



**NEVADA MUNICIPAL CLERKS' ASSOCIATION
ANNUAL MEETING
October 13, 2005**

I. CALL TO ORDER

President Simmons called the Annual Nevada Municipal Clerks Meeting to order at 3:10 p.m. in the St. Andrews Room at the Golden Nugget Hotel, Las Vegas, Nevada, in accordance with the Nevada League of Cities Conference schedule.

II. ROLL CALL

Present:

Officers

**Monica M. Simmons, President
Barbara Jo "Roni" Ronemus, Vice President
Becky Dresser, Secretary/Treasurer**

Members

**Pamella Malmstrom, City of Boulder City
Shanell Owen, City of Elko
Patricia Norman, City of Fernley
LuAnn Holmes, City of Henderson
Sabrina Mercadante, City of Henderson
Stacey Brownfield, City of Henderson
Barbara Czech, City of Henderson
Lola Mitchell, City of Henderson
Beverly Bridges, City of Las Vegas
Virginia Rose, City of Lovelock
Carol Woods, City of Mesquite
Sheree Goessman, City of Mesquite
Debi J. Dolan, City of Sparks
Lenda Ulrich, City of Sparks
Karen Storms, City of North Las Vegas
Anna Bartlome, City of West Wendover**

Guest

Shera Alberti-Annunzio, University of Nevada Reno

III. INTRODUCTION

President Simmons welcomed all Nevada clerks and visitors to the Annual Meeting. Those present introduced themselves to those in attendance. A brief synopsis of the first Nevada Clerk's Institute held in Reno during the week of July 18-22, 2005, was provided. Ms. Simmons was pleased to report that the Institute was evaluated and officially certified by the International Institute of Municipal Clerks. Ms. Simmons welcomed Shera Alberti-Annunzio, University of Nevada Reno, Program Development Specialist, and recognized her for contributions to date.

IV. ITEMS OF BUSINESS

Virginia Rose, City of Lovelock

Ms. Rose though recently retired, was in attendance and acknowledged for her service in local government and contributions to the NMCA. Congratulations were extended to her by all those present.

2005 Nevada Municipal Clerks' Institute

Ms. Alberti-Annunzio distributed copies of the course outline and surveys that were completed by attendees at the 2005 Institute. Ms. Alberti-Annunzio stated that comments received from attendees were positive in nature. She asked for suggestions on dates and courses to be offered at the upcoming 2006 Institute program.

Shera asked those present and all Nevada clerks for assistance in providing feedback on possible grants that she could apply for to offset costs associated with the Clerks' Institute.

(Action) President Simmons thanked Ms. Alberti-Annunzio and presented her with an engraved clock, as an appreciation gift from the Clerks' Association for her exemplary dedication to the Nevada Municipal Clerks' Institute and the International Institute of Municipal Clerks'.

Newsletter/Website

Ms. Simmons spoke regarding the Nevada Municipal Clerks' Quarterly Newsletter and thanked Barb Czech, Administrative Secretary, City of Henderson, for her contribution in making the newsletter such a success. President Simmons gave a brief PowerPoint presentation introducing a newly designed Nevada Municipal Clerks' webpage. The webpage will contain information that will be especially useful for Nevada Clerks, such as links to access Nevada government websites, schedules of upcoming events, membership contact information, past NMCA Quarterly Newsletters, NMCA Scholarship information, and the NMCA Bylaws. Karen Storms, City of North Las Vegas, suggested that Nevada Municipal websites be added to the webpage links. Ms. Simmons noted that the webpage could be hosted by Yahoo for a minimal fee of \$11.95 per month and asked for a motion in support of the monthly fee being paid out of the NMCA budget.

(Motion) Karen Storms made a motion to approve the monthly host fee of \$11.95 per month, and Deb Dolan, City of Sparks, seconded the motion. The motion was unanimously approved.

Nevada Municipal Clerks' Association Logo Pin

Ms. Simmons then presented the Clerks with a draft design for a new NMCA logo and asked that comments and/or suggestions be submitted to Barb Czech.

Ms. Simmons asked the Clerks if they would be interested in purchasing lapel pins with the new logo. Pat Norman, City of Fernley, commented that smaller entities do not necessarily have funds available to purchase their own City lapel pins and that this would be a great idea for Nevada representation for those entities.

