



**NEVADA MUNICIPAL CLERKS' ASSOCIATION**  
**Regular MEETING**  
**Wednesday, June 6, 2018 · 9:00 a.m. (PST)**  
**Teleconference**

**Call to Order**

President Sabrina Mercadante called the Nevada Municipal Clerks' Association Regular Meeting to order

**Teleconference Roll Call**

Present:

Officers:

Sabrina Mercadante, President, City of Henderson  
Tami McKay, Vice-President, City of Boulder City

Officers Absent:

Diann Byington, Secretary/Treasurer, City of Elko

Members:

Amber Ellis, City of Henderson  
Lisa Keim, City of Henderson  
Andina Whaley, City of Henderson  
Sandra McKinley, City of Henderson  
April Parra, City of Henderson  
Alyssa Perea, City of Henderson  
Stacey Brownfield, City of Henderson  
Maria Aguirre, City of Henderson  
Colleen O'Brien, City of Henderson  
Catherine Raynor, City of North Las Vegas  
Teresa Gardner, City of Sparks  
Ashley Turney, City of Reno  
Tracy Beck, City of Mesquite  
Lorene Krumm, City of Boulder City  
Laura Bayer, Truckee River Flood Management Authority  
Adel Tapia-Rojas, City of North Las Vegas  
Jessica Calma, City of North Las Vegas  
Trina Harvey-De La Huerta, City of North Las Vegas  
Marie Purcell, City of North Las Vegas

**Approval of Minutes**

Lorene Krumm motioned to accept the minutes. Tracy Beck seconded the motion and it was unanimously approved.



## Financial report

03/01/18	Jason's Deli - Athenian Dialogue		142.46	9,202.77
03/12/18	Athenian Dialogue – Las Vegas Stacey Campbell	100.00		9,302.77
03/12/18	Athenian Dialogue – Mesquite Tracy Beck	100.00		9,402.77
03/12/18	Athenian Dialogue – Boulder City Krumm/McKay	200.00		9,602.77
03/12/18	Athenian Dialogue – Henderson 8 participants	800.00		10,402.77
03/12/18	Dr. Jane Long – Athenian Dialogue reimbursement		593.99	9,808.78

Sabrina Mercadante reported the financials include the recent Athenian Dialogue class hosted in Henderson. Revenue generated from the event was \$463, which will go towards NMCA scholarships. Sabrina Mercadante explained the travel cost for the instructor was more than projected due to originally traveling from California, rather than Chicago.

Tami McKay motioned to approve the financial report. Stacey Brownfield seconded the motion and it was unanimously approved.

### Clerk's Academy Scholarships

Because Bridgette Rodriguez submitted for a scholarship, Amber Ellis took her place on the scholarship committee. April Parra mentioned 10 scholarship applications were submitted, eight from Southern Nevada and four from Northern Nevada. The four people chosen to receive the \$500 scholarships were:

- Patti Zander, City of Wells
- Stacey Campbell, City of Las Vegas
- Jessica Calma, City of North Las Vegas
- Tracy Beck, City of Mesquite

Sabrina Mercadante asked opinions on whether or not to award scholarships for the Public Officials Workshops: Education and Resources (POWER) workshops during Nevada League of Cities. Consensus was to award three scholarships to cover the \$225 POWER registration fee only, however, those NMCA members who have received a scholarship this year, are not eligible.

Catherine Raynor motioned to approve awarding three scholarships to cover POWER registration only (\$225). Tracy Beck seconded the motion and it was unanimously approved.

### Nevada Clerks Academy

The Academy is being held July 30 through August 2, with the Athenian Dialogue class taking place Friday, August 3. Tracy Beck, Jessica Calma, Trina Harvey-De La Huerta, Lisa Keim, Alyssa Perea and Bridgette Rodriguez will be attending the Academy. Lorene Krumm and Tami McKay are undecided on attending the Athenian Dialogue. Tracy Beck will be attending. The cost for the Athenian Dialogue is \$180, plus the cost of the book, "It Worked for Me" by Colin Powell. Sabrina Mercadante mentioned attending this is an easy way to earn 3 points toward MMC or CMC.

