

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BUSINESS MEETING
CROWNE PLAZA RESORT
ASHEVILLE, NORTH CAROLINA
AUGUST 18, 2007 – 10:45 A.M.**

MINUTES

The North Carolina Association of Municipal Clerks (NCAMC) business meeting was called to order at 10:54 a.m. by President Beverly Bigley at the Crowne Plaza Resort in Asheville, North Carolina.

The invocation was given by Penelope Spicer-Sidbury.

APPROVAL OF MINUTES OF THE JANUARY 25, 2007 BUSINESS MEETING

President Bigley asked if there were any corrections or additions to the minutes.

Motion was made by Sherry Scoggins, seconded by Lisa Markland, and unanimously carried to approve the minutes as submitted.

DISCUSSION AND POSSIBLE ACTION ON PROPOSED AMENDMENTS TO THE CONSTITUTION

President Bigley opened the floor for discussion on the proposed amendments to the Constitution.

Jean Bailey commended the Constitutional Task Force on their work in reviewing the Constitution and their recommendations of the proposed amendments.

She discussed the proposed amendment changes to Article V, Section 2, paragraph 2 that addresses the Recording Secretary. She suggested that the proposed amendment stating that the Recording Secretary succeeds to Second Vice President be removed and that the tradition of a clerk applying for that position be left in tact.

Several clerks spoke in favor of the proposed amendment that states the Recording Secretary succeeds to Second Vice President.

Numerous clerks expressed their concerns and spoke against the proposed amendment and would like the position of Recording Secretary to remain as is and allow the position to be open to the membership.

Penny Spicer-Sidbury asked President Bigley to clarify what would happen, because the proposed amendment of the Constitution allows the Recording Secretary to succeed to Second Vice President, if the person does not want that position.

President Bigley explained that if the Recording Secretary chose not to move up that the position would be considered a vacant position and the Board of Directors would have the authority to fill that position until the next annual meeting at which time the Recording Secretary's position would be filled by election.

Kim Hibbard also explained that the proposed amendment in the Constitution implies that the Recording Secretary has the right to move up but if the person does not choose to move up it becomes a vacancy under Article V, Section 5.

Stephanie Kelly stated that as a member of the task force that reviewed and recommends the proposed amendments to the Constitution that this particular amendment was discussed and some of the same questions were addressed.

She then asked that clarification be given regarding Article V and what sections would be effected by the motion and vote.

President Bigley stated that Article V, Section 2, second paragraph that states that the Recording Secretary succeed to Second Vice President and Section 5 which addresses the filling of vacancies and more specifically with the Recording Secretary would be the sections under consideration.

Emphasis was made that deputy clerks are not allowed to vote on this motion unless there is written authorization from their City Clerk.

Motion was made by Jean Bailey and seconded by Lisa Markland that the Constitution Article V, Section 2, paragraph 2 which addresses the succession of the Recording Secretary to Second Vice President and Section 5 which addresses the filling of vacancies and more specifically with the Recording Secretary remain as it is currently stands.

By a vote of 36-30 Article V, Section 2, paragraph 2 and Section 5 (more specifically with the Recording Secretary) will remain as they currently stand in the Constitution.

President Bigley asked if there was any discussion on any of the remaining proposed amendments to the Constitution.

Jean Bailey addressed Article VIII, Section 4 with suggestion to include honorary members to serve on committees but not to serve as Chairs.

President Bigley explained that an honorary member is defined as a Past President of the Association that has retired from governmental service. She also explained that honorary membership is also given to a person that has made distinct contributions to the Association. She further explained that only one honorary membership, with the exception of the Past Presidents, can be given to someone in any one year upon approval by the Board of Directors.

Motion was made by Jean Bailey and seconded by Linda Bethune that Article VIII, Section 4 be revised to read as follows:

“Both active, associate, and honorary members may serve on committees, provided however, that only active members shall be eligible to serve as committee chairs.”

The motion passed by a cast of 40 votes to revise Article VIII. Section 4 as stated and 8 votes were cast not to revise Section 4.

