of manufacturers, wholesalers, and retailers of alcoholic beverages; relating to licenses, endorsements, and permits involving alcoholic beverages; relating to common carrier approval to transport or deliver alcoholic beverages; relating to the Alcoholic Beverage Control Board; relating to offenses involving alcoholic beverages; amending Rule 17(h), Alaska Rules of Minor Offense Procedure; and providing for an effective date." <http://www.akleg.gov/basis/Bill/Detail/32?Root=sb9>

Election Related Bills:

SB39 Ballot Custody/Tampering; Voter Reg; Mail "An Act relating to elections; relating to voter registration; relating to ballots and a system of tracking and accounting for ballots; establishing an election offense hotline; designating as a class A misdemeanor the collection of ballots from other voters; designating as a class C felony the intentional opening or tampering with a sealed ballot, certificate, or package of ballots without authorization from the director of the division of elections; and providing for an effective date." <http://www.akleg.gov/basis/Bill/Detail/32?Root=sb39>

CSSB 43 Elections, Voting, Campaign Finance "An Act relating to campaign finance and initiatives; relating to elections and voting; and relating to unlawful interference with voting." <http://www.akleg.gov/basis/Bill/Detail/32?Root=sb%2043>

SB82 Elections; Election Investigations (By Request of the Governor) "An Act relating to elections and election investigations." <http://www.akleg.gov/basis/Bill/Detail/32?Root=sb82>.

HB66 Elections, Voting, Ballots "An Act relating to voting, voter qualifications, and voter registration; relating to poll watchers; relating to absentee ballots and questioned ballots; relating to election worker compensation; and providing for an effective date." http://www.akleg.gov/basis/Bill/Detail/32?Root=hb66#tab1_4

(Legend HB = House Bill, SB = Senate Bill, CS = Committee Substitute version of the HB or SB is under consideration.)



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About AAMC

The Alaska Association of Municipal Clerks (AAMC) was established in 1965 by a group of 13 determined clerks with the intent to promote sound local government and the continuing education of municipal clerks throughout Alaska. Today, AAMC is a professional organization of borough, city, and village clerks from across Alaska dedicated to the continued growth and development of the municipal clerk profession.

The Oracle Newsletter is Published by Clerks for Clerks!

If you have news to share or ideas for future additions of the Oracle newsletter, please email Communications Director Jamie Newman at: jnewman@ci.wasilla.ak.us.

2021 - 2022 Executive Board Members:

- ◆ President Jamie Heinz, MMC, City of Kenai
- ◆ First Vice President Brenda Ballou, MMC, City of Seward
- ◆ Second Vice President Aaron M. Rhoades, City of North Pole
- ◆ Immediate Past President Melissa Jacobsen, MMC, City of Homer
- ◆ Communications Director Jamie Newman, MMC, City of Wasilla
- ◆ Education Director Norma Alley, MMC, City of Palmer
- ◆ Secretary Danyielle Snider, CMC, City of Fairbanks
- ◆ Treasurer April Trickey, CMC, Fairbanks North Star Borough



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jnewman@ci.wasilla.ak.us
907-373-9090

