

**North Carolina Association of Municipal Clerks  
Board of Directors Meeting  
October 1, 1999**

The Board of Directors meeting originally scheduled for Friday, September 17<sup>th</sup> was held Friday, October 1, 1999 at 10:00 a.m., in the Board Room of the North Carolina League of Municipalities in Raleigh. The meeting had to be rescheduled because of Hurricane Floyd. Due to massive flooding and devastation in the eastern part of our state, several clerks were unable to attend.

The meeting was called to order by President Beth Hamrick. In attendance were Immediate Past President Janice Thomas; Kim Hibbard, Secretary/Treasurer; Pat Simmons served as recording secretary in the absence of Wanda Elks; Board Members Eva Brown; Thelda Rhoney; Janet Anderson; Diane Ward; Michelle Dawson; Kim Harrison; Nancy Huntley; Pat Brunell; Kim Worley, and Rita Thompson. Also in attendance were past presidents Mary Lou Rand, Gail Smith and Jean Bailey.

President Hamrick expressed deepest sympathy and prayers on behalf of the Board of Directors for those residents east of Raleigh who lost everything they owned in the flooding which followed Hurricane Floyd. The devastation and loss of lives following Floyd has been described by some as being the worst natural disaster this state has ever experienced.

President Hamrick provided an update on our own Vickie Wilder who had been involved in a traffic accident last month in Sanford. Vickie, her two daughters, and both her parents were injured. After spending weeks in separate hospitals, the family has been reunited and all are recuperating at home. Vickie and her family have been in all our prayers, and we wish them a full and speedy recovery.

Michelle Dawson and special guests (a beautiful baby girl – Sidney Michelle, the newest addition to her family, and her mother) were in attendance. President Hamrick administered the Oath of Office to Michelle as Director for District 4. Michelle had left the Annual Conference early in August and was not in attendance when the Oath was administered to other Board Members.

President Hamrick asked to deviate from the regular agenda in order that Margo Christenson might speak to the Board regarding a proposed effort to assist local government employees in areas affected by the floods. Ms. Christenson advised that they are in the planning stages, but have contacted the credit union in what is hoped to be a state-wide effort to help employees who have lost everything they own. She advised that they are also going to contact the manager's associations for assistance. The North Carolina Clerks and managers will be requested to help identify persons in their municipalities who need assistance. She emphasized that this is in the planning stages and League Staff

is still checking to be sure the proposed plan is legal. She asked the Board of Directors to consider becoming a part of the proposed program once it is approved, either by adopting a family or by donation.

Jean Bailey advised that the floods had affected approximately 40 employees from Rocky Mount. Many of them are still unable to get back to their homes, and are living with relatives or in shelters.

Mary Lou Rand suggested that other League affiliates be contacted also – everyone is concerned with what has happened in our state. Mary Lou advised that she had received messages from all over the United States.

President Hamrick advised that our Association will work with the League in this project if it is approved and will discuss it further at the December meeting, and perhaps discuss a financial contribution. Clerks throughout North Carolina will be asked to provide names of those employees in their municipalities who need assistance.

#### Approval of Minutes

In moving back to the prepared agenda, a motion was made by Eva Brown, seconded by Nancy Huntley to approve the Minutes of the June 11, 1999 Board of Directors Meeting. The motion carried unanimously.

#### Treasurer's Report

Kim Hibbard, Corresponding Secretary/Treasurer presented a financial report on the 1999 Annual Conference and Advanced Academy. Expenditures reflect a net loss of \$2,650.56 for the Conference, and a net gain of \$2,715.55 for the Advanced Academy. A Profit and Loss Statement was also presented. The report will be attached to this record and incorporated herein by reference, and is self-explanatory.

A motion was made by Thelda Rhoney to approve the treasurer's report as presented. The motion carried unanimously.

#### Committee Reports

- A. Finance/Budget Committee – Janet Anderson, Chair advised that the Finance/Budget Committee is scheduled to meet at 1 p.m., following the Board Meeting.
- B. NCAMC Membership Committee – Kim Worley, Chair advised that her Committee will not meet today, but has been in touch with Committee Members.
- C. Publicity Committee – Penelope Spicer-Sidbury, Chair was unable to attend.

