



NEVADA MUNICIPAL CLERKS' ASSOCIATION
SPECIAL MEETING
August 27, 2015
9:30 a.m.

Call to Order

President Sabrina Mercadante called the Nevada Municipal Clerks' Association Special Meeting to order at 9:32 a.m.

Teleconference 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:

Stacey Brownfield, City of Henderson
Jonathon Nunes, City of Henderson
Andina Whaley, City of Henderson
Lisa Keim-Carr, City of Henderson
Barbara Andolina, City of North Las Vegas
Diann Byington, City of Elko
Tracy Beck, City of Mesquite
Donna DiCarlo, City of Sparks
Lorene Krumm, City of Boulder City
Tami McKay, City of Boulder City
Shannel Owen, City of Elko

Welcome

President Sabrina Mercadante welcomed everyone to the Special Meeting.

Approval of Minutes

The following changes were requested for the meeting minutes of June 9:

- Change aloud to allowed in the first bullet under IIMC Conference Update
- Add NMCA in front of past-president under in the last bullet under IIMC Conference Update
- Update October 1 to October 13 for the Nevada League of Cities Workshop

Vice-President Teresa Gardner motioned to accept the minutes with these changes. Tami McKay seconded the motion and it was unanimously approved.

Financial report

Secretary/Treasurer Aguirre reported that NMCA has had no expenses and received \$1,275 in membership dues since June 9. The current account balance is \$7,301.24.

Secretary/Treasurer Maria Aguirre suggested NMCA purchase a \$50 gift card for the NMCA basket to be auctioned off at the Region VIII conference. Stacey Brownfield motioned to approve the purchase. Barbara Andolina seconded the motion and it was unanimously approved.

Education

- **Nevada Municipal and County Clerks Institute**
Vice-President Teresa Gardner gave an overview of the 2015 institute's curriculum and shared her appreciation for Richard Hy and Wes Henderson giving presentations about the 2015 legislative bills that impact clerks. The next institute is scheduled for July 25-28, 2016.
- **National Association of Counties**
Stacey Brownfield stated that the NACO Annual Conference is being hosted by Clark County this year and will be in North Las Vegas. P.O.W.E.R. (Public Officials Workshops: Education and Resources) Part I and II are available for \$225/piece.
- **Workshop at Nevada League of Cities**
President Sabrina Mercadante informed members that the workshop planned for West Wendover has been canceled. UNR staff is unable to find a parliamentary instructor. Sabrina hopes to coordinate another workshop for next year with the same courses (open data and parliamentarianism). Next year's NLC conference is in Sparks.
- **Region VIII Conference**
Stacey Brownfield confirmed that this year's Region VIII conference will be held in Loveland, Colorado from November 17-20, 2015. The agenda is still not available; although, IIMC has approved the curriculum.

Scholarships

President Sabrina Mercadante expressed that four scholarships were issued for the Nevada Municipal and County Clerks Institute; that one scholarship for \$500 was returned; and that the membership consider offering one \$500 scholarship for the 2015 Region VIII Conference. Shanell Owen motioned to do so. Stacey Brownfield seconded the motion and it was unanimously approved. Tracy Beck and Teresa Gardner are interested in attending the conference. The scholarship committee will send an email soliciting membership for scholarship applications.

Region VIII auction items

President Mercadante reminded members that NMCA is putting together a basket for raffle at 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

Vice-president Term Expires

President Sabrina Mercadante stated that the current vice-president term is for one year and expires in October. At the upcoming annual meeting, a new vice-president must be elected for two years. Lorene Krumm was appointed to the nomination committee. Lorene will send an email soliciting interested candidates. Tammy McKay is interested in serving as the vice-president.

General Business

The current NMCA letterhead lists all of the City Clerks names in Nevada whether they are NMCA members or not. President Sabrina Mercadante asked if this should continue. Lorene Krumm motioned to delete the names and keep the presidency and contact information on the letterhead. Barbara Andolina seconded the motion.

Vice-president Teresa Gardner coordinated a social, no-host luncheon for northern Nevada clerks. Seven clerks attended. A second luncheon is scheduled for tomorrow. Teresa plans to coordinate lunch quarterly.

The next quarterly lunch scheduled for southern Nevada is Thursday, September 10.

Next meeting

The next scheduled meeting is the annual meeting. It will take place during the Nevada League of Cities Annual Conference in West Wendover on Tuesday, October 13 at 2:00 p.m. in the Rainbow Hotel Casino, Rainbow Room.

Adjournment

President Mercadante adjourned the meeting at 10:01 a.m.

Sabrina Mercadante, MMC
President
Nevada Municipal Clerks' Association

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