



**MEETING MINUTES OF THE
NEVADA MUNICIPAL CLERKS' ASSOCIATION**

FOR

February 11, 2021

1. Call to Order:

Association President Catherine Raynor called the meeting to order at 9:05 a.m.

2. Roll Call: Present via teleconference

Association officers: President Catherine Raynor, Vice President Tami McKay, and Secretary/Treasurer Julie Torres.

Members: Kelly Woolridge (Elko), Brenda Gosser and Kim Swanson (Fernley), Andre Dixon, Amy Johnson, Sandra McKinley, Colleen O'Brien, April Parra, Bridgette Rodriguez, Janet Sandifer (Henderson), Stacey Campbell, Grah Leavitt (Las Vegas), Tracy Beck (Mesquite), Jessica Calma, Shawna Hongthong-Moodie, Christle Ramey (N. Las Vegas), Ashley Turney, Mikki Huntsman (Reno), Lisa Hunderman (Sparks).

3. President's Report

President Catherine Raynor welcomed Mikki Huntsman of Reno and Lisa Corado (Henderson) to the Association.

4. Consideration and possible approval of the draft minutes for the September 10 and September 24, 2020 meetings – For Possible Action (J Torres)

Motion: Move to approve the meeting minutes as submitted.

Moved by: Tami McKay

Seconded by: Tracy Beck

Yes: 22

No: 0

Abstain: 0

Final Vote: Passed Unanimously

5. Discussion and possible approval of Association financial report (September 2020 through January 2021), including Wells Fargo bank account activity – For Possible Action (J Torres)

Secretary Treasurer Torres provided an overview of the financials dating back to September 2000.

Motion: Move to approve the financial report as submitted.

Moved by: Ashley Turney

Seconded by: Tami McKay

Yes: 22

No: 0

Abstain: 0

Final Vote: Passed Unanimously

6. **Discussion and possible approval of updates to the Association bylaws, including election processes – For Possible Action (T McKay)**

Vice President McKay provided an overview of the updates made to the Association bylaws, including, but not limited to, the board election process, definition of fiscal year, and transfer of membership.

Motion: Move to approve bylaws as submitted.

Moved by: Janet Sandifer

Seconded by: Tracy Beck

Yes: 22

No: 0

Abstain: 0

Final Vote: Passed Unanimously

7. **Discussion and possible approval of updated scholarship policy and online application, including but not limited to, providing specific documentation for scholarship funds and a report on applications received and awarded – For Possible Action (B Rodriguez)**

Sub-Committee member Brigette Rodriguez provided an overview of the updates made to the scholarship policy and application process. Language was added to allow educational classes from AIM, NAGARA, and ARMA. The process is the same for all applications. The applicant must submit an essay as to why they are requesting the scholarship. Receipts are required for all scholarship funds and must be submitted to the Secretary/Treasurer within 30 days of the course along with a certificate of completion. Julie Torres offered to assist members who are paying registration late in the registration process by using the Association debit card.

A scholarship was awarded to Brenda Gosser from Fernley in the amount of \$200.

Brigette also gave an update on the Athenian Dialogue hosted by NMCA next week. There are about 15 attendees registered for the course. Ashley Turney will be hosting the ZOOM meeting for the Dialogue. All technical issues should be forwarded to her.

Motion: Move to approve updated scholarship policy and online application as discussed.

Moved by: Bridgette Rodriguez

Seconded by: Tami McKay

Yes: 22

No: 0

Abstain: 0

Final Vote :Passed Unanimously

- P Cabrera joined the meeting at 9:32 am
- J Nunes joined the meeting at 9:33 am

8. **Discussion and possible approval of the IIMC Region VIII Bylaws – For Possible Action** (C Raynor)

President Catherine Raynor provided a brief overview of the changes being discussed for the Region VIII bylaws, including the collection of an additional \$2/member fee to assist with travel costs for Region directors. Due to an illness in the director's group, the draft minutes have not been completed. Each state must approve the draft before the bylaws can be approved by the National board. If the NMCA delays approval, it will delay national approval.

Motion: Move to allow Catherine Raynor to review and approve the Region VIII Bylaws on behalf of the NMCA when the final draft is complete.

Moved by: Julie Torres

Seconded by: Amy Johnson

Yes: 24

No: 0

Abstain: 0

Final Vote: Passed Unanimously

9. **Discussion and possible approval of new appointments and/or reappointments to Committees – For Possible Action** (C Raynor)

There are vacancies on several sub-committees and during this meeting we received resignations from additional members. The shortage of assistance was discussed by the board and it was proposed that we solicit sub-committee membership via email at a later date. President Raynor will send the email, along with a description of each sub-committee to the membership and then communicate volunteer information back to the board for consideration and appointment.

Motion: No motion was made

10. **Update on 2021 NV Clerk's Academy curriculum and dates** (C Raynor) – **No Action to be taken**

President Raynor provided an update on the Clerk's academy. The course will be offered virtually through UNR Extended Studies and will be held July 26-29, 2021. We will be grouping the classes together each day according to topic. Attendees can pay for one day or the full 3-day course; Athenian Dialogue will be the 4th day. We are encouraging attendance from outside the association membership this year and will be marketing the academy to other agencies. The board is soliciting speakers for each session and some are donating their time and resources to keep the courses more affordable. The Sparks Public Information Officer will be volunteering her time as will the State of Nevada Elections division.

The board is communicating with Shannon Harris from UNR Extended Studies to put together an agenda with instructors. Will start marketing the academy as soon as we have an agenda dialed in.

11. **Receive IIMC Region VIII Director Report, including potential of creating two separate regions (A Turney) – No action to be taken**

Region VIII Director Ashley Turney provided an update to the membership. The directors have not had a meeting as of today, they expect to hold one in May. One of the topics will be splitting up the region due to its size and geographic locations, which has created logistical problems. Ashley will provide an update at the annual meeting.

12. **Discussion of 81st Nevada Legislature BDRs (C Raynor) – No action to be taken**

President Raynor mentioned several BDR's that could affect the Clerks. She asked that we all remain in communication if they are monitoring any legislative bills being dropped that the Clerks may need to be involved with.

13. **Discussion and possible action to approve IIMC education delivery methodologies, traditional institute offerings, technology availability, and Foundation financial support—For Possible Action (C Raynor)**

President Raynor provided comments pertaining to an email IIMC sent out earlier this week regarding the educational curriculum they are providing. She encouraged membership participation and response to the email survey. The education tends to be secretarial rather than public administration and managerial. Julie Torres agreed with Catherine and requested membership request curriculum that supports broadening our education and experience as a City Clerk as a professional.

14. **Discussion of Other Items for the Good of the Association – No action to be taken**

There were no comments.

15. **Adjournment:** The meeting was adjourned at 9:48 am.

Tami McKay, Vice President

Julie Torres, CMC, CRM
Secretary/Treasurer