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[Cheyenne LaRance](#)
Vice-President

[Julie Torres](#)
Secretary/Treasurer

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[Sheema Shaw](#)
Yerington

**SPECIAL MEETING OF THE
NEVADA MUNICIPAL CLERK'S ASSOCIATION**

NOVEMBER 2, 2021 8:30 am

[ZOOM Link](#)

**Call in Telephone # 1-669-900-6833
Meeting ID 873 5685 0219**

1. Call to Order (A Foster)
2. Roll Call by City (J Torres)
3. President's Report (A Foster)
4. For possible action to approve the draft minutes of the Special Meeting on September 8, 2021 (J Torres)
5. Discussion for possible action regarding approval of the financial report dated September 8, 2021 to October 15, 2021, to include Wells Fargo bank account activity (J Torres)
6. Discussion for possible action to establish a scholarship award amount for Fiscal Year 2021-2022 (A Foster)
7. Report regarding the 2026 IIMC Annual Conference (L Hunderman and M Huntsman)
8. Updates by representatives from the Election, Scholarship and Training Committee, Website/Technology, and Bylaws Committees (committee members)
9. Discussion regarding other items for the good of the order (membership)
10. Adjournment (A Foster)



Agenda Report

Meeting Date: 11/02/2021

Submitted by: Julie Torres, Secretary/Treasurer

Item # 4

Agenda Title: Consideration and possible approval of the draft minutes for 9/8/2021. (J Torres)



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

September 8, 2021

1. Call to Order

The Meeting was called to order by President Ashley Foster at 8:30 am.

2. Roll Call by City

Present via ZOOM: Diann Byington (Elko); Jennifer Lee (Ely); April Homme (Fernley); Andre Dixon, Amy Johnson, April Parra, Janet Sandifer, Daniel Croy, Andina Whaley (Henderson); LuAnn Holmes, Ashley Foster, Cheyenne LaRance, Pat Cabrera, Arlene Coleman, Jacquie Miller, Debra Outlander (Las Vegas); Tracy Beck (Mesquite); Mikki Huntsman and Melissa Chanselle-Hary (Reno); Lisa Hunderman, Julie Torres, LeeAnn King, Nick Joyce (Sparks); Anna Bartolome (West Wendover); John Millard (Winnemucca).

3. President's Report

President Ashley Foster provided information about a possible newsletter where we could share member accomplishments, designations, events, scholarships, etc.

4. Consideration and possible approval of the draft minutes for the July 29, 2021 annual meeting (For Possible Action) (J Torres)

Motion: Move to approve the July 29, 2021 minutes as submitted.

Moved by: April Parra

Seconded by: LuAnn Holmes

Yes: 25

No: 0

Abstain: 0

5. Discussion and possible approval of Association financial report (July 14, 2021 to August 31, 2021), including Wells Fargo bank account activity (For Possible Action) (J Torres)

Motion: Move to approve the financial report as provided

Moved by: Tracy Beck

Seconded by: April Parra

Yes: 25

No: 0

Abstain: 0

6. Consideration, discussion and possible action to create and file a new 501C3 status with the IRS and State of Nevada. (For Possible Action) (J Torres)

Secretary/Treasurer Julie Torres provided an explanation of the status of the non-profit corporation status and how the group can obtain non-profit status again by filing a 501(c)3 with the IRS and State of Nevada. The original articles of incorporation were filed with the Nevada Secretary of State in the 1980's. Sometime over the lifetime of the Association, the board allowed the non-profit status with the IRS to fall behind and taxes were not filed. The tax preparer Mrs. Torres is working with recommended the Association utilize some type of legal document service such as Legal ZOOM to create the documents necessary to obtain a 501(c)3. Once the paperwork is ready, it can be filed with the IRS along with an application for non-profit, tax-exempt status. There is a fee for this service, depending on the needs of the Association, between \$600-\$900.

The articles of incorporation outline the goals of the Association, namely that we exist to provide educational opportunities to Clerks in Nevada. In order to be a true non-profit entity, the Association should not carry a large balance from year to year, but rather should award scholarships and provide educational classes to our membership.

LuAnn Holmes asked if we should also bond the board members. This would need to be researched to obtain cost.

Motion: Move to allow the Board of Directors to pursue non-profit 501(c) status with the IRS and State of Nevada and to research director insurance bonding.