- D. Past Presidents Committee – Gail Smith, Chair was in attendance and reported that the Committee is working on the anniversary celebration which will be in High Point. A brief discussion was held as to whether the celebration will be separate and apart from the banquet. It was suggested that a brief president's reception be held, then followed by the Silver Anniversary Celebration. Another suggestion was that the Silver Anniversary Celebration be held on Friday night and that it be a formal or semi-formal affair.
- E. WSOS Committee – Kay Cox, Chair was not in attendance, but President Hamrick provided a brief update on our Mentor Program.
- F. 2000 Site Selection Committee – Pat Simmons, Chair was in attendance and advised that everything is still set for the Conference in High Point. Our liaison at the Radisson is waiting for us to contact her in regard to a visit.
- G. NCLM Board Member – Vickie Weant was not in attendance but had forwarded a written report to President Hamrick who briefed the Board on her report.

New Business

A. Executive Committee

A motion was made by Nancy Huntley, seconded by Pat Simmons to nominate Eva Brown to serve on the Executive Committee.

A motion was made by Eva Brown and Pat Simmons to nominate Thelda Rhoney to serve on the Executive Committee.

There being no other nominations and upon motion by Janice Thomas, seconded by Janet Anderson, nominations were closed, and the appointment of Eva Brown and Thelda Rhoney to serve on the Executive Committee were confirmed. All motions carried unanimously.

B. NCLM Committees

A motion was made by Pat Simmons, seconded by Thelda Rhoney, that the NCAMC recommends the following Clerks for appointments/reappointments to the NCLM Committees:

- CED - Community & Economic Development – Wanda Elks
- FAIR - Finance, Administration & Intra-governmental Relations– Janet Anderson
- EENR - Energy, Environment & Natural Resources – Eva Brown
- TCPS – Transportation, Communications & Public Safety – Janice Thomas

There being no other nominations and upon motion by Diane Ward, seconded by Eva Brown, nominations were closed; and, the recommendations to the League

Committees were confirmed. All motions carried unanimously. President Hamrick will send correspondence to NCLM Executive Director Hankins notifying him of the recommendations and requesting the incoming League President to consider making the committee appointments as recommended.

#### Memorial Resolutions/Gift in Memory of Pat Sharkey

President Hamrick read a memorial resolution in memory of Pat Sharkey, former president who passed away in August, and a resolution expressing our heartfelt sympathy to Barbara Cumbee who lost her mother during this past year.

Upon motion by Pat Simmons, seconded by Nancy Huntley, the resolution was adopted by the Board of Directors, and instructions given to Kim Hibbard to transfer \$100 into the Scholarship Fund for Certification School in memory of Pat Sharkey. The motion carried unanimously. President Hamrick advised that she will send a letter with the resolution to Jim Sharkey.

Upon motion by Pat Simmons, seconded by Nancy Huntley, a resolution expressing sympathy on behalf of the Board and Membership, was adopted and will be forwarded to Barbara Cumbee on the loss of her mother. The motion carried unanimously.

#### Membership Brochure

A brief discussion was held on the draft of the Membership Brochure, before assignment to the Membership Committee for review and a recommendation back to the Board in December. Suggestions included adding information on the Master Municipal Clerk Program and changing the "3-year period" to a "two-year program".

#### 2001 IIMC Region III Meeting – Hosted by NCAMC

A very brief discussion was held on the 2001 IIMC Region III Meeting which is to be hosted by our Association. Asheville was mentioned as a possible consideration. Gail Smith suggested that something be put in our newsletter soliciting ideas from other clerks. This matter will be placed on the Agenda for the December Board Meeting for further discussion.

#### Other Business

President Hamrick advised that she had received a letter from IIMC requesting State Associations to assist them in actively promoting IIMC, and hopefully build something that can be built on for years to come. The letter will be made a part of this record.

IIMC President Mary Lou Rand briefed the Board on the new MC (Master Certification), and responded to questions. We will hear more about this later.

President Hamrick read a letter of appreciation from Mayor Marlo Bostic of North Topsail Beach on the scholarship awarded to their Clerk – Loraine Carbone - during our Annual Conference.

There being no further business before the Board, and upon motion by Pat Simmons, seconded by Eva Brown, the meeting adjourned at approximately 1 p.m. The motion carried unanimously.