Sherry Scoggins presented an amendment on behalf of a clerk that could not attend the conference. She explained that it is suggested that Article I, Section 2, which pertains to the wording of the Institute of Government, read as follows:

“the Institute of Government, part of the School of Government at the University of North Carolina at Chapel Hill (hereinafter “IOG”).”

Motion was made by Beth Hamrick and seconded by Sherry Scoggins to adopt all other amendments to the Constitution that have not been previously discussed and voted upon and to also include clarification of the wording of the Institute of Government as submitted. A total of 41 votes were cast to accept the motion. One dissenting vote was cast.

**DISCUSSION AND POSSIBLE ACTION ON CHANGING THE ANNUAL
CONFERENCE BEGINNING AND ENDING DAYS (START ON WEDNESDAY AND
END ON FRIDAY NIGHT**

President Bigley explained that several members had requested that the Board of Directors present this request to the entire membership. She stated that this proposed change would be effective with the annual conference to be held in 2010.

Becky Breiholz explained that the request was primarily from the clerks on the east coast. She explained that besides the traveling distance of most conferences and wanting to be with families over the weekend the feeling is that there would be better attendance at the business meeting and the banquet. She also stated that there could be the possibility of better prices from hotels if the conference was not held through the weekend especially during any on-season events.

Upon question by First Vice-President Penny Spicer-Sidbury, Fleming Bell stated that beginning on Wednesday would not be a problem.

President Bigley reminded the membership that because amendments to the Constitution had been previously approved at this meeting that one of those amendments was that Deputy Clerks were allowed to vote on any action taken by the membership.

Motion was made by Becky Breiholz and seconded by Janice Thomas that beginning with the annual conference held in 2010 that the annual conference dates be changed to begin on Wednesday and end on Friday. The motion was defeated by a 39-27 vote.

ACKNOWLEDGEMENTS

A. President Bigley thanked Fleming Bell, Brian Newport, and Jo Ann Brewer, School of Government, for all they do for the Clerks.

She thanked Carmen Miracle, Program/Education Chair for all the work she has done for the past two years. She also thanked the Program and Education Committee for doing a terrific job.

President Bigley then acknowledged and thanked the host clerks of the conference: Thelda Rhoney, Freida Van Allen, and Freida Rhinehart.

B. President Bigley then introduced International Institute of Municipal Clerk's (IIMC) President Charles E. Tokar.

President Tokar recognized the Region III Directors of IIMC, Glenda Morgan and Stephanie Kelly.

He then discussed the IIMC Annual Conferences to be held in Atlanta, Georgia in May, 2008, Chicago, Illinois in 2009, and the 2010 Annual Conference. He informed everyone that the location of the 2010 IIMC Annual Conference has been changed. The conference will not be held in Sydney, Australia. He then stated that negotiations are being held with the Society of Local Council Clerks to find a location that is affordable for the 2010 Conference. He explained that IIMC is committed to continuing to have a conference internationally. He then informed the members that in 2011 Nashville, Tennessee is the location for the conference and that 2012 is now being negotiated. He stated that the locations for the 2012 conferences being discussed are Portland, Oregon; Omaha, Nebraska; or Reno, Nevada.

President Tokar then discussed the educational aspect of IIMC. He explained that there have been lots of changes in IIMC and those changes are being addressed. He stated that there needs to be much more communication between IIMC and Institute Directors with the pre-approval process of educational programs for conferences, schools, etc. He added that he would like to see the pre-approval process more streamlined. He then stated that IIMC is also working on speeding up the process of approving the Certified Municipal Clerk and the Master Municipal Clerk applications.

President Tokar concluded by recognizing Fleming Bell, IIMC Institute Director, North Carolina School of Government and Dale Barstow, President of the Municipal Clerks Education Foundation (MCEF).

C. President Bigley acknowledged the Region III IIMC Directors, Glenda Morgan, Mobile, Alabama and Stephanie Kelly, Charlotte, North Carolina.

Glenda Morgan thanked everyone and encouraged everyone to take advantage of all the educational programs offered by IIMC and the NCAMC organizations.