Moved by: LuAnn Holmes

Seconded by: Lisa Hunderman

Yes: 25

No: 0

Abstain: 0

7. Consideration and possible approval to recognize outgoing President Catherine Raynor and present her with a gift card, in an amount not to exceed \$100. (For Possible Action) (J Torres)

The membership discussed purchasing a gift card for Catherine as a display of gratitude for her work and dedication to the NMCA. \$100 was the agreed upon amount for the card. Julie Torres will purchase it and send it, with a card to Las

Vegas for Ashley Foster and Cheyenne LaRance to sign before sending to Catherine.

Motion: Move to approve the purchase of a \$100 gift card for outgoing President Catherine Raynor.

Moved by: Cheyenne LaRance

Seconded by: Janet Sandifer

Yes: 25

No: 0

Abstain: 0

8. Discussion and ratification of expenses not previously approved by membership. (For Possible Action) (J Torres)

Secretary/Treasurer Julie Torres provided an explanation of purchases made without membership approval. These expenses include annual list of officer filing fees with the Nevada Secretary of State for \$50 and the basket donated to the Nevada League of Cities conference as a fundraiser for the NLC, the cost was \$78.37. The board of directors did discuss these purchases via email prior to them being made.

Motion: Move to ratify the purchases made as outlined by Julie Torres

Moved by: Lisa Hunderman

Seconded by: April Parra

Yes: 25

No: 0

Abstain: 0

No action was taken on the following discussions:

Prior to adjourning, the membership discussed Clerk certifications and wanted to know if Nevada clerks had any interest in creating such a program. The consensus of the group was, yes, there is interest. LuAnn Holmes will reach out to other states to gain ideas for implementation. Julie Torres mentioned coordinating with UNR Extended Studies to ensure credit would be given accordingly, similar to Certified Public Official accreditation and will reach out to Shannon Harris for ideas.

President Ashley Foster asked the Committees to have an update on their activities or progress at the next meeting.

Julie Torres mentioned a tabled topic mentioned earlier this year pertaining to an additional \$2 fee included in our membership fees that would be used to help pay the Region Director's travel expenses throughout the year. There wasn't really an appetite to bring this back as an agenda item.

The group also discussed changing the dates of the annual Clerk's Academy to coincide with Nevada League of Cities, but it would be very difficult for clerks to be able to attend both conferences due to cost and time away.

9. Adjournment (A Foster)

Ashley Foster, CMC President

Julie Torres, MMC, CRM, CPO
Secretary/Treasurer

DRAFT



Agenda Report

Meeting Date: 11/02/2021

Submitted by: Julie Torres, Secretary/Treasurer

Item # 5

Agenda Title: Financial Report

The Wells Fargo bank statement balance for period ending **10/15/2021**, is **\$16,608.54**.
 Statements attached: September and October 2021.

25	07/12/21	Nevada League of Cities/J Torres	Debit Card		295.00	16,661.91	Balanced 07/14/21
26	07/19/21	City of Mesquite/T Beck Annual Dues		75.00		16,736.91	
27	07/19/21	City of Winnemucca/J Millard Annual Dues		75.00		16,811.91	
28	07/19/21	City of Elko/Wooldridge & Byington Annual Dues		150.00		16,961.91	
29	07/19/21	City of Reno/Huntsman & Hary Annual Dues		150.00		17,111.91	
30	07/19/21	City of N Las Vegas/Calma, Ramey, Moodie Annual Dues		225.00		17,336.91	
31	07/20/21	Scholarship April Parra/Academy	1012		250.00	17,086.91	
32	07/20/21	Scholarship Jacquie Miller/Las Vegas	1013		200.00	16,886.91	
33	07/20/21	Scholarship Jennifer Lee/Ely	1014		75.00	16,811.91	
34	07/22/21	Lee Dues		75.00		16,886.91	
35	08/19/21	Nevada SOS annual list of officers	Debit Card		50.00	16,836.91	
36	08/23/21	Ross Dept Store/NV League of Cities basket donation	Debit Card		43.27	16,793.64	
37	08/24/21	TJ Maxx Dept Store/NV League of Cities basket donation	Debit Card		35.10	16,758.54	Balanced 08/31/2021
38	9/1/2021	Liberty Tax Services	1053		150.00	16,608.54	Balanced 10/15/2021

Wells Fargo Business Choice Checking

September 8, 2021 ■ Page 1 of 4



NEVADA MUNICIPAL CLERK ASSOCIATION
431 PRATER WAY
SPARKS CITY CLERKS OFFICE
SPARKS NV 89431-4598

Questions?

