



**NEVADA MUNICIPAL CLERKS' ASSOCIATION
ANNUAL MEETING
AUGUST 12, 2010
8:00 A.M.**

CALL TO ORDER

Beverly Bridges, President of the Nevada Clerks Association, called the Annual Nevada Municipal Clerks Meeting to order at 8:10 a.m.

ROLL CALL

Present:

Officers:

**Beverly Bridges, President, City of Las Vegas
Shanell Owen, Secretary/Treasurer, City of Elko**

Members:

**Stacey Brownfield, City of Henderson
Lou Krumm, Boulder City
Patrice Lytle, City of Caliente
Linda Huntsberger, City of Yerington
Sue Smith, City of Wells
Vicky Darling, City of Las Vegas**

Visitors Present:

Shera Alberti-Annunzio, University of Nevada - Reno

WELCOME AND INTRODUCTION

President Beverly Bridges welcomed everyone to the Annual Meeting.

REGION VIII REPORT

Recognition/Retirements

There were no Region VIII Reports.

IIMC ANNUAL CONFERENCE – RENO/TAHOE – MAY 23-27, 2010

Final Report – Stacey Brownfield, CMC

Ms. Brownfield reported the IIMC Annual Conference was a great success and a wonderful conference. There were 710 attendees and 70 volunteers. The Conference Committee did a great job and are to be commended.

Financial Report – Shanell Owen, MMC

Ms. Owen reported the committee received approximately \$76,000 through donations and raffles. The expenditures came to approximately \$67,000 with a balance of approximately \$9,000 to be passed down to the 2011 IIMC Annual Conference Committee.

NMCA

Institute Report – Shera Alberti-Annunzio

Shera Alberti-Annunzio reported it was decided last year that the 2010 Institute would be cancelled to allow for more opportunities for participation at the 2010 International Conference. The 2011 Conference has been scheduled for July 25- 29th. There will need to be an attendance of 10 to 11 people in order to break even. Ms. Alberti-Annunzio indicated she would advertise the Institute in the IIMC Digest and look into hotel rates for participants.

Discussion on Possible Update to By-Laws – Vicky Darling

Vicky Darling suggested changes to the bylaws for the Nevada Municipal Clerks Association. Some of the changes will include discussion of authorized expenditure of funds by email and possible changes to Article 3. This item was deferred until a later date.

President Bridges indicated she would prepare a track changes document for the by-laws and circulate it to the membership.

2011 LEGISLATIVE DISCUSSION

Elections

It was noted that there is an upcoming meeting with Ross Miller, Secretary of State, to discuss upcoming legislative changes. Ms. Bridges indicated she would contact everyone and let them know is disussed.

SECRETARY/TREASURER REPORT – SHANELL OWEN, MMC

Adoption of Minutes – October 15, 2009

(Motion)

Vicky Darling made a motion to adopt the minutes of October 15, 2009. Lou Krumm seconded the motion. The motion was unanimously approved.

Membership Update and Dues

Ms. Owen reported the Nevada Clerks Association has 15 members. This number is down from 25 in 2009-2010. Ms. Owen anticipated a few more memberships coming in. Dues collected for the 2010-2011 period so far are \$1,125.00.

Treasurer's Report

Approval and ratification of NMCA expenditures

Shanell Owen reported on the Treasurer's Report as follows:

Beginning Balance	\$7,246.41
Revenue from Membership Dues	<u>\$1,200.00</u>
Subtotal	\$8,446.41
Expenditures	
• Donation to Reno IIMC Conf.	\$1,500.00
• Scholarships for Reno IIMC 2010 Conference	\$2,960.00
• Reimb COH/Web Hosting Fees for 2010	\$ 155.40
Total Expenditures	<u>\$4,615.40</u>
Ending Balance	\$3,831.00

(Motion) Vicky Darling made a motion to approve the NMCA expenditures. Stacey Brownfield seconded the motion. The motion was unanimously approved.

Ratification of Monetary Donations and Expenditures for the 2010 IIMC Reno/Tahoe Conference.

(Motion) Linda Huntsberger made a motion to approve monetary donations and expenditures for the 2010 IIMC Conference as presented. Patrice Lytle seconded the motion. The motion was unanimously approved.

COMMITTEE REPORTS

Scholarship Committee – Shanell Owen/Linda Buffington

Shanell Owen reported there were 6 scholarships approved for the IIMC Conference in the amount of \$2,960.00. Scholarship recipients were required to donate at least 20 hours assisting with the Conference. There is enough money left in the IIMC Conference fund to reimburse the Nevada Clerk Account.

Membership Committee – Gary Cordes & Eddy Davis

It was noted that the Clerk in Incline Village would like to join the Nevada Clerk Association.

Web & Technology Committee – Stacey Brownfield and Maria Aguirre

The NMCA website continues to be updated and hosted by the City of Henderson.

NOMINATION AND ELECTION OF OFFICERS

Nominations

President – 2 year term

(Motion) Patricia Lytle made a motion to nominate Shanell Owen to the position of President. Linda Huntsberger seconded the nomination. There being no further nominations, Shanell Owen was unanimously appointed to the position of President.

Secretary/Treasurer – 2 year term

(Motion) Beverly Bridges made a motion to nominate Lou Krumm to the position of Secretary/Treasurer. Shanell Owen seconded the nomination. There being no further nominations, Lou Krumm was unanimously appointed to the position of Secretary/Treasurer.

GENERAL BUSINESS

Shera Alberti-Annunzio congratulated Beverly Bridges on completing the Certified Public Official Program.

Participants discussed the Nevada Municipal Clerk Association non-profit status. Lou Krumm will look into this issue along with the 990 IRS Form that will need to be filed.

ADJOURNMENT

There being no further business, Ms. Bridges adjourned the meeting.

Shanell Owen, MMC Secretary/Treasurer
Nevada Municipal Clerk Association