



**NEVADA MUNICIPAL CLERKS' ASSOCIATION  
ANNUAL MEETING  
Wednesday, October 11, 2017 · 8:00 a.m. (PST)  
Teleconference**

**Call to Order**

Vice President Tami McKay called the Nevada Municipal Clerks' Association Annual Meeting to order at 8:14 am.

**Teleconference Roll Call**

Present:

Officers:

Tami McKay, Vice-President, City of Boulder City  
Diann Byington, Secretary/Treasurer, City of Elko

Members:

Lorene Krumm, City of Boulder City  
Shanell Owen, City of Elko  
Amber Ellis, City of Henderson  
Maria Aguirre, City of Henderson  
Stacey Brownfield, City of Henderson  
Lisa Keim, City of Henderson  
Sandra McKinley, City of Henderson  
Alyssa Perea, City of Henderson  
Andina Whaley, City of Henderson  
Bridgette Rodriguez, City of Henderson  
Tracy Beck, City of Mesquite  
Catherine Raynor, City of North Las Vegas  
Adel Tapia-Rojas, City of North Las Vegas  
Marie Purcell, City of North Las Vegas  
Trina Harvey-De La Huerta, City of North Las Vegas  
Teresa Gardner, City of Sparks  
Donna DiCarlo, City of Sparks  
Ashley Turney, City of Reno

**Approval of 8/9/2017 Minutes**

A motion was made by Amber Ellis, seconded by Diann Byington, to approve the minutes. The motion passed unanimously.

## Financial report

08/17/17	Scholarship Check to April Para for CPO Power Class	1087		300.00	8,939.63
08/17/17	Scholarship Check to Tracy Beck for CPO Power Class	1088		300.00	8,639.63
08/22/17	Deposit Fernley membership dues		225.00		8,864.63
08/30/17	Deposit Patricia Cabrera, Las Vegas Membership dues		75.00		8,939.63
10/02/17	Deposit April Parra refunded scholarship		300.00		9,239.63
10/02/17	Deposit Bridgette Rodriguez membership		75.00		9,314.63

Diann Byington explained that since the last meeting \$600 was spent on the CPO Scholarships and we have made deposits in the amount of \$675. April Para refunded the money that was sent to her for the CPO Scholarship and the rest was membership dues.

A motion was made by Amber Ellis, seconded by Tami McKay, to approve the financial report. The motion passed unanimously.

### **Congratulations to the newest CPO Designations:**

Andina Whaley and Maria Aguirre have achieved their CPO. Congratulations.

### **Election of Vice President for a two-year term.**

The nominees were: Tami McKay and Catherine Raynor

Bridgette Rodriguez asked for a vote on each of the candidates. This was done by calling out your name. Tami McKay received the majority vote.

A motion was made by Amber Ellis, seconded by Lorene Krumm, to appoint Tami McKay as Vice President. The motion passed unanimously.

### **2018 Scholarship Budget**

Sandra McKinley explained that this year we gave out four \$500 scholarships to the Clerk's Institute and two \$300 scholarships to CPO Power Classes, for a total of \$2,600. We have given out the same scholarships for the last two years.

There was some discussion about setting a budget of \$3,000 but the membership dues for this year were \$2,925. Teresa Gardner pointed out that we will set this budget every year and we have over \$9,000 in the account to draw from for scholarships. Diann Byington said the only expense she is expecting is the annual fee for the website.

A motion was made by Amber Ellis, seconded by Sandra McKinley, to set the scholarship budget at \$3,000. The motion passed unanimously.

### **Proposed changes to Public Records requests.**

Tami McKay asked if anyone wanted to propose changes to public records request legislation. One issue she has come across is that she will get an email that is requesting a lot of information. She really has to read through the emails to make sure she is complying to the entire request. She would like to see it be required to be more specific.

If a record is available online we should be able to send them a link to that information to fulfill the request.

Often times these requests seem to be personal in nature. They may be asking for the information for a lawsuit and we spend hours working on it. The NRS needs to be more specific on the charges.

Tami McKay thought this should also be discussed at the next meeting.

Personnel record requests could be addressed and clarified too.

Ashley Turney wants costs as they pertain to electronic records defined.

Andina Whaley said the City of Henderson is working on a bill for the next session. In it they are willing to forego costs unless it takes more than 8 hours.

Southern Nevada attorneys are working together on this legislation. Have your city attorney communicate with them with your concerns.

Shanell Owen said recently the City of Elko received a very large records request regarding the flooding back in February. To address this she told the attorneys to come into the office, look at the records and tell us what they want copies of at \$0.10 a copy.

### **Clark County Voting Equipment**

Tami McKay went to a demonstration of the new voting equipment in Clark County. Their equipment had to be replaced because the machines were out of date and they were unable to get parts for them anymore. This new technology will not need to be replaced, only update the software. They have touch screens and several other benefits. They will be able to print ballots on demand and they can give real time data about who has voted.

### **NMCA Meeting Agendas**

Teresa Gardner made a comment that our titles on our agenda are very brief. Diann made some changes to this agenda and she liked it but our agendas don't meet open meeting laws. We should have clear and complete information.

It was noted that the agenda wasn't received until the day before the meeting. Amber said she posted the agenda on the website as soon as she got it. She also posts the minutes as soon as she gets them.

We are not a public body but we should be consistent. Stacey Brownfield felt this is a reflection on our profession and we should do a better job.

Ashley Turney stated she would like more notice.

If we had the information on the nominees for Vice President we could have done an online vote instead of how the vote was handled today. That vote was difficult because we had to call out our names.

Our bylaws have a requirement to have the agenda out 3-5 days before the meeting. We aren't following our own bylaws.

A motion was made by Teresa Gardner, seconded by Amber Ellis, to prepare and distribute the agenda according to open meeting laws. The motion passed unanimously.

**NMCA Pins**

Tami McKay has pins to pass out with her in Mesquite. She asked that if anyone wants pins mailed to them to send her an email request and she will send them.

**Next meeting**

Ashley Turney thought the NMCA meetings should be aligned with events we would attend such as institutes and conferences.

The bylaws say there will be a follow-up meeting after the Annual Meeting in March.

A motion was made by Stacey Brownfield, seconded by Amber Ellis, to have the next meeting on March 7, 2018 at 9:30am. The motion passed unanimously.

**General Business**

It was asked if we vote on the general budget. No, we don't.

The Scholarship Committee awards the scholarships. The President designates who is on the Committee. If you are interested in serving on the Scholarship Committee, please send an email to President Mercadante.

**Adjournment**

Vice President Tami McKay adjourned the meeting at 8:49am.

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Tami McKay, CMC  
Vice President  
Nevada Municipal Clerks' Association

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Diann Byington  
Secretary/Treasurer  
Nevada Municipal Clerks' Association