



**NEVADA MUNICIPAL CLERKS' ASSOCIATION
ANNUAL MEETING
Thursday, October 18, 2012
3:00 P.M.**

CALL TO ORDER

President Shanell Owen called the Nevada Municipal Clerks Annual Meeting to order at 3:06 p.m.

ROLL CALL

Present: Officers:

Shanell Owen, President, City of Elko
Cherry Lawson, Vice President, City of Mesquite
Lorene Krumm, Secretary/Treasurer, City of Boulder City

Members:

Sabrina Mercadante, City of Henderson
Maria Aguirre, City of Henderson
Ann Whaley, City of Henderson
Sandra McKinley, City of Henderson
Stacey Brownfield, City of Henderson
Amber Ellis, City of Henderson
Jonathan Nunes, City of Henderson
Tami McKay, City of Boulder City
Beverly Bridges, City of Las Vegas
LuAnn Holmes, City of Las Vegas
Becky Dresser, City of Las Vegas
Vicki Darling, City of Las Vegas
Karen Storms, City of North Las Vegas
Linda Patterson, City of Sparks

WELCOME AND INTRODUCTION

President Owen welcomed members to the annual meeting.

Henderson City Clerk Sabrina Mercadante introduced new NMCA members Amber Ellis and Jonathan Nunes, Henderson Deputy City Clerks.

REGION VIII REPORT

- **Recognition/retirements**

Linda Patterson and Sandra McKinley were recognized for earning their Certified Municipal Clerk (CMC). Sabrina Mercadante was recognized for earning her Master Municipal Clerk (MMC).

NMCA

- **Institute Report**

This item was deferred to later in the meeting.

Secretary/Treasurer Report

Beverly Bridges moved to accept the Treasurer's Report; seconded by Cherry Lawson; unanimously approved.

- **Adoption of minutes:**

October 6, 2011
June 14, 2011

Beverly Bridges moved to approve the minutes of the October 6, 2011 Regular meeting and the June 14, 2012 Special meeting; seconded by Cherry Lawson; unanimously approved.

- **Institute Report**

Shera Alberti-Annunzio of University of Nevada-Reno stated July 23 through July 26 were the dates being considered for the Nevada Clerk's Institute.

Linda Patterson said the City of Sparks held its Council meetings on the second and fourth Monday of every month so she would have a conflict.

Shera said she could move the institute up one week or back one week.

A brief discussion followed regarding potential dates for the institute. After discussion, it was decided the institute would be held July 29 – August 1, 2012.

Shera noted each of the sessions would be four hours in length based on feedback received from prior institutes. She said she would work to keep the cost at \$600.

In response to a question by Shera regarding potential topics, Stacey Brownfield suggested a session to learn about other municipality best practices. She also suggested offering a tour.

Sabrina Mercadante agreed that a period for sharing ideas amongst cities was a valuable learning experience.

Shera requested members provide ideas for tour destinations.

COMMITTEE REPORTS

- **Scholarship Committee** – Shanell Owen reported \$3,600 had been awarded to members to attend the 2012 Municipal Clerk Conference.
- **Membership Committee** – No report was provided.
- **Web and Technology Committee** – Maria Aguirre stated she had rebuilt the NMCA website. She said by using Yahoo, the NMCA saves \$60 per year on web hosting. She encouraged members to send pertinent information to her to share on the NMCA website.

NOMINATION AND ELECTION OF OFFICERS

- **Nomination for President (Term 2012 – 2014)**

Linda Patterson nominated Shanell Owen for President; seconded by Cherry Lawson; unanimously approved.

- **Nomination for Secretary/Treasurer (Term 2012 – 2014)**

Sabrina Mercadante nominated Lorene Krumm for Secretary/Treasurer; seconded by Linda Patterson; unanimously approved.

GENERAL BUSINESS

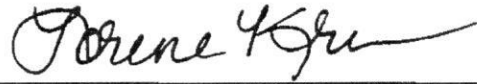
President Shanell Owen expressed her appreciation to members for agreeing to move the NMCA meeting. She stated Elko was the host city for the Nevada League of Cities conference and she had been very busy.

ADJOURNMENT

There being no further business, President Shanell Owen adjourned the meeting at 3:30 p.m.



Shanell Owen
President
Nevada Municipal Clerk's Assoc.



Lorene Krumm, CMC
Secretary/Treasurer
Nevada Municipal Clerk's Association