NEVADA MUNICIPAL CLERKS' ASSOCIATION
SPECIAL MEETING
March 26, 2015
9:00 A.M.

Call to Order
President Sabrina Mercadante called the Nevada Municipal Clerks' Association Special Meeting to order at 9:02 a.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:
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
April Parra, City of Henderson
Donna DiCarlo, City of Sparks
LuAnn Holmes, City of Las Vegas
Stacey Campbell, City of Las Vegas
Lean Coleman, City of Las Vegas
Becky Dresser, City of Las Vegas

Welcome
President Mercadante welcomed everyone to the Special Meeting.

New Members
President Mercadante thanked April Parra for joining the NMCA. April Parra is a Council and Commission Services Reporter at the City of Henderson.

Membership Drive & Survey Results – Sabrina Mercadante
President Mercadante sent a letter introducing herself to every type of clerk in the state in January. A few individuals showed interest and are anticipated to join NMCA in the next month.

On March 11, President Mercadante asked the membership to participate in a short survey. The questions focus on education and communication. The results will be used to determine class topics for the institute and potential educational courses.

Membership Fee Schedule
The newly approved by-laws created two new classifications: retired and associate. The membership discussed what the new groups' fee will be. Stacey Brownfield motioned to charge retired members $50. LuAnn Holmes seconded the motion and it was unanimously approved.

Stacey Brownfield suggested we look at the market cost for associate members. The membership committee will research this. After further discussion, Vice-president Gardner recommended that the vendor page on NVClerks.com state that NMCA does not endorse the vendors.

Region VIII Auction Items
NMCA would like to put together a raffle a basket for the 2015 Region VIII Meeting in Colorado. Vice-president Gardner will construct the basket. Each entity is asked to send an item(s) to Vice-president Gardner prior to October 15:

City of Sparks
Attn. City Clerk Gardner
431 Prater Way
Sparks, NV 89431

Legislative Bills
NMCA has testified on three bills: SB 28: Public Records, AB 177: Elections, and AB 209: Elections. Joe Gloria, Clark County Registrar of Voters appreciates the support. If there is a bill any clerk feels strongly about, notify President Mercadante. She will share it with the membership and begin dialogue about the membership's position.

Educational Opportunities

- **Nevada Municipal and County Clerks Institute – July 27-30, 2015**
  The University of Nevada, Reno has not published the course schedule yet.
- **Nevada League of Cities Conference – October 16, 2015**
  Wes Henderson, Nevada League of Cities Executive Director, approved a one day workshop for clerks on October 16. Shera Alberti-Annunzio of UNR will assist NMCA coordinate the day. Revenue from the workshops will be used for scholarships.

Financial report
Secretary/Treasurer Aguirre reported that NMCA has received $75 for a new membership since last report. The current account balance is $8,976.24.

Approval of Minutes
Secretary/Treasurer Aguirre reported that two changes were made to the January 27, 2015, draft minutes: City of Sparks was added after Vice-president Gardner's name in roll call and the City of Henderson was added before website under General Business.

Amber Ellis motioned to approve the minutes. Lisa Keim seconded the motion and it was unanimously approved.

Non-profit Status
Secretary/Treasurer Aguirre agreed with Amber Ellis' past opinion. 501(6)c would be the best fit for NMCA. Secretary/Treasurer Aguirre reached out the IRS for additional information. The IRS recommended NMCA consult a tax professional. Secretary/Treasurer Aguirre will reach out to Shera Alberti-Annunzio for assistance. Shera had previously volunteered to assist. Amber Ellis will ask her volunteer organization's tax professional for a cost estimate to assist NMCA.

NMCA Website and Facebook Page
Amber Ellis requested the membership provide feedback and suggestions for both sites. The new renewal form is available at NVClerks.com. Currently, Amber Ellis and Secretary/Treasurer Aguirre are researching if NMCA can open a PayPal account and accept electronic payment.

General Business
LuAnn Holmes asked how to see the NMCA FaceBook page. Amber Ellis informed her that the page is a private group and closed to anyone who is not a member. Clerks who wish to be invited to the group must email their FaceBook user name to amber.ellis@cityofhenderson.com.

Adjournment
President Mercadante adjourned the meeting at 9:35 a.m.

Sabrina Mercadante, MMC
President
Nevada Municipal Clerks' Association

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