Available by phone 24 hours a day, 7 days a week:
We accept all relay calls, including 711

1-800-CALL-WELLS (1-800-225-5935)

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (825)
P.O. Box 6995
Portland, OR 97228-6995

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Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking	<input checked="" type="checkbox"/>
Online Statements	<input checked="" type="checkbox"/>
Business Bill Pay	<input checked="" type="checkbox"/>
Business Spending Report	<input checked="" type="checkbox"/>
Overdraft Protection	<input type="checkbox"/>



IMPORTANT ACCOUNT INFORMATION

We're making important changes to the terms and conditions of some of our accounts. If these changes affect you, they will be included in the Important Account Information section associated with your specific account.

Statement period activity summary

Beginning balance on 8/7	\$17,136.91
Deposits/Credits	0.00
Withdrawals/Debits	- 128.37
Ending balance on 9/8	\$17,008.54

Account number: [REDACTED]

NEVADA MUNICIPAL CLERK ASSOCIATION

Nevada account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 321270742

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.

Transaction history

<i>Date</i>	<i>Check Number</i>	<i>Description</i>	<i>Deposits/ Credits</i>	<i>Withdrawals/ Debits</i>	<i>Ending daily balance</i>
8/19		Purchase authorized on 08/18 NV Sos Portal 775-684-5780 NV S381230701342202 Card 8087		50.00	17,086.91
8/25		Purchase authorized on 08/23 Ross Stores #1414 Sparks NV S381235724532881 Card 8087		43.27	
8/25		Purchase authorized on 08/24 T J Maxx #1217 Sparks NV S461236692060012 Card 8087		35.10	17,008.54
Ending balance on 9/8					17,008.54
Totals			\$0.00	\$128.37	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 08/07/2021 - 09/08/2021 Standard monthly service fee \$0.00 You paid \$0.00

The bank has waived the fee for this fee period.

WXW5

Account transaction fees summary

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	0	200	0	0.50	0.00
Total service charges					\$0.00

Important Account Information

Your Business Choice Checking account is changing.

Effective November 15, 2021, your Business Choice Checking account will be converted to an Initiate Business Checking account.

With this change, the monthly service fee will decrease from \$14 to \$10. Your options to avoid the monthly service fee will stay the same. You can avoid the \$10 monthly service fee with ONE of the following options each fee period:

- Maintain a \$500 minimum daily balance
- Maintain a \$1,000 average ledger balance

If you do not meet one of the options above, the monthly service fee will be charged for fee periods ending on or after November 15, 2021.

In addition, effective with the fee period beginning after October 16, 2021, other features of your account will change:



- Your account will include fewer Transactions at no charge, decreasing from 200 to 100 each fee period. The fee for Transactions over 100 each fee period is \$0.50 each.

- Your account will include less Cash Deposits Processed at no charge, decreasing from \$7,500 to \$5,000 each fee period. The fee for Cash Deposits Processed over \$5,000 is \$0.30 per \$100 deposited.

Fee Period: The fee period is the period used to calculate monthly fees. Your statement includes a monthly service fee summary with the dates of the fee period. The monthly service fee summary is also available through Wells Fargo Business Online® or Wells Fargo Mobile®.

What remains the same:

- Your account number will remain the same.

- The Business Fee and Information Schedule and Deposit Account Agreement, as amended, continue to apply.

If you have questions about these changes, please contact your local banker or call the number listed on this statement.

Thank you for banking with Wells Fargo. We appreciate your business.

Important Account Information

Effective with the fee period beginning after November 15, 2021, the courtesy monthly service fee waiver on this checking account will expire.

Thank you for being a valuable customer. If you have any questions about this change, please contact your local banker or call the number listed on your statement. Please note the Business Account Fee and Information Schedule and the Deposit Account Agreement, as amended, continue to apply.



IMPORTANT ACCOUNT INFORMATION

We are updating the Deposit Account Agreement ("Agreement") dated May 28, 2021. Effective August 9, 2021, in the section of the Agreement titled "Closing Accounts," the subsection "Closing your account if the balance is zero" is deleted and replaced with the following:

Accounts with a zero balance will continue to be charged applicable fees (like the monthly service fee) until you request to close your account. We may close an account (except analyzed business accounts) with a zero balance on the fee period ending date or at month end without prior notification to you. Once an account is closed (either by you or us), no fees will be assessed on the account.

- To prevent closure by us, an account with a zero balance must have a qualifying transaction posted within the last two months of the most recent fee period ending date. IOLTA and RETA accounts require a qualifying transaction within ten months of the most recent fee period ending date.

