

MINUTES

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS

BUSINESS MEETING

JANUARY 19, 1995 - 11:00 A.M.

OMNI HOTEL - Durham, NC

Present: The general membership was represented along with First Vice President Vickie Weant, Second Vice President Connie Spell and Secretary Jane Ogletree.

1. CALL TO ORDER

First Vice President Vickie Weant welcomed those in attendance at the January, 1995 Clerk's School.

She informed the membership that President Marie Matthews is ill, but is no longer in the hospital and at home resting comfortably.

2. APPROVAL OF MINUTES - August Meeting

August, 1994 minutes of the general membership meeting at the annual conference in Southern Pines, North Carolina were not available at the meeting for adoption.

3. TREASURER'S REPORT - Andy Romanet, NCLM

Mr. Romanet was unavailable to present this report.

4. COMMITTEE REPORTS

A. Education/Program

Swannetta Fink gave the report for the Education Committee due to the illness of Pat Simmons' father.

The committee met October 7th to plan the spring meetings in March, 1995. Sessions on open meetings law with questions and answer sessions will be presented. Also included will be public records law and reference sessions. Clerks will be asked to serve on panels.

Corrine Geer made a motion to change the name from regional meetings to regional schools. Kim Worley seconded the motion and it carried unanimously.

First Vice President Weant asked for the participation of all Clerks if asked to serve on these regional panels.

B. Membership - Pat Brunnell

Pat Brunnell informed the membership that the committee is working on the directory. She has received 150 out of 300 surveys. Please send your survey if you have not returned it.

New Clerks may contact Pat for membership pins.

If there are non-members of the Association, contact Connie Spell or Pat Brunnell for membership applications.

Another meeting in February, 1995 is scheduled to get the directory progressing.

C. Publicity - Wanda Elks

Ms. Elks encouraged information for the newsletter by the 15th of each month. She is not getting a lot of information at this time, so please send by phone or fax.

D. WSOS - Janie Revels

The Committee has placed an article in Minute By Minute. If "seasoned" Clerks will let the Committee know if you'll serve as a mentor, they'd appreciate it. If new Clerks will contact them, they'll place with a mentor.

E. Past Presidents/Special Projects

First Vice President Weant updated those present on the video. Donations have been secured for this and it will portray the Clerks role in city government. It is to be provided to high schools in North Carolina.

F. Certification/Legislation

Connie Hardee informed the membership that Jake Wicker's work continues on state certification.

State certification requires passing a test and it is the intent to have the legislature put this in the General Statutes as a requirement for a Town Clerk.

The Committee is still working on the past Presidents pins.

G. Finance - Janice Thomas

The audit has been completed and work has begun on next year's budget. Committees must let the Finance Committee know the amount of monies they require for committee operation.

H. NCLM Board Member - Gail Smith

Ms. Smith was not in attendance.

5. SPECIAL COMMITTEE REPORTS

A. Update on Clerk's Reference Guide

Janie Revel's said the draft is complete and the Committee will meet January 27th for finalization.

First Vice President Weant said the final draft should be ready by the Annual Conference and reminded those in attendance that the More Manual should be used in conjunction with the Clerk's manual.

B. 20th Anniversary Celebration

First Vice President Weant said the Annual Conference will be held in Boone at the Quality Inn, August 10-12th, 1995.

Connie Hardee is in charge of the 20th annual Celebration and she informed the meeting that most festivities will be presented at the banquet. There will be "favors" to take home. She requested that we all send her the most interesting thing that's happened, the most enjoyable event or most important thing we've gained as Clerks. This will be a celebration of all Clerks.

She also requested from the past presidents the most important thing that happened during their year as president - the funniest, most embarrassing, or most memorable.

The exhibit table will display copies of all annual reports, scrapbooks and newsletters. Ms. Hardee requested copies of pictures for the exhibit table.

Peggy Boone said she and Glenda Sansosti could not find the scrapbooks. Connie Hardee said she'd track them down!

C. Educational Review Committee

First Vice President Weant said Glenda Sansosti is now the interim manager for Brevard due to her manager's resignation.

