

North Carolina Association of Municipal Clerks  
Board of Directors Meeting  
December 17, 1999

The Board of Directors meeting was held on December 17, 1999 at 10:00 a.m. in the Board Room of the North Carolina League of Municipalities Building in Raleigh.

The meeting was called to order by President Beth Hamrick. In attendance were Janice Thomas, Immediate Past President; Pat Brunell, Second Vice President; Kim Hibbard, Corresponding Secretary/Treasurer; and Wanda Elks, Recording Secretary along with Board Members Dianne Pierce (District 1), Eva Brown (District 2), Diane Ward (District 3), Michelle Dawson (District 4), Vickie Wilder (District 7), Nancy Huntley (District 8), Kim Scott (District 9), Kay Cox (District 10), and Janet Anderson (District 12). Also in attendance were past presidents Vickie Weant, Mary Lou Rand, Gail Smith, and Betty Fortner.

President Hamrick and the members welcomed Vickie Wilder back and expressed their concern about the well being of she and her family, who were recently injured in a car accident.

At the suggestion of President Hamrick, motion was made by Pat Brunell and seconded by Michelle Dawson to add "nomination for Quill Award" and "North Carolina League of Municipalities support" to the agenda. Motion carried unanimously.

#### APPROVAL OF MINUTES

Motion was made by Janice Thomas and seconded by Janet Anderson to approve the minutes of the October 1, 1999 Board of Directors meeting. Motion carried unanimously.

#### TREASURER'S REPORT

Kim Hibbard, Corresponding Secretary/Treasurer, presented a financial report for the period of November 1 to November 30, 1999. Kim reported that more was collected than what was budgeted for membership dues. There is a high postage bill because of mailing the membership directories to people who did not attend the Annual Conference. The financial report is attached to these minutes.

Motion was made by Eva Brown and seconded by Nancy Huntley to approve the treasurer's report as presented. Motion carried unanimously.

#### COMMITTEE REPORTS

A. Program/Education Committee – Thelda Rhoney was unable to attend to give a report. In her absence, President Hamrick reminded the Board that North Carolina is

hosting the IIMC Region 3 meeting for 2001. Also, the Clerks School for 2000 is scheduled for January 26-28.

B. Finance/Budget Committee – Janet Anderson stated that the Committee met on October 5. The audit that was done was fine.

C. NCAMC Membership Committee – Kim Worley was not present to give the report.

IIMC Membership Committee – Janice Thomas stated that the November report showed that there are only seven states that have more members of IIMC than North Carolina. The total membership as of November 30 was 10,369, with 357 of those being from North Carolina. There were four new or transitional members during the month of November. There are 188 members from North Carolina that are Certified Municipal Clerks, 62 that have Advanced Academy status, 35 that have first sustaining membership status, 14 that have second sustaining membership status, and 6 that have third sustaining membership status.

IIMC President Mary Lou Rand reminded the Board that the designation of AAE is not to be used after January 1. At the Clerks School in January, there will be a teleconference to discuss the Master Municipal Clerk designation.

D. Publicity Committee – Penelope Spicer-Sidbury was not present to give the report.

E. Past Presidents Committee – Gail Smith informed the Committee that she has been in contact with all past presidents (inactive and active). They have not had a meeting but hope to have one in February to plan a special event for the annual conference.

F. WSOS Committee – Kay Cox thanked everyone who has been willing to serve as a mentor. She submitted a list of new clerks who have asked for a mentor. A copy of that list is attached.

Gail Smith asked who is eligible to go to Clerks School and was informed that anyone in the Clerk's Office can go. It is not limited to clerks only.

G. Site Selection Committee for 2000 – President Beth Hamrick reported that Pat Simmons informed her that she had nothing new to report on the 2000 Annual Conference that will be held in High Point.

Site Selection Committee for 2001 – Janet Anderson reported that she has nothing new to report. The 2001 annual conference will be held in Cherokee.

H. NCLM Board Member – Connie Spell was not present to give a report.

## UNFINISHED BUSINESS

### Presentation of Revised Membership Brochure

A revised membership brochure had been distributed to the Board members with their agendas. President Hamrick asked if there were any comments, changes or additions. Grammatical changes were recommended along with minor changes. President Hamrick reported that the brochure would be reprinted with those changes.

## NEW BUSINESS

### Support from NCLM Staff

Kim Smith informed the Board that because of the overwhelming amount of work required of the League staff, the Association now has two designated staff persons from the League. In addition to Kim Smith, the Association has been assigned John Phelps. There is no protocol for clerks to use when contacting them. Either individual will be able to answer questions and provide assistance.

### Continued Discussion of Possible Sites for 2001 Region III IIMC Regional Meeting

President Hamrick informed the Board that information have been received from Fayetteville and Asheville. North Carolina could certainly be showcased in Asheville because of the mountains.