Respectfully submitted,

Pat Simmons  
For Wanda Elks  
Recording Secretary

# NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS

## 1999-2000 Calendar

September 8-10, 1999		Clerks Certification Institute, IOG, Chapel Hill
September 17, 1999	10:00 A.M.	Board of Directors Meeting, NCLM Bldg., Raleigh Committee Meetings as Scheduled by Chairperson
October 13-15, 1999		Clerks Certification Institute, IOG, Chapel Hill
October 25, 1999	7:15 A.M.	Clerks Breakfast, League Conference, Greensboro
December 17, 1999	10:00 A.M.	Board of Directors Meeting, NCLM Bldg., Raleigh Committee Meetings as Scheduled by Chairperson
January 26-28, 2000		City/County Clerks School, Sheraton, RTP
January 14-16, 2000		IIMC Region III Meeting, Orlando, Florida
March 10, 2000	10:00 A.M.	Board of Directors Meeting, NCLM Bldg., Raleigh Committee Meetings as Scheduled by Chairperson
May 21-25, 2000		54 <sup>th</sup> IIMC Annual Conference Rotterdam, The Netherlands
June 16, 2000	10:00 A.M.	Board or Directors Meeting, NCLM Bldg., Raleigh Committee Meetings as Scheduled by Chairperson
August 10-12, 2000		Annual Conference in High Point
September 23-25, 2000		Clerks Certification Institute Continued, Chapel Hill
October 28-30, 2000		Clerks Certification Institute Continued, Chapel Hill

**Profit & Loss Statement**  
For the period August 1, 1999 to August 31, 1999

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
<b>Revenue</b>				
Membership Dues	\$13,600.00	\$20,150.00	\$13,650.00	67.74
Education - Training				
Annual Conference	\$1,982.74	\$21,000.00	\$24,477.74	116.56
Regional Meetings	.00	5,000.00	.00	.00
Advanced Academy	225.00	4,500.00	4,500.00	100.00
Scholarship Fund	987.00	1,500.00	987.00	65.80
Investment Income	70.13	900.00	143.20	15.91
Fundraising Sales	360.00	1,000.00	360.00	36.00
Annual Conference Sponsorships	1,550.00	1,500.00	3,550.00	236.67
<b>Total Revenue</b>	<b>18,774.87</b>	<b>55,550.00</b>	<b>47,667.94</b>	<b>85.81</b>
<b>Expenditures</b>				
Education - Training				
Annual Conference	\$10,231.43	\$24,000.00	\$11,503.43	47.93
Regional Meetings	.00	3,000.00	.00	.00
Advanced Academy	.00	3,000.00	.00	.00
Scholarship Fund - Clerks	.00	1,000.00	.00	.00
Scholarship Fund - College	500.00	500.00	500.00	100.00
Operating Expenses				
Printing Expense	\$2,592.29	\$7,500.00	\$2,592.29	34.56
Postage Expense	391.73	4,000.00	391.73	9.79
Professional Services	1.00	8,000.00	291.00	3.64
Travel/President & Staff	20.13	2,700.00	620.13	22.97
Boards/Committee Meetings	.00	800.00	.00	.00
Gifts & Awards	12.80	500.00	158.11	31.62
Miscellaneous Expense	.00	250.00	94.32	37.73
Minute Indexing	.00	300.00	.00	.00
Fundraising Purchases	.00	.00	.00	.00
<b>Total Expenditures</b>	<b>13,749.38</b>	<b>55,550.00</b>	<b>16,151.01</b>	<b>29.07</b>
<b>Excess Revenue Over Expend.</b>	<b>5,025.49</b>	<b>.00</b>	<b>31,516.93</b>	<b>.00</b>
	<b>Total</b>			
Shared Account	\$ 4,673.15			
Checking Account	\$30,244.62			
Money Market	\$ 5,794.23			

**CONFERENCE**

**EXPENDITURES**

Sea Trail Plantation	
Thursday reception	1,000.00
Friday continental breakfast	1,780.82
Friday lunch	2,017.84
Saturday buffet breakfast	1,848.99
Saturday break	248.91
Saturday banquet	5,497.80
Audio-Visual equipment (Sea Trail)	523.92
Strand Express Bus Company	2,075.00
Alabama Theatre	7,845.50
Mirage (music)	800.00
Mary Tate Blake (speaker)	600.00
NCLM/IOG staff (Banks, Bell, Hibbard)	1,585.23
IIMC president (Rand)	334.19
NCLM conference management fee	1,280.00
Florist (banquet)	40.10
Ricky Evans Gallery (delegate gifts)	<u>1,200.00</u>
<b>TOTAL:</b>	<b>28,678.30</b>

