



**NEVADA MUNICIPAL CLERKS' ASSOCIATION
SPECIAL MEETING
September 23, 2014
2:00 P.M.**

CALL TO ORDER

President Sabrina Mercadante called the Nevada Municipal Clerks' Association Special Meeting to order at 2:05 p.m.

ROLL CALL

Present:

Officers:

Sabrina Mercadante, President, City of Henderson
Maria Aguirre, Secretary/Treasurer, City of Henderson

Members:

Lorene Krumm, City of Boulder City
Tami McKay, City of Boulder City
Stacey Brownfield, City of Henderson
Amber Ellis, City of Henderson
Sandra McKinley, City of Henderson
Jonathon Nunes, City of Henderson
Andina Whaley, City of Henderson
Tracy Beck, City of Mesquite
Barbara A. Andolina, City of North Las Vegas
Donna DiCarlo, City of Sparks
Anna E. Bartlome, City of West Wendover

Special Guests:

Wes Henderson, Executive Director, Nevada League of Cities
Emily Carter, President, Nevada League of Cities
Shera Alberti-Annunzio, Assistant Director, University of Nevada, Reno
Extended Studies

WELCOME AND INTRODUCTION

President Mercadante welcomed everyone to the Special Meeting and introduced Maria Aguirre as the new Secretary/Treasurer, Amber Ellis as the new Web Committee, and Wes Henderson and Emily Carter from the Nevada League of Cities (NLC). Wes

thanked NMCA for hosting a meeting at the NLC annual conference and expressed his intent to develop affiliate memberships with a board of directors consisting of city managers, clerks, attorneys, etc. After Wes's brief comments, he and Emily left the meeting.

Financial report

Past Secretary/Treasurer Krumm reported the beginning balance of the NMCA account on July 1, 2013, was \$8,595.47. The ending balance on June 30, 2014, was \$7,974.59.

Past Secretary/Treasurer Krumm also informed the membership that the sole revenue source is dues and this past year's expenditures were scholarships and web hosting fees. *A detailed account is attached.*

Approval of Past Minutes

Stacey Brownfield motioned to approve the past minutes of:

- October 18, 2012, Annual Meeting
- June 10, 2013, Special Meeting
- July 9, 2014, Special Meeting
- September 11, 2014, Annual Meeting

Lorene Krumm seconded the motion and it was unanimously approved. Lorene asked that if anyone has a copy of the April 11, 2011 minutes to please email them to maria.aguirre@cityofhenderson.com.

NLC Affiliate Membership

President Mercadante encourages NMCA to partner with the NLC to establish itself as an affiliate once the NLC updates its bylaws. Some benefits are:

- NLC will help address legislative issues
- NLC will facilitate relationships with other affiliates (e.g., city managers, city attorneys)

Retirements

Sue Smith, City of Wells, is retiring October 14, 2014. Stacey Brownfield motioned that a \$100 JoAnn Fabrics gift card be sent to Sue for her many years of membership with NMCA. Amber Ellis seconded the motion and it was unanimously approved. Secretary/Treasurer Maria Aguirre will purchase and mail the gift card.

Committees

Numerous committees were created by President Mercadante:

- Bylaws – Sandra McKinley and Tami McKay volunteered to serve.
- Non-profit status (is NMCA a 501C3 or 501C6?) – Amber Ellis and Lorene Krumm volunteered to serve and Shera Alberti-Annunzio encouraged the committee to contact her with any questions.
- Scholarships – Amber Ellis and Stacey Brownfield volunteered to serve and are seeking additional members.

Scholarships

President Mercadante opened the discussion on scholarships. The membership in attendance would like to see:

- The application/award process to start sooner to adequately prepare for the Nevada Clerk's Institute in July. (Shera Alberti-Annunzio confirmed the institute will be held July 27-30, 2015, this year and the program needs a minimum of 10 students enrolled.)
 - The class scope to be broader (not state specific)
 - County clerks, Region VIII, and other members of the International Institute of Municipal Clerks are invited to attend.

The Scholarship Committee is going to review:

- Whether or not the institute should be held in Reno or Las Vegas or alternate between the two.
- If the association opens up to all clerks within the State, is federal funding available for training?

Electronic Agenda Management

Amber Ellis stated that SIRE will no longer be available in the near future and that the Cities of Henderson, North Las Vegas and Mesquite are currently looking for a replacement vendor. Amber invited other entities to contact her or Jon Nunes and the group will gladly share their findings.

Future of NMCA

President Mercadante's goals for NMCA are to promote membership and generate additional revenue:

- Promote Membership
 - To increase membership, President Mercadante will send a letter to all clerks within Nevada introducing them to the Association and explaining that the association is affiliated with IIMC, UNR, and NLC. The Letter will include a brief survey asking:
 - Why aren't you a member?
 - Would you participate in a quarterly luncheon?
 - Would you join a private Facebook group?Barbara Andolina encourages contact with others. She doesn't believe that many know of NMCA's existence.
 - The Bylaw Committee is going to research opening the association to all clerks (County Clerks, board secretaries) within the state by rewriting the bylaws.
- Generate Revenue
 - To increase revenue, President Mercadante suggested that NMCA:
 - Host a conference
 - Possibly a regional conference in conjunction with the next Nevada League of Cities in Wendover.
 - Host a one-day workshop with Parliamentarian Connie M. Deford a retired clerk from Michigan.

General Business

Donna DiCarlo suggested that the Association consider establishing different levels of membership. The Scholarship Committee agreed to research this.

The membership agreed a Special Meeting will need to be held in January to hear status updates from the officers and committees.

President Mercadante confirmed that Southern Nevada Clerks are still interested in meeting quarterly to discuss current events.

President Mercadante asked meeting attendees if they were interested in participating in a List Serve to discuss problems and brainstorm solutions. After some discussion, a closed Facebook group was determined to be the best suitable option. The Web Committee agreed to oversee this. Lorene Krumm also volunteered to assist. The committee will also contact IIMC and see if they have a viable option. The question arose from an email President Mercadante received from Susan Herron, Incline Village General Improvement District, asking about ethics training. Since creating a FB page will not be done in a manner timely enough to assist Susan, her email will be forwarded to the membership for feedback.

ADJOURNMENT

President Mercadante adjourned the meeting at 3:09 p.m.

Sabrina Mercadante, MMC
President
Nevada Municipal Clerks' Association

Maria Aguirre, CMC
Secretary/Treasurer
Nevada Municipal Clerks' Association