After discussion, the consensus of the Board was to have the IIMC 2001 Region III meeting in Asheville. President Hamrick will report this at the Regional Meeting to be held in Orlando in January and let the clerks know that the room rates at the Grove Park Inn are higher than at some other hotels and ask them if the Grove Park Inn is satisfactory to use for lodging. The Regional Meeting will be held in December 2000, and President Hamrick will appoint a committee to plan it.

### Update on NC League's Hurricane Floyd Relief Fund for Local Government

President Hamrick stated that the North Carolina League of Municipalities is going to send additional information to towns for their employees who are flood victims so that they can apply for the North Carolina League of Municipalities' Hurricane Floyd Relief Fund. She stated that because there was not time to schedule a Board meeting to make a decision on a NCAMC representative, the Executive Committee approved Gail Smith to serve.

Gail Smith informed the Board that approximately \$40,000 was raised by the League of Municipalities to distribute to the City and County employees who were recent flood victims. The first priority is unmet housing needs. They want to help people who are not getting help anywhere else. A one-page application has been developed that Margot Christenson will send to all towns and ask for them back in January. Awards will be made the end of January. The amount is approximately \$1000 each. Money is still being solicited.

President Hamrick suggested that proceeds from the book fair to be held at Clerks' School be used for hurricane relief. Discussion occurred about how to raise money.

Motion was made by Kay Cox and seconded by Vickie Wilder to donate 50 percent of the net proceeds on the book sale at the Clerks School in January to the flood relief fund. Motion carried unanimously.

#### Discussion on Dates for NCAMC Regional Schools

President Hamrick stated that the Regional Schools are normally held during April; however, in order to draw more attention to Clerks' Week, it may be more appropriate to have them during Clerks' Week.

Motion was made by Janice Thomas and seconded by Nancy Huntley to have the regional schools the first week in May (during Clerks' Week). Motion carried unanimously.

#### Consideration of Ordering Membership Pins

Kim Smith stated that she only has one membership pin left, so there is a need to order more. Janice Thomas indicated that she may have a dozen and Pat Brunell indicated that she may have a few.

After discussion about whether to change the pin, motion was made by Eva Brown and seconded by Diane Pierce to order more pins that have the same design except with a more defined state and for the colors to be gold with a dark blue outline. Motion carried unanimously.

#### IIMC Quill Award

President Hamrick stated that a request was made by Jean Bailey that only one applicant be submitted for the IIMC Quill Award, as opposed to two as was done last year. Jean Bailey's recommendation was Betty Fortner.

Motion was made by Nancy Huntley and seconded by Diane Pierce to nominate Betty Fortner for the IIMC Quill Award. Motion carried unanimously.

President Hamrick stated that Jean Bailey will submit the appropriate information.

#### OTHER BUSINESS

Gail Smith stated that Margaret Diane Bowers, Clerk of the City of Durham, has retired.

Other announcements include:

- (1) Pam Smith of Atlantic Beach has moved to Florida.
- (2) Andrea Raynor has left the Town of Beulaville.

- (3) Janice Thomas is going to be a grandmother again. Her daughter, Debbie Cockman, Clerk of the Town of Robbins, is expecting her first child.
- (4) Betty Fortner's son is going to Mexico soon to be a missionary.

Adjourn

There being no further business to discuss, motion was made by Eva Brown and seconded by Pat Brunell to adjourn the meeting at 11:40 a.m. Motion carried unanimously.

Respectfully submitted,

*Wanda T. Elks*

Wanda T. Elks, CMC/AAE  
Recording Secretary

**Profit & Loss Statement**  
For the period November 1, 1999 to November 30, 1999

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
<b>Revenue</b>				
Membership Dues	\$310.00	\$20,150.00	\$20,290.00	100.69
Education - Training				
Annual Conference	\$.00	\$21,000.00	\$24,866.64	118.41
Regional Meetings	.00	5,000.00	.00	.00
Advanced Academy	.00	4,500.00	4,500.00	100.00
Scholarship Fund	.00	1,500.00	1,129.00	75.27
Investment Income	85.55	900.00	356.52	39.61
Fundraising Sales	.00	1,000.00	360.00	36.00
Annual Conference Sponsorships	.00	1,500.00	3,550.00	236.67
<b>Total Revenue</b>	<b>395.55</b>	<b>55,550.00</b>	<b>55,052.16</b>	<b>99.10</b>
<b>Expenditures</b>				
Education - Training				
Annual Conference	\$.00	\$24,000.00	\$26,469.09	110.29
Regional Meetings	.00	3,000.00	.00	.00
Advanced Academy	.00	3,000.00	1,374.45	45.82
Scholarship Fund - Clerks	.00	1,000.00	1,000.00	100.00
Scholarship Fund - College	.00	500.00	500.00	100.00
Operating Expenses				
Printing Expense	\$.00	\$7,500.00	\$3,535.73	47.14
Postage Expense	.00	4,000.00	407.48	10.19
Professional Services	.00	8,000.00	291.00	3.64
Travel/President & Staff	.00	2,700.00	620.13	22.97
Boards/Committee Meetings	.00	800.00	.00	.00
Gifts & Awards	.00	500.00	158.11	31.62
Miscellaneous Expense	1.00	250.00	97.32	38.93
Minute Indexing	.00	300.00	.00	.00
Fundraising Purchases	.00	.00	.00	.00
<b>Total Expenditures</b>	<b>1.00</b>	<b>55,550.00</b>	<b>34,453.31</b>	<b>62.02</b>
<b>Excess Revenue Over Expend.</b>	<b>394.55</b>	<b>.00</b>	<b>20,598.85</b>	<b>.00</b>