- Examples of qualifying transactions are deposits and withdrawals made at a branch, ATM, online, mobile, or via telephone; one-time and recurring transfers made at a branch, ATM, online, mobile, or via telephone; automatic or electronic deposits, such as from payroll or government benefits; automatic or electronic payments, including Bill Pay; one-time and recurring purchases or payments made using a card or mobile device; and checks paid from the account. IOLTA and RETA accounts are not eligible for ATM cards or debit cards.

- Bank-originated transactions, like monthly service or other fees, are not considered qualifying transactions that will prevent closure of an account with a zero balance.

All other aspects of the Agreement remain the same. If there is a conflict between the updated language above and the Agreement, the updated language will control. The most recent Deposit Account Agreement and related addenda are located online at wellsfargo.com/online-banking/consumer-account-fees.

Wells Fargo Business Choice Checking

October 7, 2021 ■ Page 1 of 4



NEVADA MUNICIPAL CLERK ASSOCIATION
431 PRATER WAY
SPARKS CITY CLERKS OFFICE
SPARKS NV 89431-4598

Questions?

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Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

- | | |
|--------------------------|-------------------------------------|
| Business Online Banking | <input checked="" type="checkbox"/> |
| Online Statements | <input checked="" type="checkbox"/> |
| Business Bill Pay | <input checked="" type="checkbox"/> |
| Business Spending Report | <input checked="" type="checkbox"/> |
| Overdraft Protection | <input type="checkbox"/> |



IMPORTANT ACCOUNT INFORMATION

Revised USPS service standards effective 10/1/21

Effective October 1, 2021, the United States Postal Service (USPS) has revised its service standards for certain First-Class Mail items, resulting in a delivery window of up to five days. Please note this may delay your receipt of mail from us and our receipt of mail from you. Please take this change into account when mailing items to us via USPS.

Consider signing into Wells Fargo Online[®] for quicker access to your account information.

We're making important changes to the terms and conditions of some of our accounts. If these changes affect you, they will be included in the Important Account Information section associated with your specific account.



Statement period activity summary

Beginning balance on 9/9	\$17,008.54
Deposits/Credits	0.00
Withdrawals/Debits	- 400.00
Ending balance on 10/7	\$16,608.54

Account number: [REDACTED] 8821
NEVADA MUNICIPAL CLERK ASSOCIATION
Nevada account terms and conditions apply
 For Direct Deposit use
 Routing Number (RTN): 321270742
 For Wire Transfers use
 Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.

Transaction history

Date	Check Number Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
9/14	1012 Check		250.00	16,758.54
9/21	1053 Check		150.00	16,608.54
Ending balance on 10/7				16,608.54
Totals		\$0.00	\$400.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount
1012	9/14	250.00	1053 *	9/21	150.00

* Gap in check sequence.

Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 09/09/2021 - 10/07/2021 Standard monthly service fee \$0.00 You paid \$0.00

The bank has waived the fee for this fee period.

WXW5

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	2	200	0	0.50	0.00
Total service charges					\$0.00



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Fee Period: The fee period is the period used to calculate monthly fees. Your statement includes a monthly service fee summary with the dates of the fee period. The monthly service fee summary is also available through Wells Fargo Business Online® or Wells Fargo Mobile®.

What remains the same:

- Your account number will remain the same.
- The Business Fee and Information Schedule and Deposit Account Agreement, as amended, continue to apply.

If you have questions about these changes, please contact your local banker or call the number listed on this statement.

Thank you for banking with Wells Fargo. We appreciate your business.

Important Account Information

Effective with the fee period beginning after November 15, 2021, the courtesy monthly service fee waiver on this checking account will expire.

Thank you for being a valuable customer. If you have any questions about this change, please contact your local banker or call the number listed on your statement. Please note the Business Account Fee and Information Schedule and the Deposit Account Agreement, as amended, continue to apply.



General statement policies for Wells Fargo Bank

■ **Notice:** Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery, P.O. Box 5058, Portland, OR 97208-5058.

You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.

Account Balance Calculation Worksheet

- Use the following worksheet to calculate your overall account balance.
- Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
- Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

ENTER

A. The ending balance shown on your statement \$ _____

ADD

B. Any deposits listed in your register or transfers into your account which are not shown on your statement.
 \$ _____
 \$ _____
 \$ _____
 + \$ _____
 **TOTAL** \$ _____

CALCULATE THE SUBTOTAL

(Add Parts A and B)

..... **TOTAL** \$ _____

SUBTRACT

C. The total outstanding checks and withdrawals from the chart above - \$ _____

CALCULATE THE ENDING BALANCE

(Part A + Part B - Part C)

This amount should be the same as the current balance shown in your check register \$.

Number	Items Outstanding	Amount
Total amount \$		