### Maria Aguirre Appointed to IIMC 2018/2019 Public Relations & Marketing Committee

No meeting has been scheduled, so Maria is unsure of her role. Several people congratulated her on the appointment.

## **IIMC Conference**

Sabrina Mercadante, Maria Aguirre, Amber Ellis and Tami McKay attended the IIMC conference in Norfolk, Virginia. Sabrina Mercadante said it was interesting and the logistics were difficult because attendees had to rush to stand in line to enter another seminar within a 30 minute window. She states some of the sessions were good, including the boards and commissions session. Maria Aguirre represented Nevada and carried the flag for the opening ceremonies.

## **IIMC 2023 Conference Sponsor – Catherine Raynor FOR POSSIBLE ACTION**

Catherine Raynor asked about Nevada possibly hosting the IIMC Conference in 2023. Sabrina Mercadante and Stacey Brownfield mentioned that City of Henderson staff was heavily involved in 2010, when it took place in Reno. They mentioned it takes three years to plan and we do not have the financial and staff resources now that we had in 2010. As a sponsor we would be responsible to find locations, vendors, sponsors, and staff and volunteers to run registration. Stacey Brownfield asked if we would consider hosting Region VIII, which wouldn't take place for another 6 years.

## **Nevada League of Cities September 13-15, 2018 in Winnemucca, NV.**

Sabrina Mercadante brought up the idea of possibly hosting our NMCA annual meeting during the Nevada Clerk's Academy, instead of during the Nevada League of Cities Conference. Consensus was that it is a good idea. Sabrina Mercadante will contact Shera Alberti-annunzio to see if a date and time could be determined for the meeting.

## **Upcoming Legislative Session**

NMCA members were very helpful with bouncing ideas off each other last year. Sabrina Mercadante is hopeful everyone is willing to do that again this year. If anyone hears of any bills that may impact us, please send an email to the group.

## **NMCA Reelections for President and Secretary/Treasurer are in October**

Ashley Turney and Colleen O'Brien volunteered to serve on the nomination committee. Sabrina Mercadante suggested whoever was on the committee last year send information to the two of them to assist them with their efforts.

## **Retirement gifts FOR POSSIBLE ACTION**

Donna DiCarlo retired in May and Shanell Owen will be retiring July 5. Sabrina Mercadante proposed purchasing gift cards for the retirees, on behalf of NMCA.

Sandra McKinley made the motion to purchase two \$100 gift cards, one for Donna DiCarlo and one for Shanell Owen. Tami McKay seconded the motion

## **General Business**

Catherine Raynor suggested changing the day we schedule NMCA meetings from Wednesdays to Thursdays.

Catherine Raynor asked for advice on how to get more training when no budget is available. Stacey Brownfield mentioned we had a training committee at one time where we contacted UNLV to provide additional training for Clerk's, but it didn't happen. Tami McKay mentioned several online courses available through IIMC and scholarships are awarded for them, as well. Sabrina asked everyone to look for opportunities and share with the group and the information can be posted on the NMCA website and/or Facebook page.

Stacey Brownfield asked if anyone in the south would be interested in attending another Athenian Dialogue. A majority of the group were interested.

Sabrina Mercadante asked Catherine Raynor if she would like to head a training committee. Add "Creating a Training Committee" to the agenda for the next meeting.

**Set Next Meeting - Nevada League of Cities on Friday, September 14, 2018 at 9:00 am or during Nevada Clerk's Academy?**

It was mentioned again that it is a good idea to schedule the annual NMCA meeting during the Nevada Clerk's Academy. There would most likely be better attendance. Teresa said it's a great idea to do it at the Clerk's Academy. Sabrina Mercadante will check with Shera Alberti-annunzio to see if there is a time slot that we can conduct the meeting. This gives the opportunity to the North members to attend.

**Next meeting**

To be determined.

**Adjournment**

President Sabrina Mercadante adjourned the meeting.

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Sabrina Mercadante, MMC  
President  
Nevada Municipal Clerks' Association

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Lisa Keim  
Executive Administrative Assistant  
City of Henderson