



**NEVADA MUNICIPAL CLERKS' ASSOCIATION
ANNUAL MEETING
OCTOBER 15, 2009
8:00 A.M.**

CALL TO ORDER

Secretary/Treasurer Shanell Owen called the Annual Nevada Municipal Clerks Meeting to order at 8:10 a.m.

ROLL CALL

Present:

Officers:

**Shanell Owen, Secretary/Treasurer
City of Elko**

Members:

**Monica Simmons, City of Henderson
Sabrina Mercadante, City of Henderson
Stacey Brownfield, City of Henderson
Vicky Darling, City of Las Vegas
Janette Trask, City of Ely
Maria Aguirre, City of Henderson
Lou Krumm, Boulder City
Cherry Lawson, City of Mesquite
Sheree Goessman, City of Mesquite
Patrice Lytle, City of Caliente**

Visitors Present:

Shera Alberti-Annunzio, University of Nevada - Reno

WELCOME AND INTRODUCTION

Secretary/Treasurer Shanell Owen welcomed everyone to the Annual Meeting.

I. 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.

REGION VIII REPORT – MONICA SIMMONS

Region VIII Conference – October 12 – October 16 – New Mexico & Tucson

Ms. Simmons explained that the Region VIII Conference was currently being held. New Mexico has sent in a contribution for the 2010 Conference to be held in Reno. The 2010 Conference Committee and NMCA appreciates New Mexico's support and contribution.

Ms. Simmons also reported on the Tucson Conference. Vicky Darling and the Henderson staff were a great help in assisting with the 2010 Conference fundraising that took place in Tucson.

Recognition/Retirements – Pam Malmstrom, Boulder City (retired) – Gift ideas and approval of appropriate funds

Lou Krumm volunteered to purchase a gift certificate for Pam Malmstrom. Ms. Simmons also suggested a crystal clock with a recognition inscription.

(Motion)

Monica Simmons made a motion to authorize a gift in the amount of \$150-\$200 to Pam Malmstrom. Sabrina Mercadante seconded the motion. The motion was unanimously approved.

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

Fundraising Projects

Football Mania – Monica

Conference Package Raffle – Vicky Darling

Bonus Round Raffle – LuAnn Holmes

Quilt Raffle – Monica Simmons

Call for Volunteers

Other Fundraising Ideas

Ms. Simmons presented a summary of the events that will take place at the 2010 Conference. The host hotel is the Grand Sierra. The opening reception will be held at the National Auto Museum in downtown Reno. Teresa Finley, Clerk for the Airport Authority in Reno, has been negotiating the price for that. The educational component of the conference is outstanding due to Shera Alberti-Annunzio's involvement. The keynote speaker has not been confirmed at this point. Mayor Cashell is the host Mayor for the conference and he will be welcoming everyone on Monday of the conference. There will be an International Program for the International Delegates. The City of Reno is organizing this program. The all conference event will be held on Wednesday and that will be in Virginia City.

Fundraising for the 2010 Conference is continuing. Football Mania has made about \$3,000.

Vicky Darling reported on the Conference Package Raffle and the Bonus Round Raffle. The biggest question that people are asking for with the Bonus

Round Gifts is the tax exempt status if they donate and then a list of the raffle prizes.

It was pointed out that IIMC is tax exempt; however, the Nevada Clerks Association is a non-profit association but has not received the tax-exempt status through the IRS. Ms. Alberti-Annunzio commented the tax-exempt status can be applied for by filling a form and submitting to IRS.

Maria Aguirre reported on the quilt raffle. The idea behind this raffle is that the winner would receive a custom quilt with their favorite team design on it.

Stacey Brownfield reported that they are still looking for volunteers. Ms. Alberti-Annunzio offered to recruit some high school youth and senior citizens. Mr. Brownfield added they would like to have greeters at the airport and volunteers at the hospitality booth at the conference. They also need volunteers for the walk, the exhibit hall, and introducing speakers.

Monica Simmons encouraged additional ideas from NMCA members.

NMCA

Institute Report – Shera Alberti-Annunzio

Shera Alberti-Annunzio reported the 2009 Institute had to be cancelled to a lack of registration. After a brief discussion it was decided that the 2010 Nevada Municipal Clerk Institute will be cancelled to allow for more opportunities for participation at the 2010 International Conference. With the downturn in the economy, participants may have to make a decision between the Institute and the International Conference. The International Conference is probably the better choice since it probably won't be in the State of Nevada again.

Ms. Simmons suggested that the Nevada Municipal Clerk Association consider and discuss with Region VIII the possibility of a joint institute.

Discussion on Possible Update to By-Laws – Vicky Darling

Vicky Darling suggested changes to the bylaws for the Nevada Municipal Clerks Association. This item was deferred until a later date.

SECRETARY/TREASURER REPORT – SHANELL OWEN

Adoption of Minutes – August 22, 2008.

(Motion)

Sabrina Mercadante made a motion to adopt the minutes of August 22, 2008. Maria Aguirre seconded the motion. The motion was unanimously approved.

Membership Update and Dues – Shanell Owen reported there are currently 24 members, this down from 31 members in 2008.

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.

Treasurer's Report

Approval and ratification of NMCA expenditures

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

Beginning Balance **\$6,209.79**

Revenue from Membership Dues \$1,800.00
Subtotal \$8,009.79

Expenditures

- Blohm Jewelry – Retirement Gift for Pat Norman \$ 90.53
- Reimburse COH/Shera Alberti-Annunzio gift \$ 147.00
- 1-800 Flowers.com – Retirement Gift for Carol Woods \$ 51.70
- Reimb COH/Leija Gift and Plaque for Colorado \$ 161.00
- Reimburse COLV/Plaque for Past President Simmons \$ 21.00
- MCEF – Support Municipal Clerk Education Foundation \$ 100.00
- Reimb COH/Web Hosting Fees for 2009 \$ 152.40
- Reimb Beverly Bridges/Gift for Past President Simmons \$ 39.75

Total Expenditures \$ 763.38

Ending Balance **\$7,246.41**

(Motion) Sabrina Mercadante made a motion to approve the NMCA expenditures. Lou Krumm seconded the motion. The motion was unanimously approved.

Monetary Donation from NMCA to the 2010 Conference.

(Motion) Cherry Lawson made a motion to approve a monetary donation to the 2010 Conference in the amount of \$1,500.00. Stacey Brownfield seconded the motion. The motion was unanimously approved.

COMMITTEE REPORTS

Scholarship Committee – Shanell Owen

Shanell Owen reported there have been no scholarships requests submitted.

Membership Committee – Gary Cordes & Eddy Davis

There was no report on this item.

Web & Technology Committee – Stacey Brownfield and Maria Aguirre

The NMCA website has been updated with current 2010 Conference Event and Fundraising Opportunities.

NOMINATION AND ELECTION OF OFFICERS

Nomination Committee – Vice President – 2 year term

(Motion)

Maria Aguirre made a motion to nominate Stacey Brownfield to the position of Vice President. Lorene Krumm seconded the nomination. There being no further nominations, Stacey Brownfield was unanimously appointed to the position of Vice President.

GENERAL BUSINESS

There was no discussion under General Business.

ADJOURNMENT

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

Shanell Owen, MMC Secretary/Treasurer
Nevada Municipal Clerk Association