

Nevada Municipal Clerks' Association Quarterly Newsletter

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Summer 2005

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Officers

Monica M. Simmons, CMC
President

Barbara M. "Roni" Ronemus, CMC
Vice-president

Becky Dresser, CMC
Treasurer

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President's Message

Congrats NMCA!

First and foremost, I am pleased to report that the first Nevada Municipal Clerks' Institute proved to be a successful event! Eleven participants met on the campus of the University of Nevada-Reno for three days of networking, outstanding classes and informative tours. Shera Alberti-Annunzio put forth a great amount of time and effort to ensure our first institute was a success. Thank you, Shera! Further details are included within the newsletter.

St. Paul

Nevada had a good representation at the International Institute of Municipal Clerks' Annual Conference held in St. Paul, Minnesota in May. It was quite an honor participating in the Opening Flag Ceremony, where the United States and each state therein were represented.

Web Site

In an effort to communicate information to our membership quickly and more efficiently, I would like to propose the development of an NMCA web site in lieu of our quarterly newsletter. At our annual meeting in October, during the Nevada League of Cities event, I will include an agenda item to discuss this opportunity. In the meantime, if you have any suggestions to what could be included, please contact me or bring your ideas to our October meeting.

Photo

Nevada Municipal Clerks' Institute

Our **first** Institute was held on the campus of the University of Nevada, Reno July 20-23 and was an outstanding success! Evaluations will be shared at our annual meeting. The following Nevada clerks attended the Institute:

- Anna Bartlome, City Clerk, West Wendover
- Lisa Booth, City Clerk, Lovelock
- Stacey Brownfield, Administrative Analyst III, Henderson
- Nan Connolly, Deputy City Clerk, Boulder City
- Vicky Darling, Assistant Deputy City Clerk, Las Vegas
- Pamela Malmstrom, City Clerk, Boulder City
- Sabrina Mercadante, Archives and Records Administrator, Henderson
- Patricia Norman, City Clerk, Fernley
- Janet Sanderson, Assistant City Clerk, Yerington
- Monica Simmons, City Clerk, Henderson
- Kimberly Swanson, Deputy City Clerk, Fernley

A special thanks goes to Shera Alberti-Annunzio. Without Shera's hard work and diligence this program would not have been successful. Her direct support in developing class segments, coordinating speakers, organizing site visits and accommodations was an incredible task!

Thanks to the following individuals who were presenters at the Institute:

- Bill Anderson
State of Nevada, Budgeting Department
- Trip Barthel, Executive Director
The Neighborhood Mediation Center
- Richelle O'Driscoll, MA, Director
Management and Executive Development Programs, Extended Studies
- David Fraser, Executive Director
Nevada League of Cities & Municipalities
- Vivienne French, Executive Director
The Media Center
- Alan Glover, Carson City Clerk Recorder
- Charlene Hart, CPA, Fiscal Officer
UNR College of Agriculture, Biotechnology and Natural Resources
- Sherry Maceli, Washoe County School District Superintendent's Secretary and Board of Trustee Secretary
- Robert Morin, PhD
Professional Development Instructor and WNCC Instructor

- Neil Rombardo, Senior Deputy Attorney General, Nevada
- Monica Simmons, City Clerk, City of Henderson
- Solveiga Unger, PRP
CP Parliamentarian of the Desert
- Robert Van Straten,
State of Nevada Archives and Records Mgmt.
- Gordon Zimmerman, PhD
UNR Speech and Communications

Institute photos are included on the last page of the newsletter.

IIMC News

At the Annual International Institute of Municipal Clerks' Conference in St. Paul, the following new officers were elected:

- President
Susan L. Morrow, MMC
Plainfield Charter Township, Belmont, MI
- First Vice-president
Marcella H. O'Connor, MMC
North Bend, WA
- Second Vice-president
Charles F. Tokar, MMC
Village of Chicago Ridge, IL
- Immediate Past President
Elizabeth H. Kiss, MMC
East Brunswick Township, NJ

Directors – 2007 Expiration – Region VIII

- Buster Brown, CMC, Omaha, NE

Directors – 2008 Expiration - Region VIII

- Gloria Leija, MMC, Casa Grande, AZ

IIMC HQ

Effective Wednesday, July 30, 2005, the Executive Committee and the Board of Directors appointed Chris Shalby as their Interim Executive Director. Chris will continue to handle communications, public relations and marketing for IIMC as well as the duties of the Executive Director. IIMS also hired, on a contract basis, Richard Klabunde to oversee financial services. Richard has more than 30 years accounting and financial experience. The issues at IIMC headquarters in the first quarter of 2005 were not elaborated on at the annual conference. Suffice it to say these were personnel issues handled at the executive level.