Stephanie Kelly stated that it is a privilege and an honor to represent the Association as the newly elected IIMC Region III Director.

She then recognized Dale Barstow, Vice-President, Sales, Municipal Code Corporation, and President of MCEF.

Mr. Barstow encouraged everyone to apply for scholarships that are offered by MCEF. He informed the membership that there were three North Carolina clerks that received scholarships from the MCEF this year.

D. President Bigley then acknowledged and welcomed the first time attendees.

E. President Bigley acknowledged all Past Presidents in attendance.

She then stated that North Carolina is much honored to have two former NCAMC Presidents and IIMC Presidents and recognized Jean Bailey, Rocky Mount, and Mary Lou Todd, Town of Garner.

F. President Bigley acknowledged all retired clerks.

G. President Bigley acknowledged all clerks that have obtained their MMC's, CMC's, and 1st, 2nd, and 3rd level MMCA's.

H. President Bigley reported that the college scholarships recipients are DeShondra Alexander, daughter of District III Director, Regina Alexander, and Kathryn Canipe.

I. President Bigley then reported that the IIMC Certification School scholarship recipients are Natashia McCants, Town of Hope Mills; Sarah White, Town of Turkey; and Donna Butler, Town of Columbus.

J. President Bigley reported that Mary Lou Todd, Town of Garner, and Maggie Burleson, City of Asheville received honorary membership in the NCAMC.

TREASURER'S REPORT

Kim Hibbard presented the financial statement for the period ending June 30, 2007. She reported that the Association is in excellent financial condition.

Motion was made by Carol Ann Floyd, seconded by Sherry Scoggins, and unanimously carried to accept the financial report as submitted.

RECOGNITION OF COMMITTEE/BOARD MEMBERS AND OFFICERS

Officers/Directors

President Bigley thanked the NCAMC officers and presented them with certificates of appreciation for their support during the year as follows: Josann Campanello, CMC, St. James, First Vice President; Penny Spicer-Sidbury, CMC, Wilmington, Second Vice President; Dee Hammond, MMC, Laurinburg, Recording Secretary; Kim Hibbard, NCLM, Secretary/Treasurer; and Lisa Vierling, MMC, High Point, Immediate Past President.

President Bigley acknowledged and presented certificates of appreciation to the current Board of Directors for their service during the year as follows: Becky Breiholz, CMC, Manteo, District 1; Carmen Miracle, CMC, Jacksonville, District 2; Regina Alexander, CMC, Southport, District 3; Sherry Scoggins, CMC, Clayton, District 4; Shelia Taylor, CMC, Littleton, District 5; Sue Rowland, CMC, Cary, District 6; Pamela Addison, CMC, Erwin, District 7; Stephanie Kelly, CMC, Charlotte, District 8; Dale Martin, CMC, Kernersville, District 9; Mary Craddock, CMC, Statesville, District 10; Thelda Rhoney, MMC, Valdese, District 11; and Phyllis McClure, CMC, Waynesville, District 12.

Executive Committee

President Bigley recognized and presented certificates of appreciation to Executive Committee members for their service as follows: Josann Campanello, CMC, St. James; Penny Spicer-Sidbury, CMC, Wilmington; Dee Hammond, MMC, Laurinburg; Regina Alexander, CMC, Southport; and Sherry Scoggins, CMC, Clayton.

