



**NEVADA MUNICIPAL CLERKS' ASSOCIATION
SPECIAL MEETING
January 27, 2015
2:00 P.M.**

CALL TO ORDER

President Sabrina Mercadante called the Nevada Municipal Clerks' Association Special Meeting to order at 2:06 p.m.

ROLL CALL

Present:

Officers:

Sabrina Mercadante, President, City of Henderson
Teresa Gardner, Vice-President, City of Sparks
Maria Aguirre, Secretary/Treasurer, City of Henderson

Members:

Barbara A. Andolina, City of North Las Vegas
Tracy Beck, City of Mesquite
Cherry Lawson, City of Mesquite
Stacey Brownfield, City of Henderson
Amber Ellis, City of Henderson
Jonathon Nunes, City of Henderson
Sandra McKinley, City of Henderson
Andina Whaley, City of Henderson
Lisa Keim-Carr, City of Henderson
Donna DiCarlo, City of Sparks
Tami McKay, City of Boulder City
Diann Byington, City of Elko

WELCOME

President Mercadante welcomed everyone to the Special Meeting.

Financial report

Secretary/Treasurer Aguirre reported the current balance of the NMCA account is \$7,823.64 and includes two new members for \$150.00 and \$300.00 in expenses for web hosting and two retirement gifts. Secretary/Treasurer Aguirre also informed the membership that we have moved to electronic banking. All check ledgers have been shredded and accompanied by a certificate of destruction.

Approval of Past Minutes

Stacey Brownfield motioned to approve the past minutes of:

- September 23, 2014, Special Meeting

Tami McKay seconded the motion and it was unanimously approved.

Approval of bylaws – Sandra McKinley

Sandra McKinley requested feedback on the revised NMCA bylaws. Items discussed included:

- Broadening membership to include not only active City Clerk and operations staff, but also active member retirees, and exterior affiliates.
- Different levels of membership have been identified as active, associate and retired members.
- Membership is transferrable in instances where a paid active member vacates their position, the new employee can take over membership.
- Increasing meetings to include one additional meeting in March.

Cherry Lawson asked if we have open membership, are we still looking to keep the NMCA title the same? Sandra McKinley mentioned IIMC has associate memberships and haven't changed their name. Teresa Gardner, Barbara Andolina and Tami McKay are not in favor of changing the name.

Teresa Gardner asked if Section 4.2 needed to say an actual number for the minimum amount of people for the quorum. Sandra McKinley mentioned 12 members present would constitute a quorum with a majority vote of those present needed to pass.

It was discussed that Section 5.3 Election of Officers would be changed to include alternate year elections, with Secretary and Vice President being voted on one year and President the following year. Sandra McKinley will make the update.

Teresa Gardner motioned to approve the bylaws with changes. Tami McKay seconded the motion and it was unanimously approved.

Ratification of expenditures

In January, a \$100 gift card was purchased and presented to Beverly Bridges as a retirement gift, prior to approval by members because no meeting had taken place. Sandra motioned to ratify the expenses and Tami McKay seconded the motion. It was unanimously approved.

NMCA Facebook Page – Amber

Amber Ellis requested feedback regarding the NMCA Facebook page. Currently, only representatives from Sparks, Henderson, Elko and Boulder City "like" the page. Amber mentioned it is a great communication tool, especially to discuss legislative issues during the current legislative session. She reiterated that the page is private. Teresa Gardner commented that we should keep the page, at least through the legislative session and revisit after. Amber mentioned anyone can post and get a response and it can be utilized in both a professional and fun manner. Several members agreed to keep the Facebook page, for now.

President Mercadante mentioned that she will inform potential NMCA members of the Facebook communication tool when reaching out to them. She also said she will be including a survey to get feedback on what current members and potential members would like to see happen within the NMCA organization.

A member (I think Teresa) asked how President Mercadante was going about compiling the list of potential members. President Mercadante said she had started compiling the list by utilizing the Secretary of State website. The list will include school board staff, as well as airport authority clerks. She is also utilizing the list compiled from the recent Local Legislative Summit. President Mercadante requested that anyone please send her any lists of people they may have that could be potential members to reach out to. Additionally, we are adding people who send us public postings.

Non-profit Status – Amber and Lorene

Amber Ellis mentioned that in our current capacity, NMCA could apply for 501c6 status. Due to the financial information involved in pursuing our designation, Amber would like to defer future research to Secretary/Treasurer Aguirre. It is currently unclear how the organization is handling taxes. It is believed that taxes have never been filed since the incorporation of NMCA. Secretary/Treasurer Aguirre will reach out to Shera Alberti-Annunzio at UNR to inquire further about the 501c6 status and will contact Lorene Krumm, former Secretary/Treasurer, regarding tax filing in the past for NMCA.

Educational Opportunities - Scholarships

Approve Scholarship Funds for various educational opportunities for 2015

- NMCA Institute – July 27-30
- Nevada League of Cities Conference – October 13-15

President Mercadante mentioned now is the time to start applying for scholarships. She stated that scholarships are just for the institute, however brought up the idea of hosting a workshop in conjunction with the Nevada League of Cities Conference. President Mercadante said the idea is to possibly host a morning and afternoon workshop on the Friday of NLC. It would be an opportunity to earn educational points toward CMC, MMC, as well as make money for NMCA by charging to attend the workshop. Shera Alberti-Annunzio at UNR may be able to assist us with topics. President Mercadante asked what topics would be of interest. Teresa Gardner mentioned the last Parliamentarian workshop was successful. Consensus from the group was that the workshop is a good idea.

Tracy Beck asked if new associate members will have access to scholarships? President Mercadante responded no. Scholarships can be utilized by active members, only. Jonathon Nunes suggested possibly offering a lesser scholarship to associate members.

Stacey motioned to approve \$2,000 in scholarship funds to be used for full active members for the NMCA Institute or the NLC Workshop. Amber seconded the motion and it was unanimously approved.

General Business

Amber Ellis stated that her computer no longer has access to updating the NMCA web pages. She is trying to get back online and make the updates. She will let everyone know when she is able to access the site.

Stacey Brownfield provided a recap of the Local Legislative Summit. She said it was a good turn-out. Property and sales tax were issues that were discussed, along with medical marijuana. Jeremy Aguero provided a good PowerPoint presentation. All back-up from the meeting has been added to the City of Henderson website. Sabrina will send minutes and audio from the meeting, along with instructions on how to access them, to everyone on the Summit invite list.

President Mercadante stated that a March meeting needs to be scheduled.

Sandra McKinley will post bylaws on the NMCA website once Amber Ellis is able to access the site, again. They will also be posted on the NMCA Facebook page.

President Mercadante requested that everyone please respond to the survey that she distributes.

ADJOURNMENT

President Mercadante adjourned the meeting at 2:53 p.m.

Sabrina Mercadante, MMC
President
Nevada Municipal Clerks' Association

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