

Summation

Carson City Leadership Institute is meant to give you a “behind-the-scenes” glimpse of Carson City and introduce you to many great new friends and business contacts. Most participants get out of Leadership what they put in. Keep an open mind and enjoy the experience.

If at any time you have any suggestions or comments, know they are welcome and will be shared with the Leadership Advisory Committee and staff.

Important Contact Information

Carson City Chamber of Commerce
Chamber Executive Director
Ronni Hannaman
director@carsoncitychamber.com

Administrative Assistant
Beverly Eiswert
admin@carsoncitychamber.com

Leadership Advisory Committee (LAC)

Chair:
Brook Sweeting '23 United Federal Credit Union
Co-Chair:
Colleen Chapman '23 Boys & Girls Club of Western Nevada

LAC Members

Kristine Assing '25	Eagle Valley Children's Home
Christine Brandon '22	Western NV Development District
Andrea Card '24	Chromalloy Nevada
Juan De Alba Villegas '24	United Federal Credit Union
Melissa Martinez '23	Greater Nevada Credit Union
Ely Medina '24	Carson City Treasurer's Office
Tracy Mendibles '25	Western Nevada College
Andy Rasor '22	Carson City Treasurer's Office
Cecilia Rice '25	Carson City Consolidated Municipality

Website: www.carsoncitychamber.com
Leadership Facebook Page
www.facebook.com/CarsonCityLeadership



Handbook Class of 2026

Carson City Chamber of Commerce
1900 South Carson Street
Carson City, NV 89701
775-882-1565

Welcome to



CARSON CITY CHAMBER Leadership Institute 2026

Designed for current and emerging leaders

Purpose:

- ❖ **Develop Community Leaders**
- ❖ **Increase Civic Awareness**
- ❖ **Build a Network of Influencers**
- ❖ **Strengthen Community Engagement**
- ❖ **Support Economic Development**

Class Project

Each class is asked to work together on a class project that is long-lasting and for the betterment of the community. The class project needs to be decided upon by the November session. If the class cannot decide on a project, the Leadership Project Advisor will provide at least three suggestions and the class will decide on the final project. All are encouraged to participate in the project providing their unique talent. A class project illustrates how important it is to work together toward a common goal.

Wrap-Up Discussions and Written Critiques

We ask that you provide us with written feedback on your day that is to be turned over to the Leadership Coordinator before you depart. These critiques are invaluable to the LAC in keeping the Leadership Institute program informative, ahead of the curve, and in tune with what is taking place in Carson City. Be sure to complete your written critiques as the day goes along to make your feedback most impactful, and have your written critique submitted by the end of class. It is important to remember presenters are not professional speakers. The presenters you will meet are leaders in their field and deserve to be recognized for that and the information they impart. We also ask you to keep an open mind on topics presented. We strive to be non-partisan and hope you will be as well.

Website Updates

Your family, friends and co-workers will be able to see your progress throughout the year by logging onto the Chamber's website at www.carsoncitychamber.com. There will be a link to a leadership page. You are encouraged to use this page as well for any updates and class schedules. www.facebook.com/CarsonCityLeadership

Communication

The primary form of communication with you will be via e-mail. Please inform the Leadership Coordinator of any changes to your contact information. You will receive your full schedule two weeks prior to your class as well as instructions on attire and where to meet.

Attire

Unless otherwise indicated, attire is to be business casual. We will advise you in advance of proper attire if we are to be in special locations.

Whisper Net Devices

A LAC member will distribute a personal radio earpiece to wear during tours to make sure you can hear your guides clearly at all times. A LAC member will collect them at the very end of each leadership day. You are responsible for returning these devices and will be charged a replacement fee of \$75 should you fail to do so.

Tardiness

As with the electronic communications policy, we find it inappropriate behavior to come in late when a speaker is making a presentation. We have changed our start time to make it convenient for you to drop off your children at school, pick up a cup of designer coffee or whatever else needs to be done in the morning before attending class.

We begin the session promptly between 8:00 – 8:30 a.m. unless otherwise noted, and that means being in your seat at that time, poised and ready to listen and participate. We suggest that you arrive by at least 5 minutes prior to the designated start time. If you are to be late, please call the class coordinator prior to 7:30 a.m.

Meals

If within a classroom setting, there will be coffee, water and soda available during the day. When we are on tours, you will need to bring your own liquids. We will have a morning and afternoon break featuring a light snack if the venue allows. Lunch will be provided. Please advise Chamber Staff if you have any medical/dietary restrictions. You may bring your own foods as necessary.