Committee Chairs and Members

President Bigley recognized and presented certificates of appreciation to each Committee Chair. She then asked Committee Chairs to present certificates of appreciation to their members for their service during the year. Committee members were as follows: Finance: Shelia Taylor, CMC, Littleton, Chairperson; Jenny Larson, CMC, Fairmont; IIMC Certification School and College Scholarship: Josann Campanello, CMC, St. James; Penny Spicer-Sidbury, CMC, Wilmington; Lisa Vierling, MMC, High Point; Carmen Miracle, CMC, Jacksonville; and Fleming Bell, Institute of Government; Legislative: Beth Hamrick, MMC, Mint Hill, Jacqueline Nicholson, Wallace; Steve Smith, CMC, Yanceyville; Dolores “Dee” Hammond, MMC, Laurinburg, and Carmen Miracle, CMC, Jacksonville; Membership: Jeanne Giblin, CMC, Morehead City Chairperson; Sylvia Holleman, CMC, Wrightsville Beach; Rhonda Ferebee, Emerald Isle; Carol Ann Floyd, CMC, Leland; Tangi Williams, CMC, Winterville; Lisa Vincent, CMC, Roanoke Rapids; Sandra Harper, CMC, Creedmoor; Pamela Addison, CMC, Erwin; Bridgette Bell, CMC, Kannapolis; Rene Henderson, CMC, Winston-Salem; Freida Van Allen, CMC, Boone; Ann Sessom, CMC, Kings Mountain; and Kim Hensley, CMC, Laurel Park; Nominating Committee: Lisa Vierling, MMC, High Point, Chairperson; Pat Brunell, MMC, Oak Island; Beth Hamrick, MMC, Mint Hill; Dale Martin, CMC, Kernersville; Judy Jeffreys, CMC, Bunn; Jondeen Terry, CMC, Burlington; Past Presidents: Janice Thomas, MMC, Foxfire Village, Chairperson; Jean Bailey, CMC, Rocky Mount; Betty Fortner, MMC, Clinton; Mary Lou Todd, MMC, Garner; Gail Smith, CMC, Raleigh; Glenda Santosti, MMC, Brevard; Connie Spell, MMC, Stedman; Beth Hamrick, MMC, Mint Hill; Pat Brunell, MMC, Oak Island; Wanda Elks, MMC, Greenville; Eva Brown, CMC, Richlands; Dianne Pierce-Tamplen, MMC, Elizabeth City; Janet Anderson, MMC, Franklin; and Lisa Vierling, MMC, Highpoint; Program/Education Committee: Carmen Miracle, CMC, Jacksonville, Chairperson; Dee Hammond, CMC, Laurinburg; Jeanne Giblin, CMC, Morehead City; Regina Alexander, CMC, Southport; Ronda Lambert, CMC, Pine Knoll Shores; Freida VanAllen, CMC, Boone; Thelda Rhoney, MMC, Valdese; Sheila Taylor, CMC, Littleton; Sandy Kline, CMC, Chapel Hill; Joyce Walker, CMC, Lewisville; Becky Breiholz, CMC, Manteo; Jacqueline Nicholson, CMC, Wallace; Brenda Clark, CMC, Town of White Lake; Mary Craddock, CMC, Statesville; Kim Hibbard, NCLM –

Ex-Officio; and Fleming Bell, SOG – Ex-Officio; Publicity: Angela Stadler, CMC, Reidsville, Chairperson; Rhonda Lambert, CMC, Pine Knoll Shores; Dawn Davis, Highpoint; Elaine Hunt, MMC, Clinton; Jenny Larson, CMC, Fairmont; and Lisa Markland, CMC, Zebulon; 2007 Site Selection: Thelda Rhoney, MMC, Valdese, Chairperson; Freida Rhinehart, CMC, Waynesville; Freida Van Allen, CMC, Boone; and Kim Hibbard, NCLM, Secretary/Treasurer; 2008 Site Selection: Penelope Spicer-Sidbury, CMC, Wilmington, Chairperson; Jeanne Giblin, CMC, Morehead City; Becky Breiholz, CMC, Manteo; Regina Alexander, CMC, Southport; 2009 Site Selection: Stephanie C. Kelly, CMC, Charlotte, Chairperson; Sue Rowland, CMC, Cary; Sandra Harper, CMC, Creedmoor; Kim Worley, CMC, Franklinton; Terry Gallman, Maxton; Patsy Dougherty, CMC, Archdale; and Dianne White, Henderson; WSOS (We Share Our Services): Sandra Sartin, CMC, Aurora, Chairperson; Donna Strickland, CMC, Leland; Judy Jeffreys, CMC, Bunn; Tina Lanier, CMC, Lexington; and Ann Sessom, CMC, Kings Mountain; NCAMC Constitution Review Task Force: Pat Brunell, MMC, Oak Island, Chairperson; Glinda Fox, CMC, Williamston; Judy Jeffreys, CMC, Bunn; Stephanie Kelly, CMC, Charlotte; Donna Flowers, CMC, Lincolnton; Michelle Dawson, CMC, Triangle Transit Authority, Assoc. Member; and Kim Hibbard, NCLM, Raleigh, Ex-officio; MORE Manual Update Committee: Leslie Eldredge, CMC, Raleigh, Chairperson; Carol Barwick, CMC, Kinston; Sue Rowland, CMC, Cary; Joni Powell, CMC, Holly Springs; and Lisa Markland, CMC, Zebulon; President's Travel Policy Review Committee: Sue Rowland, CMC, Cary, Chairperson; Stephanie Kelly, CMC, Charlotte Dale Martin, CMC, Kernersville; and Kim Hibbard, NCLM.

