



**NEVADA MUNICIPAL CLERKS' ASSOCIATION  
ANNUAL MEETING  
Thursday, August 1, 2019 · 12:30 p.m. (PST)  
Teleconference**

**Call to Order**

President Catherine Raynor called the Nevada Municipal Clerks' Association Regular Meeting to order at 12:30 p.m. noting that there was a quorum of more than ten members and officers present in accordance with the By-Laws.

**Teleconference Roll Call**

Present:

Officers:

Catherine Raynor, President, City of North Las Vegas  
Tami McKay, Vice President, City of Boulder City  
Diann Byington, Secretary/Treasurer, City of Elko

Members:

Kelly Wooldridge, City of Elko  
Tracy Beck, City of Mesquite  
Brenda Gosser, City of Fernley  
Ashley Turney, City of Reno  
Adel Tapia-Rojas, City of North Las Vegas  
Marie Purcell, City of North Las Vegas  
Julie Torres, City of Sparks  
Lisa Hunderman, City of Sparks  
Sabrina Mercadante, City of Henderson  
April Parra, City of Henderson  
Maria Aquirre, City of Henderson  
Stacey Brownfield, City of Henderson  
Alyssa Perea, City of Henderson  
Amy Johnson, City of Henderson  
Colleen O'Brien, City of Henderson  
Sandra McKinley, City of Henderson  
Susan Herron, Incline Village

**Minutes**

A motion was made by Tami McKay, seconded by Alyssa Perea, to approve the minutes from 3/14/19, 3/20/19 and 5/2/19. The motion passed unanimously.

**Ratification of Gift Card**

A motion was made by April Parra, seconded by Tami McKay, to ratify the purchase of a \$20 gift card sent to Laura Bayer. The motion passed unanimously.

### **Approval of Financial Report**

Diann Byington explained that since the agenda was sent out, she has received two more annual dues checks. She handed out copies of the bookkeeping for those in attendance at the meeting in Reno.

A motion was made by Tracy Beck, seconded by April Parra, to approve the financial report. The motion passed unanimously.

### **Set Membership Dues**

Diann Byington explained that she did some research and discovered that our dues are actually quite low compared to other clerk associations, but we are in a good position financially and did not recommend changing the dues. NO ACTION

### **Ratification of expenses related to the Athenian Dialogue**

Diann Byington said these expenses were included in the financial report. NO ACTION

### **Discussion on impacts of SB287**

Catherine Raynor said that the original draft of this was not passed and the legislature took some of the bad stuff out of it before they did. We cannot be charged personally. The City of North Las Vegas will be having a meeting about it.

Ashley Turney said the City of Reno is having a meeting about it to discuss a policy for charging for staff time. People are part of the actual cost to pull these requests together. She recommended being consistent.

Sabrina Mercadante said their policy is to not charge for the first ten hours of research. They are going to continue to charge what they have charged in the past. Their policy is set by the Records Committee.

Tami McKay said they charge \$25 an hour after one hour of research.

It was asked that this be added to the next agenda for further discussion.

### **Ratification of Vice President Election Results**

Marie Purcell reported that Tami McKay won the election and will be serving as the Vice President of the NMCA for another two years. Congratulations Tami!

A motion was made by Tracy Beck, seconded by Amber Ellis, to ratify the 2019 NMCA Vice President Election Results. The motion passed unanimously.

### **Committee Reports**

There was no one present from the Scholarship Committee.

Membership Committee - Amber Ellis asked if Catherine Raynor had sent out invites to the other City Clerks in Nevada. Shera Alberti-Annunzio said she has spoken to the Caliente City Clerk about joining. Catherine Raynor will send out invites. She had sent out Google invites to all the members last week and asked that everyone ignore the invite. She found out that the Google group won't work with her IT infrastructure.

Sabrina Mercadante will have one new member starting the end of August.

Bylaws Committee – Diann Byington and Tami McKay agree that the bylaws don't need any changes at this time.

Web and Technology Committee – Amber Ellis reported that the rates have not changed. The October Athenian Dialogue is still online and people can register for it.

There was nothing to report for the Non-Profit Designation Committee.

### **General Business**

It was asked how many people were in attendance for the Clerk's Academy. Shera Alberti-Annunzio reported that there was good attendance this year. We have 14 attending the Academy and 10 will be attending the Athenian Dialogue tomorrow.

Ashley Turney told Shera Alberti-Annunzio that the Academy can be held in the Reno City Hall if needed.

Some tours were discussed for next year's academy.

### **Adjournment**

President Catherine Raynor adjourned the meeting at 1:01 p.m.

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Catherine Raynor  
President  
Nevada Municipal Clerks' Association

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Diann Byington, CMC  
Secretary/Treasurer  
Nevada Municipal Clerk's Association