Transportation

We will be taking “field trips” now and then and our mode of transportation will be a Carson City yellow school bus. Yes, a school bus. You will be expected to meet us at a designated location where your car will be parked during the day. At the conclusion of the session, you will be returned to the point of origin. We cannot allow you to use your own vehicle for insurance purposes.

Prerequisite

There are two prerequisites that you must accomplish by the dates assigned below PRIOR to some classes:

- **Attendance at a Carson City Board of Supervisors meeting or Planning Commission meeting:**
 - Must complete this prerequisite by Thursday, 12/09/25.
- **A ride-along with a Sheriff's deputy.**
 - Must complete this prerequisite by Tuesday, 1/13/26.

NOTE: before you can do a ride-along, you must contact the Carson City Sheriff's Office to complete any necessary forms before doing the ride-along. The point-of-contact is: Isela Pacheco, Executive Assistant
Telephone: 775-283-7806

Email: ipacheco@carson.org

Accomplishing these two critical prerequisites before the scheduled session will allow you to participate more fully in the scheduled class session.

June 2025

Dear Leadership Student:

Carson City Leadership Institute is one of the premier programs operated by the Carson City Chamber of Commerce.

The first class graduated in 1989 and the program has been a success ever since. When looking through a roster of graduates, you'll see many familiar names, many of whom have gone on to public office or have positions that keep them in the public eye.

The program is designed to provide you with a detailed understanding of the workings of the various public and private elements which make Carson City unique. It is not a leadership training course. Potential leaders should know their city inside and out.

The sessions are conducted by experienced community and state leaders and are held at a variety of locations designed to expose the participants to the many facilities and resources available in the Carson City area.

Carson City Leadership Institute has 64 hours of learning, camaraderie and fun. It offers an intimate look at the city we call home. Over 584 have graduated from this program.

The future of Carson City will be in the hands of the leaders who graduate from this great experience.

We hope you will participate fully, be open-minded and flexible, and enjoy the months to come.

Policies & Procedures

Attendance Policy

Carson City Chamber Leadership Institute is designed to give you an understanding of the inner workings of various public and private elements which make the Carson City community unique. The purpose of the program is to give you, a future leader, a well-rounded educational and networking experience while improving your leadership skills.

For you to receive the full benefit from the program and to receive your graduation certificate, **attendance at each Leadership session, event, and prerequisite is required.** Leaders in their respective fields have prepared special presentations for this program and committed time from their busy schedules to appear before the class.

Each session is designed around current topics and issues facing our leaders and our community. Chamber staff and the Leadership Advisory Committee devote significant time to plan, orchestrate and evaluate each Leadership session.

Given the above considerations, the following are the policies and procedures on attendance:

To be considered a graduate of Carson City Leadership Institute, participants are required to attend the kick-off session, the full day of each scheduled program, participate in the class project, the two prerequisites, and attend the graduation ceremony.

We understand a family emergency or business obligation beyond your control may occur. Should an emergency arise prior to a class, a call must be made to the Chamber (775-882-1565) or Ronni (cell 775-223-8534).

Any unexcused absence from a session or event may result in dismissal from the program or may result in the failure to obtain a graduation certificate. **No tuition refunds will be made for dismissals or any drops from the program.**

We strongly encourage you to meet with classmates to discuss the information and activities that occurred during the missed program. If an absence is deemed unexcused and the participant is committed to graduating from the Leadership program, you may make up for the missed session by attending a Chamber function such as the luncheon, Coffee & Conversation, or other educational event. These events account for one-quarter each and to make up a full day, four quarters must be logged. When this requirement is met, the slate will be considered clean.

IMPORTANT; No more than one missed day is allowed to be able to graduate with your class. We take the Leadership experience seriously since much effort goes into planning each session.

You may request to appear personally before the committee to appeal a decision concerning an absence. When a participant appeals a LAC decision, the appeal request must be emailed to the Leadership Program Director (director@carsoncitychamber.com) within 10 business days of the date on the participant's determination letter signed by the Leadership Advisory Committee Chair. The Program Coordinator will contact the participant and arrange a time to appear at the committee's next scheduled meeting.

Electronic Communication Device Policy

We know work is important to you, but we want you to get the most out of your day. One day per month without electronic communication devices should not be a hardship. We request that all devices be turned off upon entering the classroom -- that means off, not on vibrate. You are welcome to check and return calls during breaks or lunchtime. Text messaging or leaving the classroom during a presentation is a no-no and is rude behavior. We know that if you were the presenter, you would feel the same.

Eligibility Criteria:

Applicants must be employed by a business or organization that has a current membership in good standing with the Carson City Chamber of Commerce.

