



**NEVADA MUNICIPAL CLERKS' ASSOCIATION
ANNUAL MEETING
AUGUST 22, 2008
7:30 A.M.**

I. CALL TO ORDER

Vice President Beverly Bridges called the Annual Nevada Municipal Clerks Meeting to order at 7:35 a.m. via teleconference.

II. ROLL CALL

Present:

Officers:

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

Members:

**LuAnn Holmes, City of Henderson
Monica Simmons, City of Henderson
Sabrina Mercadante, City of Henderson
Stacey Brownfield, City of Henderson
Vicky Darling, City of Las Vegas
Karen Storms, City of North Las Vegas
Linda Huntsberger, City of Yerington
Pamella Malmstrom, City of Boulder City
Linda Buffington, City of Elko
Sue Smith, City of Wells
Gary Cordes, City of Fallon**

III. INTRODUCTION

Vice President Bridges welcomed all Nevada clerks to the Annual Meeting.

IV. ITEMS OF BUSINESS

Region VIII Report –

- * Upcoming Conference – September 28 – October 1 – Tucson, Arizona.
Several clerks indicated they would be attending the conference.
Participation and support was encouraged.

Ms. Bridges commented there had been discussions about having a 2010 IIMC Annual Conference fundraiser booth at the Region VIII Conference. Raffle tickets will be sold for various donated prizes.

- * Recognition/Retirements – Pat Norman, Carol Woods
Ms. Bridges reported Pat Norman from Fernley and Carol Woods from Mesquite retired this year. Recognition of the retirements was discussed under the Treasurer's Report.
- * IIMC Annual Conference – Chicago, Ill – May 19-23, 2009 and Reno/Tahoe – May 23-27, 2010.

Monica Simmons commented this will be a wonderful conference and participation was encouraged. There will be a Region VIII booth at the Chicago Conference. Representatives from the Reno/Tahoe Convention Bureau will be in attendance. There will also be clerks from Utah that may help with the Region VIII booth.

The 2010 IIMC Annual Conference will be held in Reno/Tahoe. Volunteers are being recruited for various committees to assist with the planning of that conference. Some of the committees include registration, education, fundraising and vendors. IIMC assists a great deal with the annual conferences and they will be more involved in the future.

NMCA Institute Report – July 21-25, 2008 – Shera Alberti-Annunzio

Vice President Bridges reported that Shera Alberti-Annunzio was not able to attend this meeting. There were quite a few people at the Institute. Ms. Simmons thought it was an outstanding institute. Shera does a great job in putting the institute together. The Nevada Municipal Clerks Association dedicated \$500.00 to assist with the institute costs. As of this date there have not been any requests for that \$500.00.

Monica Simmons, Pamela Malmstrom, and Linda Huntsberger volunteered to order a basket for Ms. Annunzio and her team at UNR in appreciation of their work on the Nevada Municipal Clerk's Institute.

2009 Legislative Discussion

Ms. Simmons attended the Nevada League of Cities Logistics Legislative Committee Meeting. There were thirteen bills being considered by the Committee. The Nevada League of Cities can only sponsor five bills. Ms. Simmons requested that the League sponsor the Clerk's Election Clean-up Bill and it was supported and made the cut. The five recommended bills will now go before the League Committee.

Secretary/Treasurer Report

Approval of Minutes – September 20, 2007 – A correction was noted to the spelling of “LuAnn Holmes” on the minutes.

(Motion) Beverly Bridges made a motion to adopt the minutes as corrected. LuAnn Holmes seconded the motion. The motion was unanimously approved.

Membership Update – Shanell Owen reported there are currently 31 members and 1 member that has not renewed their membership.

Treasurer's Report - Shanell Owen presented the 2007-2008 Treasurer's Report. The beginning balance was \$4,340.89, revenue from tuition dues \$2,325.00 with expenditures in the amount of \$456.10, and the ending balance is \$6,209.79.

Ms. Simmons requested continued financial support from the Nevada Municipal Clerks for hosting the website. The website is also used for Region VIII updates. The City of Henderson will continue to maintain the website.

Ms. Simmons received consensus to spend up to \$150 for a gift for Shera Alberti-Annunzio.

Ms. Simmons also suggested sending gifts or flowers to Pat Norman, retired City Clerk in Fernley and President of Nevada Municipal Clerk's Association in the amount of \$100.00 and to Carol Woods, retired City Clerk in Mesquite.

Committee members discussed the purchase of a raffle item for the Tucson Conference in the amount of \$200-\$300.

(Motion) Monica Simmons moved to approve future expenditures to include the website hosting fees, up to \$150 for a gift for Shera Alberti-Annunzio, gifts for Pat Norman and Carol Woods, and raffle item for the Tucson Conference. The motion was seconded by Pam Malmstrom and was unanimously approved.

(Motion) Pam Malmstrom moved to approve the Treasurer's Report. The motion was seconded by Beverly Bridges and was unanimously approved.

Scholarship Committee Report – There is no current committee. Shanell Owen and Linda Huntsberger volunteered to serve on this committee.

Membership Committee – Gary Cordes and Eddy Davis will continue to serve on the membership committee.

Nomination and Election of Officers

Monica Simmons nominated Shanell Owen as Secretary/Treasurer. Sabrina Mercadante seconded the nomination. The nomination carried unanimously.

Linda Huntsberger nominated Pam Malstrom as Vice President. Beverly Bridges nominated LuAnn Holmes as Vice President. Pam Malstrom was named Vice President following a majority voice vote by committee members.

Shanell Owen nominated Beverly Bridges as President. The nomination carried unanimously.

General Discussion

Ms. Simmons encouraged clerk support for the 2010 IIMC Annual Conference. There are many committees to volunteer for and more information can be found on the Nevada Clerk's website.

Gary Cordes reported the City of Fallon is looking into having a City primary election before their general.

Sabrina Mercadante reported the State Historical Advisory Board is doing a fundraiser at the Thunderbird Lodge for Archives Month in October. The funds will be used to award grants to small entities. They are asking cities if they have a very unique document that might be of interest to anyone attending the event that the Advisory Board could borrow for this event. Contact Ms. Mercadante for more information.

(Motion)

Pam Malmstrom made a motion to appoint Sabrina Mercadante as the Legislative liaison for records management and matters related to records. Beverly Bridges seconded the motion and it carried unanimously.

Monica Simmons reported that the City of Henderson is now partnering with the Clark County Clerk to provide marriage licensing application services. This has been a very successful partnership. Stacey Brownfield added the County Clerk's Office comes in on Thursdays and Fridays to provide marriage license, fictitious firm names and notary bond services.

Beverly Bridges reported Las Vegas started their passport services two months ago.

V. ADJOURNMENT

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

Shanell Owen, CMC Secretary/Treasurer
Nevada Municipal Clerk Association