



**NEVADA MUNICIPAL CLERKS' ASSOCIATION  
ANNUAL MEETING  
October 14, 2006**

**I. CALL TO ORDER**

President Simmons called the Annual Nevada Municipal Clerks Meeting to order at 4:25 p.m. at The Chateau, Incline Village, 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  
Patrice Lytle, City of Caliente  
Jim Alworth, City of Ely  
Gary Cordes, City of Fallon  
Patricia Norman, City of Fernley  
Sabrina Mercadante, City of Henderson  
Beverly Bridges, City of Las Vegas  
Catherine (Sue) Smith, City of Wells  
Anna Bartlome, City of West Wendover  
Janet Sanderson, City of Yerrington**

**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.

### IV. ITEMS OF BUSINESS

#### Region VIII 2006 Annual Conference

A brief synopsis of the 2006 IIMC Region VIII Annual Conference held in Las Vegas August 28-30, 2006, was provided. Ms. Simmons was pleased to report that the Conference was a success both professionally and financially. Ms. Simmons thanked the various committee members and the volunteers from each City for lending their time and valuable assistance; she then presented the Host Cities of Boulder City, Henderson, Las Vegas, and North Las Vegas with appreciation plaques for their contributing efforts in making the conference such a success.

#### Region VIII Director Nomination

Ms. Simmons announced that a Region VIII Director position is becoming vacant and questioned if anyone is interested in being nominated. No one expressed interest in being nominated.

(Motion) Pat Norman moved to nominate Monica Simmons as Region VIII Director, Roni Ronemus seconded the motion and the vote was unanimous. Ms. Simmons accepted the nomination and thanked the group for their show of support.

Monica reminded those present that nominations for NMCA Officers will need to be made at our next annual meeting in October 2007.

#### IIMC Annual Conference - 2007

Ms. Simmons reminded those present that the 2007 IIMC Annual Conference is scheduled to be held May 22-26, 2007, in New Orleans.

#### NMCA Institute – 2007

Ms. Simmons then stated that the dates for the next NMCA Institute are July 16-20, 2007, at the University of Reno Campus. Ms. Simmons stated that comments received from previous attendees remain positive in nature. She then recognized Shera Alberti-Annunzio, University of Nevada Reno, Program Development Specialist, for contributions to both the NMCA Institute and the Nevada Municipal Clerks' Association to date and turned the time over to Ms. Alberti-Annunzio.

#### Revised IIMC Education Accreditation Requirements

Ms. Alberti-Annunzio distributed copies of the newly amended requirements for the IIMC Education Program Guidelines, dated September 2006. This document increases the number of contact hours to complete educational requirements for the CMC, MMC, and recertification programs for participating Clerk Institute Programs. In addition, she also distributed copies of a draft proposal for an IIMC Online Learning Curriculum. This program would allow clerks to obtain their entire training program online. Ms. Annunzio commented that although online learning can be a very valuable tool, especially to clerks with very limited budgets or clerks who do not have institutes in their states, it should not take the place of institutes entirely. In her opinion, there are certain aspects of attending an actual institute that simply cannot be simulated, for example networking with other fellow clerks to exchange information relative to the profession.

Ms. Annunzio encouraged clerks to provide feedback pertaining to the accreditation process or online training to her via email and she provided her email address. Shera stated that she will then forward those comments to the IIMC.

Resolution of Support – IIMC Vice President

Ms. Simmons read a request from a candidate running for IIMC Vice President, Ms. Mary Lynn Stratta. Ms. Stratta visited the Region VIII 2006 Conference to acquaint herself with Region VIII attendees and is now seeking a Resolution of Support from the NMCA.

- (Motion) Roni Ronemus made a motion for a Resolution of Support for Ms. Stratta, as IIMC Vice President, and Pat Norman seconded the motion. The motion was unanimously approved. A Resolution of Support will be forwarded to Ms. Stratta.

Adoption of Minutes

Becky Dresser asked if there were any changes or corrections to be made to the meeting minutes of the October 13, 2005. None were noted.

- (Motion) Gary Cordes made a motion to adopt the minutes, as presented. Pam Malmstrom seconded the motion. The motion was unanimously approved.

Secretary/Treasurer's Report - NMCA

Becky Dresser, Secretary/Treasurer, gave a presentation of the 2005-2006 Treasurer's Report. It was noted that the beginning balance was \$1,625.38, with reimbursements made to Lorene Krumm, Deputy City Clerk, City of Boulder City, for a scholarship to attend the Nevada Municipal Clerks' Institute in Reno, Nevada, in the amount of \$1,025.00; Shanell Owen, City of Elko, for a scholarship to attend the 2006 Region VIII Conference, in the amount of \$295.00; miscellaneous expenditures totaling \$2074.70; and revenue from membership dues and interest earned totaling \$2,339.11, bringing the ending balance to \$1,889.79. Dresser reminded those present that invoices for dues will be mailed out for the upcoming year in January and that dues are now \$75.00 per person per year.

