

Katie Hobbs  
Governor



Jack Confer  
Executive Director

## Board Meeting Minutes

The virtual and telephonic board member training and orientation of the NCIA Board convened at 9:05AM, Friday, Feb 7, 2025 via GoogleMeets [meet.google.com/kvz-ooip-oqc](https://meet.google.com/kvz-ooip-oqc) and/or Join by Phone: 3926-373-(US) +1 318 PIN: 147 639 642#

### BOARD MEMBERS PRESENT:

Kelly Bojorquez, Member  
Nina Louis, Member  
Amy Malkin, Member  
Mark Muir, Member  
Annette Mendonca, Member  
Rebecca Hill, Member  
James (Ritch) Steven, Member  
Jeffrey Cook, Member

### BOARD MEMBERS ABSENT:

None

### LEGAL COUNSEL:

Seamus Monaghan, Assistant Attorney General

### STAFF PRESENT:

Jack Confer, Executive Director  
Donita McGlasson, Deputy Director  
Phil Smyth, Investigator  
Brian Thomas, Project Specialist  
Paige Horton, Licensing Specialist

The meeting was called to order at 9:05 am, Monday, Feb 7, 2025 .

Executive Director Confer welcomed the new board members to the NCIA Board. Board members, staff, and the Assistant Attorney General introduced themselves.

## **ROLL CALL**

The following Board members were present: Member Hill, Member Steven, Member Cook, Member Bojorquez, Member Louis, Member Malkin, Member Muir

## **I. BOARD REVIEW AND DISCUSSION ON ANNUAL TRAINING AND NEW BOARD MEMBER ORIENTATION WITH ASSISTANT ATTORNEY GENERAL AND STAFF. REVIEW AND DISCUSSION MAY INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING TRAINING SUBJECTS BELOW:**

### **i. OPEN MEETING LAW**

### **ii. CONFLICTS OF INTEREST – A.R.S. § 38-503**

### **iii. ADJUDICATION OF COMPLAINTS**

### **iv. RECUSAL(S)**

### **v. PUBLIC RECORDS**

### **vi. GUIDELINES/PRACTICAL TIPS**

Assistant Attorney General Seamus Monaghan shared a PowerPoint presentation titled “Practical Tips for New (and Veteran) Board Members. The presentation highlighted conducting effective board meetings, state law, open meeting laws, conflict of interests, public records laws, parliamentary procedure, and Roberts Rules of Order.

Executive Director Confer and AAG Monaghan explained how discussing board business outside of a board meeting is not allowed and provided examples of situations to be aware of. Discussion about recusals and conflicts of interest took place and how to avoid situations of impropriety.

Executive Director Confer and AAG Monaghan explained the process for reviewing cases before the board meetings and provided a general overview of the way board meeting days flow.

Board members Hill, Cook, and Steven provided some suggestions to the new board members on how to prepare for board meetings and Executive Director Confer opened the discussion for questions.

## **II. ADJOURNMENT**

The meeting adjourned on Feb 7, 2025 at 11:05AM



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Jack Confer, Executive Director