She continued by explaining that this committee looks at educational support for the Association. Regional meetings will now be strategically placed in the state and use of "seasoned" Clerk's expertise will be utilized at these meetings.

Debbie Thomas commented that Certification School is under consideration as a 2 year course.

Connie Spell stated that Advanced Academy's will no longer be sponsored by the Association. This training can be received at the Institute. AAE points are also given for teaching.

6. IIMC Director's Report

Sabrina Guy suggested an explanation of IIMC be given for those present. First Vice President Weant explained. Mention was made about the St. Petersburg trip and First Vice President Weant announced Winston-Salem would host IIMC for 1996. Clerks School will possibly be held in conjunction with it. First Vice President Weant encouraged representation at the Winston-Salem IIMC conference.

The IIMC regional conference is in Louisville, Kentucky in 1995. This is a good opportunity to attend due to the meetings proximity to us (May 21-25, 1995).

7. OTHER BUSINESS

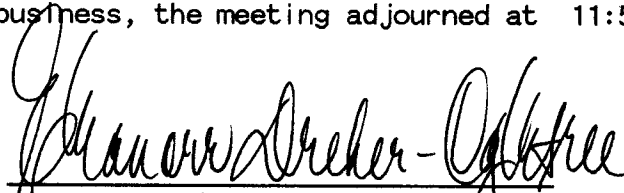
- 1997 Annual Conference

Lois Simonson, Sanford City Clerk, said 7 bids had been received. Adams Mark Hotel in Charlotte is the site at \$60 a night, August 14-16, 1997.

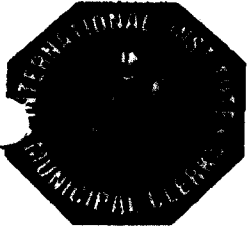
Connie Hardee made a motion to hold the 1997 annual conference in Charlotte, August 14-16, 1997. Motion was seconded by Connie Spell and carried unanimously.

Joanne Spencer, Clerk of Morehead City said the 1996 Conference will be held in Wilmington at the Hilton, August 8-10, 1996. She will follow-up with Andy on this conference.

There being no further business, the meeting adjourned at 11:56 A.M.


Eleanore Dreher-Ogletree
Secretary
N. C. Association of Municipal Clerks

FEB 13 1995



International Institute of Municipal Clerks

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DATE OF RELEASE: February 7, 1995

CONTACT: Sheri Burdick

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DOROTHY C. BRIDGES, CMC

TOWN CLERK-TAX COLLECTOR of AYDEN, NORTH CAROLINA

HONORED BY INTERNATIONAL ASSOCIATION

Dorothy C. Bridges, CMC, Town Clerk-Tax Collector of the City of Ayden, North Carolina, has been awarded the prestigious designation of "Certified Municipal Clerk" (CMC) from the International Institute of Municipal Clerks (IIMC) for achieving its high educational, experience and service requirements.

Ms. Bridges has been employed with the City of Ayden since 1977, where she has served as Account Clerk I and II, Deputy Town Clerk/Tax Collector, and in 1994 promoted to her present position as Town Clerk/Tax Collector.

She attained her status as a Certified Municipal Clerk through completion of the IIMC Municipal Clerk Institute Program conducted by the Institute of Government, University of North Carolina, Chapel Hill. This program provides 100 student/instructor contact hours of in-depth courses in managerial and leadership skills, social and interpersonal concerns, and technical training needed to deal with changes that take place in local government today.

She has attended many other educational courses offered through the Institute of Government including Introduction to Government Accounting, Fundamentals of Property Tax Collection, Workshop on Enforced Collection of Taxes, and the City/County Clerk's School. She has also completed Intro to Windows and Notary Public Courses through Pitt Community College.

M O R E

page two - news release dated 11/11/94 by the Bridges, LNU

Her professional affiliations include membership with the North Carolina Association of Municipal Clerks.

She has been a member of the International Institute of Municipal Clerks since February 1992.

Ms. Bridges joins 120 other North Carolina Municipal Clerks who currently hold the designation of "Certified Municipal Clerk."