Ms. Simmons said that it would cost the Association approximately \$295.00 to purchase one hundred lapel pins and that if entities wanted to purchase additional pins that they could do so at their expense. President Simmons asked for a motion to approve the purchase of lapel pins utilizing the NMCA budget.

- (Motion) Pamella Malmstrom, City of Boulder City, made a motion to approve the purchase in an amount not to exceed \$400.00, and Beverly Bridges, City of Las Vegas, seconded the motion. The motion was unanimously approved.

Treasurer's Report

Becky Dresser, Secretary/Treasurer, gave a presentation of the 2004-2005 Treasurer's Report. It was noted that the beginning balance was \$2,742.49, with reimbursement to Sheree Goessman, City of Mesquite, for one scholarship in the amount of \$1,167.75, miscellaneous expenses totaling \$505.01, and revenue from membership dues, and interest earned totaling \$555.65, bringing the ending balance to \$1,625.38.

- (Motion) Vice President Ronemus made a motion to accept the Treasurer's Report and the motion was unanimously approved. Deb Dolan seconded the motion. The motion was unanimously approved.

Adoption of Minutes

Minutes of the October 13, 2004 Clerks Meeting were distributed and Secretary/Treasurer Dresser asked for a motion to adopt the Minutes. It was requested that Karen Storms be added to the roll call and to misspellings were corrected.

- (Motion) Ms. Ronemus made a motion to adopt the minutes, as amended. Karen Storms seconded the motion. The motion was approved unanimously.

Membership Dues

President Simmons proposed that the Nevada Municipal Clerks' Association membership dues be increased to provide additional funding for future projects. After a group discussion it was decided that dues would be increased from \$50.00 per entity per year to \$75.00 per member per year. All in attendance agreed that an increase was necessary and reasonable. Ms. Dresser will be mailing invoices for dues for Fiscal Year 2005-2006 in January.

- (Motion) Pat Norman, made a motion to increase the membership dues and Pamella Malmstrom seconded the motion. The motion was approved unanimously.

2006 Region VIII Conference

Stacey Brownfield, City of Henderson, gave an update on the development of the 2006 Region VIII Conference. Possible dates, conference locations, exhibitors, and sponsors were relayed on behalf of City of Henderson staff. The need to designate a Committee and Chairperson was discussed. Following this discussion, President Simmons nominated Beverly Bridges to serve as Chairperson of the Hosting Committee and Karen Storms as the Co-Chair.

It was noted that there is approximately \$4,000.00 in seed money left over from the last Regional Conference that will be passed onto the 2006 Conference, and \$2,000.00 in scholarship funds that will also be available. Region VIII Director Gloria Leija recently provided Simmons with this background and an informational book on "How to Host a Regional Conference." President Simmons passed this book of information on to Chairperson Bridges. It was noted that attendees are expected to exceed three hundred attendees.

Ms. Bridges commented that having the conference at one of the locations mentioned in the Committee update, Green Valley Ranch, would be ideal due its central location, nearness to the airport, and to other amenities. There will be further discussion amongst the members regarding the conference location.

Passport Discussion

A brief discussion was held regarding the success of the various City Passport Programs. Information was shared amongst attendees in regards to equipment needed to implement a passport program, challenges that existing providers have encountered, and revenues generated from such programs.

Scholarship Committee

It was reported by Scholarship Committee Members, Pat Norman and Sheree Goessman, that they have not received any scholarship applications.

2005 Legislation

Vice President Ronemus, reported on Legislative Assembly Bills pertaining to City Clerks, and distributed a summarization of those bills.

State Historical Records Advisory Board

Sabrina Mercadante, City of Henderson, discussed the State Historical Records Advisory Board "SHRAB," and referred to an informational brochure regarding the Board that was distributed in the League tote bags.

President Simmons asked the members to communicate any boards that they are currently serving on, in an effort to establish a reference and support source for Nevada Clerks.

Election of Officers

President Simmons asked for a motion to elect Officers for 2005-2007.

(Motion) Deb Dolan made a motion to reelect the current officers, President Monica Simmons, Vice President Barbara Jo "Roni" Ronemus, and Secretary/Treasurer Becky Dresser. Lenda Ulrich, City of Sparks seconded the motion. The motion was approved unanimously.

V. ADJOURNMENT

Ms. Simmons adjourned the meeting at 4:55.