



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

July 29, 2021

1. Call to Order (T McKay)

The meeting was called to order by Acting President Tami McKay at 8:15 am.

2. Roll Call by City (T McKay)

Present via ZOOM: Tami McKay (Boulder City) Kelly Wooldridge (Elko); Andre Dixon, April Parra, Janet Sandifer, Jonathon Nunes, Daniel Croy (Henderson); LuAnn Holmes, Ashley Foster, Cheyenne LaRance, Pat Cabrera, Becky Dresser, Arlene Coleman (Las Vegas); Tracy Beck (Mesquite); Melissa Chanselle-Hary (Reno); Lisa Hunderman, Julie Torres, LeeAnn King, Nick Joyce (Sparks); John Millard (Winnemucca).

3. President's Report (T McKay)

Acting President Tami McKay provided the President's Report. She briefly discussed the academy and thanked everyone for participating.

4. Consideration and possible approval of the 2021 election results for NMCA President for a 1-year term and Vice President for a 2-year term – For Possible Action (T McKay)

The election results for the partial term for President (1-year) and 2-year term for Vice President are:

Cheyenne LaRance, Vice President – Unopposed, declared the winner
Ashley Foster, President -- Winner by majority vote

Motion: Move to approve the 2021 election results as reported

Moved by: LuAnn Holmes

Seconded by: Lisa Hunderman

Yes: 20

No: 0

Abstain: 0

Final Vote: Passed Unanimously

The new Association President, Ashley Foster, directed the meeting after this item.

5. Consideration and possible approval of the draft minutes for the February 11, 2021 meeting – For Possible Action (J Torres)

Motion: Move to approve the draft minutes as submitted

Moved by: Tami McKay

Seconded by: Janet Sandifer

Yes: 20

No: 0

Abstain: 0

Final Vote: Passed Unanimously

6. Consideration and possible approval to update signers on the Wells Fargo NMCA checking account, including but not limited to, removing Catherine Raynor and adding new board member(s). For Possible Action (J Torres)

Julie requested the account signers at Wells Fargo be updated to remove the outgoing President and add the new President to the account.

Motion: Move to approve updating signers on the Wells Fargo Checking account ending 8821, to include Ashley Foster, President, as a new signer, and to remove the outgoing President Catherine Raynor from the account.

Moved by: LuAnn Holmes

Seconded by: John Millard

Yes: 20

No: 0

Abstain: 0

Final Vote: Passed Unanimously

7. Discussion and possible approval of Association financial report (February 2021 through July 14, 2021), including Wells Fargo bank account activity – For Possible Action (J Torres)

Julie provided an overview of the Wells Fargo checking account activity and informed the membership of her appointment with an accountant to have the NMCA taxes prepared on August 3, 2021. There will be a fee for tax preparation and an email will be sent to the membership letting them know the fee amount and any potential penalties for late filing assessed by the IRS. A special meeting may need to be called to address late penalties. Julie will also file a new list of officers with the Nevada Secretary of State to reflect the changes to the board. There is a \$100 filing fee for updating the SOS.

Motion: Move to approve the financial report as provided

Moved by: April Parra

Seconded by: John Millard

Yes: 20

No: 0

Abstain: 0

Final Vote: Passed Unanimously

8. Discussion and possible approval of new appointments and/or reappointments to Committees – For Possible Action (President)

President Foster asked for volunteers on the following committees:

Bylaw Committee: LuAnn Holmes, April Parra, Tami McKay
Election Committee: Julie Torres, Cheyenne LaRance, Tami McKay
Scholarship Committee: Mikki Huntsman, April Parra, John Millard
Website/Tech Committee: Lisa Hunderman, Janet Sandifer, Jessica Calma

IIMC has offered to run our elections for us. The Elections Committee members will research this and report back to the membership at our next meeting.

Motion: Move to approve the appointments to the committees as outlined.