The unique Certification Program of the IIMC was launched in 1970, eliminating a decade of planning. The program aids municipal clerks and deputy clerks in improving job performance and recognizes the professionalization of municipal clerks. To become a Certified Municipal Clerk, applicants must have a bachelor's degree or a baccalaureate degree in public administration or related field, responsible experience in local government, and participation in conferences, meetings, and educational seminars are required to earn this prestigious Certified Municipal Clerk designation. Qualifications of applicants are reviewed and approved by the IIMC Certification Committee.

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EDITORIAL NOTE. The International Institute of Municipal Clerks is devoted to advancing the professionalization of the office of Municipal Clerk and improving the administration and efficiency of government. Founded in 1947, IIMC provides its nearly 10,000 members with educational, conference, research, reference, and informational services which keep them informed on technical, administrative, and other changes that are taking place in local government.

Josanna A. Campanello, CMM Bald Head Island
Frances W. Harris CMC " Dare County
Sandra P. Mayse CMC " Forest City
Carolyn D. Patterson CMC " Louisburg
Geneva Wilson CMC " Whispering Pines
Tammy C. Roseboro CMC " Lincolnton (Deputy Clerk)

REPORT OF THE 1996 SITE SELECTION COMMITTEE

COMMITTEE:

Joanne T. Spencer, Chairman
Sabrina M. Guy
Penelope Spicer-Sidbury

PURPOSE:

To recommend a conference site, date and facility for the Annual N. C. Association of Municipal Clerks Conference to the governing body of the Association.

The 1996 Site Selection Committee eagerly began their work via telephone and fax on July 15, 1994. As Chairman of the Committee and using the procedures given in the Association Handbook, I devised a Flow Chart covering the responsibilities of the Committee in arranging for the 1996 NCAMC Annual Conference.

The Chairman wrote to each Committee member asking them to check with several area hotels in their geographical area and furnished the Flow Chart and a list of requirements necessary to accommodate the needs of the conference.

The Chairman visited the hotels and facilities available on Atlantic Beach, N.C.

On July 29, 1994, information from the Sheraton, Atlantic Beach, N. C.; Sheraton, New Bern, N.C.; Royal Pavillion, Atlantic Beach, N. C.; and the Hilton, Wilmington, N.C., was received.

NOTE: The Hilton had been the site of the City/County Managers Association Meeting in the Summer and in talking with Andy Romanet, Conference Coordinator, he had attended the meeting and was impressed with the facilities and accommodations offered. Being familiar with the hotels offering bids, the Committee did not feel it necessary to travel to each hotel to make a site inspection.

On August 8, 1994, after telephone conversations with the Committee members, it was the general consensus of the Committee that the Hilton in Wilmington, N. C., was the best choice. A tentative date in writing for the 1996 NCAMC Conference, August 8-10, 1996, was obtained at the Hilton in Wilmington, N. C. We asked the Sales Director, Cindy Marr, to draw up the contract and mail to Andy Romanet, Conference Coordinator. Andy was in turn to notify the Sales Director at the Hilton to secure the dates of August 8-10, 1996, by September 10, 1994. A comprehensive bid from each hotel was sent to Andy Romanet, Conference Coordinator.

At the August 1994 NCAMC Conference in Southern Pines, Sabrina Guy submitted a report to the President on our choice of a facility.

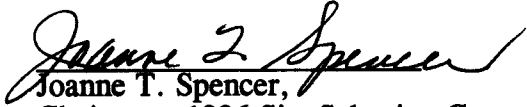
The Conference Coordinator, Andy Romanet, was to sign the contract and mail to the Hilton, Wilmington, N.C., officially verifying the dates/rooms; and facilities held for the conference by September 10, 1994. This completed our job.

The site of the 1996 NCAMC Conference will be announced at the January 18-20, 1995, N. C. Association of Municipal Clerks' School, IOG, Chapel Hill, N.C.

Attached to this summary is a picture of the Committee.

COMMITTEE REPORT
1996 NCAMC CONFERENCE SITE
December 31, 1994
Page 2

The 1996 Site Selection Committee met every objective called for in the procedures set forth in the Association Handbook and forwarded the contract to Andy Romanet, Conference Coordinator.


Joanne T. Spencer,
Chairman, 1996 Site Selection Committee

Ref:A:CityClerk:96Report