**REVENUE**

Registration	22,477.74
Sponsorships	
Municipal Code	1,000.00
NCLM-RMS	1,350.00
Ballard & Assoc	200.00
Bald Head Island	100.00
Belville	100.00
Boiling Spr. Lakes	100.00
Calabash	100.00
Carolina Shores	100.00
Oak Island	100.00
Ocean Isle Beach	100.00
Shalotte	100.00
Surf City	100.00
Varnumtown	<u>100.00</u>
	<b>26,027.74</b>

Total Expenditures	\$28,678.30
Total Expenditures	<u>-26,027.74</u>
<b>NET LOSS</b>	<b>\$2,650.56</b>

**ATTENDEES**

Clerks	126
Spouses/Children/Guests	94
Comps	<u>4</u>
<b>TOTAL</b>	<b>224</b>



**SEA TRAIL PLANTATION ACADEMY**

**EXPENDITURES**

Sea Trail Plantation	
Break	317.70
Lunch	794.39
Don Eggert (speaker)	<u>672.36</u>

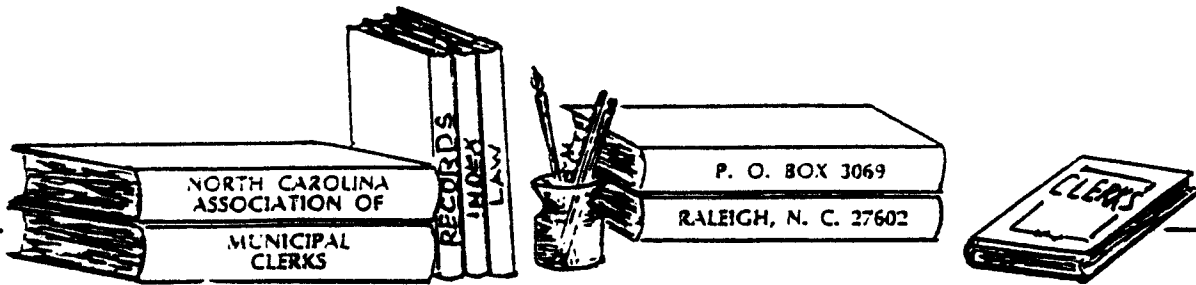
**TOTAL: 1,784.45**

**REVENUE**

Registration	
60 clerks	4,500.00

**4,500.00**

Total Revenues	\$4,500.00
Total Expenditures	<u>-1,784.45</u>
<b>NET GAIN</b>	<b>\$2,715.55</b>



August 24, 1999

The Honorable Rebecca R. Smothers  
City of High Point  
Post Office Box 230  
High Point, North Carolina 27261-0230

Dear Mayor Smothers:

As an affiliate organization and according to the League Constitution and Bylaws, the North Carolina Association of Municipal Clerks has the opportunity to submit nominees to represent the Association on the League Board. It is my understanding that you are chairing of the 1999 Nominating Committee for the North Carolina League of Municipalities Board of Directors.

At its August 14, 1999 Annual Meeting, the North Carolina Association of Municipal Clerks voted to nominate **Connie Spell, CMC/AAE, Town Clerk of Stedman, North Carolina as NCAMC's representative on the League Board of Directors.** In the event that the Town of Stedman is already represented on the Board, the Association would like to submit the alternate nomination of **Janice Thomas, CMC/AAE, Village Clerk of Foxfire Village.**

If you have any questions, please let me know.

Sincerely,

Beth Q. Hamrick, CMC/AAE  
President, NCAMC

c: Ellis Hankins, Executive Director, NCLM

# Resolution

**WHEREAS,** from time to time, GOD in his infinite wisdom will call from us, a loved one - one who has been so much a part of our life, and one who not only will be missed in our hearts, but in our lives as well; and,

**WHEREAS,** we understand your grief, share your sorrow and hope the pain in your heart will soon fade. The memories you have are yours for a lifetime - no one can take them away. While your heart is heavy with sadness, we hope all the wonderful memories you have will serve to lighten your heavy heart, and make the load a little lighter to carry; and

**WHEREAS,** The North Carolina Association of Municipal Clerks join together as a unit in a time of sadness, and as a unit, we desire to let our feelings be known;

**NOW, THEREFORE BE IT RESOLVED BY THE OFFICERS AND BOARD OF DIRECTORS, AND ON BEHALF OF THE NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS:**

That, sincere and heart-felt condolences be and the same are hereby conveyed to you **Jim Sharkey** on the loss of your wife, and our Past President and dear friend **Pat**; and,

**FURTHER,** that this resolution be forwarded to you as an expression of our concern and caring, and to let you know that our prayers and thoughts were with you during your time of sadness.