News Digest

The *News Digest* continues to expand in content and aesthetics. I urge you to submit photos and articles regarding your City or provide suggestions for our Association. As you can tell from some of the News Digests, these photos make impressive covers and provide the responsible parties with a “feeling of goodwill and participation.” Continue to submit photos of your towns, cities, and anything pertinent to your Association. We appreciate your participation.

2006 Conference – IIMC 40th Anniversary

The 2006 IIMC Annual Conference planning is well under way. Look for the August *New Digest* for the kickoff article on Anaheim, CA.

Nevada League of Cities Conference Annual Nevada Clerks’ Meeting

The City of Las Vegas will host the 46th Annual Nevada League of Cities Conference, **October 12-15** at the Golden Nugget Hotel. The annual Nevada Clerks’ meeting will be held:

Thursday, October 13
3:00-5:00 p.m.
St. Andrews Room

Items for this year’s agenda include:

- Approval of Minutes
- Treasurer’s Report
- Scholarship Committee Recommendations
- Institute Update
- IIMC web site consideration
- 2006 Region VIII Conference Committee
 - Deb Dolan
 - LuAnn Holmes
 - Sabrina Mercadante
 - Becky Dresser
 - Monica Simmons
 - Stacey Brownfield
 - Beverly Bridges

We will assign a chairman at the annual meeting

Please contact me if you have suggestions for other items for discussion.

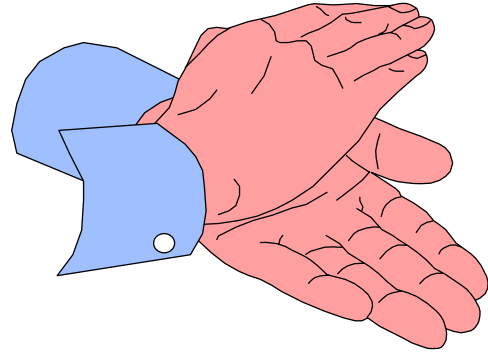
NMCA Scholarship Information

Applications are now being accepted for NMCA Scholarship opportunities. Any City Clerk or Deputy City Clerk is eligible to apply. According to our by-laws, an applicant may apply in more than one year, even if they have already received a scholarship in a previous year. The scholarship may be used for any Municipal Clerk Institute approved by the IIMC or for assistance to attend an IIMC Annual Conference.

Congratulations!

To Lenda Ulrich for achieving the designation of Certified Municipal Clerk. Lenda serves as Deputy City Clerk from the City of Sparks.

To Lisa Booth, newly appointed City Clerk from Lovelock. Lisa is a native of Lovelock. Her and husband Tony, have two daughters, Felicia and Cassie. Lisa joined the City Clerk’s office in January 2005, and was appointed City Clerk on July 1, 2005. Lisa attended the Institute in Reno and enjoyed meeting with other Nevada clerks. Good luck, Lisa!



Upcoming Training Opportunities September 14-16

Colorado Master Municipal Clerks Academy
University of Colorado, Boulder, CO

September 26-28

IIMC Region VIII Meeting
Boise, ID

October 10-14

New Mexico Municipal Clerks Institute
(MMC Academy 12-14)
Santa Fe, NM

May 14-18

60th IIMC Annual Conference
Anaheim, CA

Sharing Info

Do you have a favorite on-line resource? Please share with your fellow clerks and we can include these in our next newsletter or possibly on the web site. Thanks!
Some examples are:

www.sos.state.nv.us
www.nevada.gov
www.iimc.com

CALENDAR OF EVENTS

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

QUESTIONS AND ANSWERS

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.