- (Motion) Pam Malmstrom made a motion to ratify expenditures and accept the Treasurer's Report. The motion was seconded by Gary Cordes and unanimously approved.

Secretary/Treasurer's Report – Region VIII 2006 Conference

Becky Dresser gave a presentation of the Treasurer's Report for the Region VIII 2006 Conference. It was noted that the beginning seed money provided was \$6,800.00, with an additional scholarship fund in the amount of \$2,065.00. Revenue from sponsorships, registrations, City Contributions, and raffle proceeds totaled \$55,116.17. Various expenditures including the host hotel fees, speaker fees, entertainment, special events, registration materials, 2007 Scholarship Funds, and Seed Money for the 2007 Region VIII Conference totaled \$61,654.23, bringing the ending balance to \$2,326.94.

The question of what to do with the remaining funds was posed to those present. There was a request from Beverly Bridges, Co-Chairperson for the Region VIII 2006 Annual Conference, that compensation be made to Christine Bridges, City of Las Vegas, in the suggested amount of \$500.00 for the hours spent developing the conference program.

Monica Simmons then requested that the City of Henderson be reimbursed for extra funds spent over and above the City of Henderson contribution to secure conference speaker, Liz Davenport.

President Simmons asked that City of Henderson be reimbursed for one-half of Liz Davenport's speaker fee, which would amount to \$1500.00 and that Christine Bridges be compensated in the amount of \$500.00 for program development.

(Motion) Gary Cordes made a motion to compensate Christine Bridges in the amount of \$500.00, reimburse the City of Henderson in the amount of \$1500.00 and convert the remaining balance of approximately \$326.94 to NMCA scholarship funds. Pat Norman seconded the motion and the motion was unanimously approved.

#### Scholarship Committee

It was reported by Scholarship Committee member, Pat Norman, that they have not received any scholarship applications recently.

#### Use of Voting Machines for Municipal Elections

Jim Alworth, City of Ely, commented that he is currently having issues with being prohibited from using County Voting Machines, purchased with Federal Funds for Municipal Elections. He is seeking support from the Association, perhaps in the form of a Resolution of Support, to support his usage of County Machines for Municipal Elections.

Catherine (Sue) Smith suggested that rather than the Association supporting Alworth with a resolution, perhaps President Simmons acting on the Associations' behalf could seek clarification from the Governor's Office regarding allowed uses of machines purchased with Federally Funded dollars. Simmons was then requested by those present to act on the behalf of the NMCA to seek clarification from the Governor's Office regarding usage. Monica will contact both Donna Bath who is the County Clerk/Registrar of Voters for White Pine County, Nevada, and the Governor's Office to seek that clarification and will then convey those communications to Jim Alworth and the Association.

#### State Historical Records Advisory Board

Sabrina Mercadante, City of Henderson, Committee member of the State Historical Records Advisory Board "SHRAB," commented that the board is going to be asking for re-grant funding this year, and encouraged cities to apply for those grants for funding of their City projects.

#### Elections

There was a brief discussion on upcoming elections and calendar sharing via the web. Clerks were encouraged to utilize the Nevada Clerks webpage (NVClerks.com) to share information and calendars and use them as resource tools. The clerks were cautioned to not completely rely on them for final dates. President Simmons reminded clerks that there are a number of helpful links on the Nevada Clerks webpage, including links to the different cities webpages and to the State as well.

#### General Discussion

Vice President Ronemus reminded clerks that there is a legislative session coming up and that if there are any concerns that she might be able to pass on to lobbyists please feel free to communicate those to her via email and she will pass on that information.

Gary Cordes posed a question regarding publication of election notices. City of Fallon now has two newspapers in circulation. Gary's question was whether he needed to publish notices in both newspapers or just one. The general consensus was that he only needs to publish in the paper that is of the highest circulation.

Beverly Bridges extended a special thank you to individuals from both the City of Henderson and the City of Las Vegas for their efforts associated with the Region VIII Conference.

Monica Simmons commented that the City of Henderson is pursuing Voting Centers for upcoming elections and stated that if anyone is interested in developing those for their respective communities, she would be happy to share what she has learned thus far.

**V. ADJOURNMENT**

Ms. Simmons adjourned the meeting at 5:51 p.m.