**WITNESS** my hand and seal,  
this the 1<sup>st</sup> day of October,  
1999.



*Beth Hamrick*  
Beth Hamrick, President

**NORTH CAROLINA ASSOCIATION OF  
MUNICIPAL CLERKS**

**1999-2000 Officers**

President	Beth Q. Hamrick, CMC/AAE - Mint Hill
Vice-President	Patricia P. Simmons, CMC/AAE - High Point
Second Vice President	Patricia H. Brunell, CMC/AAE - Oak Island
Recording Secretary	Wanda T. Elks, CMC/AAE - Greenville
Corresponding Secretary/Treasurer	Kimberly S. Hibbard, NCLM
Immediate Past President	Janice S. Thomas, CMC/AAE Foxfire Village

**1999-2000 Board of Directors**

**Region I.**

District 1	Dianne S. Pierce, CMC/AAE - Elizabeth City
District 2	Eva C. Brown, CMC/AAE - Richland
District 3	Diane B. Ward*, CMC/AAE - Tabor City

**Region II.**

District 4	Michelle C. Dawson*, CMC - Farmville
District 5	Kimberly C. Harrison - Enfield
District 6	Joyce W. Wilson, CMC/AAE - Wake Forest

**Region III.**

District 7	Vickie B. Wilder*, CMC/AAE - Lillington
District 8	Nancy G. Huntley - Wadesboro
District 9	Kim J. Scott, CMC/AAE - Eden

**Region IV.**

District 10	Katherine (Kay) C. Cox*, CMC/AAE - Sparta
District 11	Thelda B. Rhoney, CMC/AAE - Hickory
District 12	Janet A. Anderson, CMC/AAE - Franklin

\*Regional Meeting Chairperson

**Executive Committee**

**Chairperson:**

Beth Q. Hamrick, CMC/AAE - Mint Hill	President
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**Committee Members:**

Patricia P. Simmons, CMC/AAE - High Point	First Vice-President
Patricia H. Brunell, CMC/AAE - Oak Island	Second Vice-President
Wanda T. Elks, CMC/AAE - Greenville	Recording Secretary

(Additional two members to be appointed by Board of Directors)