Moved by: LuAnn Holmes

Seconded by: Lisa Hunderman

Yes: 20

No: 0

Abstain: 0

Final Vote: Passed Unanimously

9. Discussion and possible ratification of scholarships awarded March through July 2021 – For Possible Action (M Huntsman & T Beck)

Item presented by Secretary/Treasurer Julie Torres. Scholarships were awarded to the following members between February and July 2021:

1. Brenda Gosser, Fernley	\$ 200.00	Minutes Course
2. Cheyenne LaRance, Las Vegas	\$ 75.00	UNR Extended Studies
3. Ashley Foster, Las Vegas	\$ 200.00	Clerk's Academy
4. Cristle Ramey, North Las Vegas	\$ 200.00	Clerk's Academy
5. Melissa Chanselle-Hary, Reno	\$ 250.00	Clerk's Academy & Athenian
6. Julie Torres, NMCA Representative	\$ 295.00	Nevada League of Cities
7. April Parra, Henderson	\$ 250.00	Clerk's Academy & Athenian
8. Jacquie Miller, Las Vegas	\$ 200.00	Clerk's Academy
9. Jennifer Lee, Ely	<u>\$ 75.00</u>	1-day Clerk's Academy
	\$1,745.00	

Motion: Move to ratify the scholarships as presented

Moved by: John Millard

Seconded by: April Parra

Yes: 20

No: 0

Abstain: 0

Final Vote: Passed Unanimously

10. Receive IIMC Region VIII Director Report, including potential of creating two separate regions (L Holmes) – No action to be taken

Region VIII Director LuAnn Holmes provided an update on the probability of splitting the Region into two separate Regions. A change in the Constitution is required to complete the split. Potential redistricting could be:

Area 1: Nevada, Idaho, Utah, Arizona, and New Mexico (Idaho elected to withdraw from IIMC)

Area 2: Montana, Wyoming, Colorado, North Dakota, South Dakota, Nebraska (the Dakotas to not have a formal Association)

A polling will be sent to the membership and a 2/3 vote will be needed to approve the split. Elections for the two new directors will be August 2022.

11. Discussion and possible approval to expand educational courses offered by the Association, including but not limited to, two (2) one-day virtual courses (fall and spring) (For Possible Action) (J Torres)

Secretary/Treasurer Julie Torres presented this item to request additional training opportunities offered by the Association. Examples of training could be a Fall and Spring Forum with preapproved IIMC points, potentially starting in Spring 2022. Vice President Cheyenne LaRance will look into options of using UNLV for future trainings and the board will debrief with UNR Extended Studies to see what they may have to offer as well.

Motion: Move to approve moving forward with researching additional Association trainings in the Spring and Fall 2022.

Moved by: LuAnn Holmes

Seconded by: Lisa Hunderman

Yes: 20

No: 0

Abstain: 0

Final Vote: Passed Unanimously

12. Discussion of 81st Nevada Legislature BDRs – No action to be taken

The group discussed the struggles of the last session, namely communication amongst Clerks. Region VIII Director LuAnn Holmes (LV Clerk) offered to share her process with the other Clerks. Jarred from the State of Nevada offered to communicate changes and updates with the Clerks. We will invite him to speak at a future NMCA meeting. Membership expressed desire to be more active going forward.

13. Discussion/Recap of the annual Clerk's Academy (J Torres) – No Action to be taken

Members discussed the good and bad of the Academy, noting it was mostly good. For the first time, the trainings were very Clerk-specific and the presenters were extremely knowledgeable about the topics. The board will be debriefing with Shannon Harris from UNR Extended Studies in August to recap and find ways to improve for next year, which will be back to in-person instruction.

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

Lisa Hunderman will be updating the Association website as it needs a complete overhaul.

An agenda item to present outgoing President Catherine Raynor with a gift card will be placed on the next agenda.

Membership fees will be updated in the Bylaws and presented at the next meeting.

15. **Adjournment:** Meeting was adjourned at 9:31 am

Ashley Foster, President

Julie Torres, CMC, CRM, CPO
Secretary/Treasurer