ADOPTION AND PRESENTATION OF MEMORIAL AND RETIREMENT RESOLUTIONS

President Bigley presented retirement resolutions to the following clerks:

Phyllis Harrison, CMC, LaGrange
Jolene Massie, King
Dorothy Bridges, CMC, Ayden
Mary Lou Todd, MMC, Garner
Loraine Carbone, CMC, North Topsail Beach
Carol Ipock, Vanceboro
Brenda Holder, Pilot Mountain
Dianne Laughlin, Summerfield
Cora Nunes, Spring Lake

Motion was made by Sherry Scoggins, seconded by Stephanie Kelly, and unanimously carried to accept the retirement resolution for the retired clerks.

President Bigley then presented memorial resolutions to the following clerks for their loss of a loved one during the year:

Elaine Hunt, MMC, Clinton
Janet Anderson, MMC, Franklin
Kim Hensley, CMC, Laurel Park
Joyce Wilson, MMC, Wake Forest
Cristal Jenkins, Kenansville

Connie Spell, MMC, Stedman
Karen Price, Monroe
Betty Fortner, MMC, Clinton
Winnifred Stanley, Hobgood
Bonnie McManus, Waxhaw
Juanita Cooper, MMC, Greensboro
Freida Rhinehart, CMC, Waynesville
Marie Garris, Stallings

Motion was made by Stephanie Kelly, seconded by Dale Martin, and unanimously carried to accept the memorial resolutions as presented.

NOMINATING COMMITTEE-ELECTION OF NCAMC OFFICERS AND DIRECTORS

Lisa Vierling, Chair/Immediate Past President, thanked everyone on the Nominating Committee. She then, on behalf of the Nominating Committee, unanimously recommended the following 2007-2008 Officers and Board of Directors for approval by the membership:

Officers:

Josann Campanello, President, by Constitution
Penny Spicer-Sidbury, Vice President, by Constitution
Dolores Hammond, Second Vice President
Carmen Miracle, Recording Secretary
Kim Hibbard, Secretary/Treasurer, by Constitution
Beverly Bigley, Immediate Past President, by Constitution

Board of Directors (even numbered districts):

Jeanne Giblin, District 2
Sherry Scoggins, District 4
Sue Rowland, District 6
Jill Chunn, District 8
Freida Van Allen, District 10
Phyllis McClure, District 12

Motion was made by Janet Anderson, seconded by Sandra Harper, and unanimously carried to accept the slate of Officers and Board of Directors for the 2007-2008 year.

OTHER BUSINESS

President Bigley announced that the IIMC Region III meeting will be held January 23-25, 2008 in Greenville, South Carolina. She informed the membership that this meeting is being held at the same time as the City/County Clerk's school. A letter was written a few years ago to try and be sure that these two meetings would not correspond with each other and some how was overlooked at this time. She stated that the President at the IIMC Region III business meeting will always report when the January school is being held in order to alleviate the problem.

The Clerk's Certification School at the School of Government is February 18-22, 2008.

ADJOURNMENT

Motion was made by Eva Brown, seconded by Sherry Scoggins, and unanimously carried to adjourn the meeting.

The meeting adjourned at 1:06 p.m.

Respectfully Submitted,

Dee Hammond
Recording Secretary