**Finance/Budget Committee**

**Chairperson:**

Janet A. Anderson, CMC/AAE - Franklin

**Committee Members:**

Kimberly S. Hibbard, NCLM, NCAMC Corresponding Secretary/Treasurer

Andrea T. Raynor, CMC - Beulaville

Sandra S. Sartin, CMC - Aurora

**Advisor:**

Patricia P. Simmons, CMC/AAE, NCAMC First Vice-President - High Point

## **IIMC Certification School/College Scholarship Committee**

### **Chairperson:**

Beth Q. Hamrick, CMC/AAE, NCAMC President

### **Committee Members:**

Janice S. Thomas, CMC/AAE, NCAMC Immediate Past President - Foxfire Village

Patricia P. Simmons, CMC/AAE, NCAMC First Vice-President - High Point

Patricia H. Brunell, CMC/AAE, NCAMC Second Vice-President - Oak Island

Thelda H. Rhoney, CMC, NCAMC Program/Education Chairperson - Hickory

Fleming Bell, Institute of Government

## **Legislative Committee**

### **Chairperson:**

Connie Spell, CMC/AAE, NCLM Board Member - Stedman

### **Committee Members:**

Susan Crotts - Greensboro

Kimberly S. Hibbard, NCLM, NCAMC Corresponding Secretary/Treasurer

Mary Lou Rand, CMC, NCAMC Past President, IIMC President - Garner

Joyce A. Smith, CMC - Chapel Hill

## **Membership Committee**

### **Committee Chairperson:**

Kim Worley, CMC/AAE - Franklinton

### **Committee Members:**

Dianne S. Pierce, CMC/AAE - Elizabeth City

District 1

Carolyn K. Custy - Emerald Isle

District 2

Josann A. Campanello, CMC - Bald Head Island

District 3

Rhonda Barwick - Kinston

District 4

Lisa B. Vincent - Roanoke Rapids

District 5

Donna F. Armbrister, CMC - Hillsborough

District 6

Carol Cleetwood - Carthage

District 7

Jeanne M. Deese, CMC - Monroe

District 8

Allison Lemons - Stoneville

District 9

Freida Van Allen, CMC/AAE - Boone

District 10

Mozelle H. Lingafeldt, CMC - Belmont

District 11

Tammie K. Drake - Hendersonville

District 12

Janice S. Thomas, CMC/AAE - Foxfire Village

IIMC Membership Committee Member

### **Advisor:**

Patricia H. Brunell, CMC/AAE, NCAMC Second Vice President - Oak Island

## **Nominating Committee**

### **Chairperson:**

Janice Thomas, CMC/AAE, NCAMC Immediate Past President - Foxfire Village

### **Committee Members:**

Patricia C. Brunell, CMC/AAE, NCAMC Second Vice-President - Oak Island

Janet H. Chamblee, CMC/AAE - Surf City

Nancy G. Huntley - Wadesboro

Connie Spell, CMC/AAE, NCAMC Past President - Stedman

Vickie C. Weant, CMC/AAE, NCAMC Past President - Concord

### Past Presidents Committee

#### Chairperson:

Gail Smith, CMC/AAE - Raleigh

#### Committee Members:

Jean Bailey, CMC/AAE - Rocky Mount

Betty Fortner, CMC/AAE - Clinton

Mary Lou Rand, CMC/AAE - Garner

Glenda Sansosti, CMC/AAE - Brevard

Connie Spell, CMC/AAE - Stedman

Janice Thomas, CMC/AAE - Foxfire Village

Vickie Weant, CMC/AAE - Concord

Peggy Boone, Retired - Kinston

Betty Childress, Retired - Laurinburg

Sabrina Guy, Retired - Jacksonville

Connie Hardee, Retired - Nags Head

Marie Matthews, Retired - Winston-Salem

Lois Worthington, Retired - Greenville

### Program/Education Committee

#### Committee Chairperson:

Thelda B. Rhoney, CMC/AAE - Hickory

#### Committee Members:

Linda C. Bethune, CMC - Caswell Beach

Eva C. Brown, CMC/AAE - Richlands

Dolores (Dee) A. Hammond, CMC - Laurinburg

Tina S. Lanier, CMC - Lexington

Susan McConnell, CMC - Pineville

Diane B. Ward, CMC/AAE - Tabor City

Joyce W. Wilson, CMC/AAE - Wake Forest

Dianne E. White - Henderson

Patricia W. Williams, CMC/AAE - Hickory

Josann A. Campanello, CMC - Bald Head Island

#### Ex-Officio Members:

Kimberly S. Hibbard, NCLM

Fleming J. Bell, IOG

#### Advisor:

Patricia P. Simmons, CMC/AAE, NCAMC First Vice-President, High Point

### Publicity Committee

#### Committee Chairperson:

Penelope Spicer-Sidbury, CMC - Wilmington

Newsletter/Web Page Coordinator

#### Committee Members:

Juanita Cooper, CMC - Greensboro

Annual Report Coordinator

Stephanie Carothers, CMC - Shelby

Birthday/Events Calendar Coordinator

Janie Revels, CMC - Lumberton

News Release Coordinator

Debra T. Cockman, CMC/AAE - Robbins

Scrapbook Coordinator

### WSOS Committee

#### Chairperson:

Katherine (Kay) C. Cox, CMC/AAE - Sparta

#### Committee Members:

Loraine M. Carbone - North Topsail Beach

Region I.

Jondeen D. Terry, CMC - Burlington

Region II.

Lisa Vierling, CMC - Oak Ridge

Region III.

Mary Lee Kerley, CMC - Statesville

Region IV.

**2000 Site Selection Committee**

**Chairperson:**

Patricia P. Simmons, CMC/AAE - High Point

**Committee Members:**

Lois Oldham-Simonson, CMC - Sanford

Kim Worley, CMC/AAE - Franklinton

Kimberly S. Hibbard - NCLM

**2001 Site Selection Committee**

**Chairperson:**

Janet Anderson

**Committee Members:**

Phyllis McClure, CMC - Waynesville

Jill Holland - Maggie Valley

Kimberly S. Hibbard, NCLM

**2002 Site Selection Committee**

**Chairperson:**

Beverly Bigley - Indian Beach

**Committee Members:**

Carolyn Custy - Emerald Isle

Pam Smith - Atlantic Beach

Kimberly S. Hibbard, NCLM