Share Account           \$4,607.36

Checking Account       \$4,264.64

Money Market           \$20,921.92

## Ott Resources for Clerks

Several other sources available to assist the Municipal Clerk in carrying out the duties of the profession are noted as follows:

- The NCAMC enjoys a great deal of support from the Institute of Government, which conducts schools and short courses for government officials year-round, and develops a number of publications to assist those officials in their jobs. In addition, faculty members have expertise in various subject matter areas, and are available for consultation. An Institute faculty member has been appointed to serve in an advisory capacity to Municipal Clerks.
- As its most active affiliate member, the NCAMC enjoys a special relationship with the North Carolina League of Municipalities, as well as the distinction of holding a permanent voting seat on its Board of Directors. Like the IOG, the League offers a variety of services to its member municipalities. A League staff member serves as liaison to the Association.
- Membership in the International Institute of Municipal Clerks (IIMC) is also encouraged, and it acts in much the same manner as the North Carolina Association, but on a much larger scale. Composed of approximately, 10,200 members representing every state in the United States, the Canadian provinces and ten other countries, the IIMC offers to its members technical bulletins and reprints from its monthly "News Digest" related to the duties of the Clerk's office. Two consecutive years of membership in the IIMC is one of the requirements for the Certified Municipal Clerk designation.

## How do I join the North Carolina Association of Municipal Clerks?

Every city, town, or village clerk, deputy clerk, or assistant clerk is eligible for active membership in the Association. Annual dues are \$50 for Clerks and \$40 for Deputy/Assistant Clerks when the Clerk is also a member. Complete the form below and return with dues payable to North Carolina Association of Municipal Clerks, Post Office Box 3069, Raleigh, North Carolina 27602. If you have any questions concerning membership, you may call (919) 715-4000.

### Membership Application

North Carolina Association of Municipal Clerks  
Post Office Box 3069  
Raleigh, North Carolina 27602

Please enroll me as an active member of the  
N.C. Association of Municipal Clerks.

Enclosed are my annual dues \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Municipality \_\_\_\_\_

Date of Birth \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

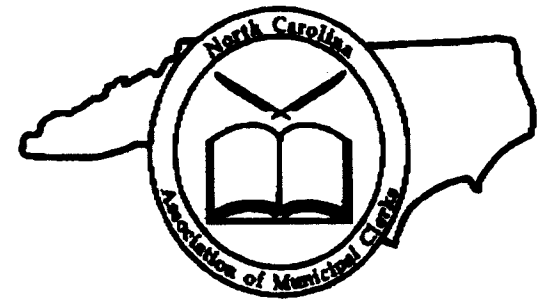
Business Phone \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_

## North Carolina Association Of Municipal Clerks



*The Professional Association for  
North Carolina Municipal Clerks*

## What is NCAMC?

The North Carolina Association of Municipal Clerks is a professional organization of city, town, and village clerks from across the state, dedicated to the continued growth and development of the Municipal Clerk, the oldest public servant known as the cornerstone of local government.

In 1974 at the 65<sup>th</sup> annual convention of the North Carolina League of Municipalities, a small group of clerks met to discuss the possibility of organizing a statewide Association. At the League Board of Directors' meeting in February, 1975, a resolution was adopted approving the organization of the North Carolina Association of Municipal Clerks, and authorizing it as an affiliate organization of the League. In the years since its inception, the organization has grown to a membership of more than 400. The Association is governed by a Board of Directors elected from the membership from across the state.

The Association provides continuing opportunities for Clerks to gain knowledge and skills that increase effectiveness and efficiency in carrying out their duties.

### Purpose

The purpose of the North Carolina Association of Municipal Clerks is:

to provide means whereby efficiency and improvements may be achieved in the operation of the Clerks' offices in the cities, towns, and villages of North Carolina by:

(a) Promoting cooperation among municipal clerks through the interchange of experience and methods of conducting their offices, that each may profit from the experience of others.

(b) Promoting periodic conferences and meetings of clerks for discussion of mutual problems, and by research to find solutions for same.

(c) Promoting a closer business association among the municipal clerks to better enable them to uphold the principles of good government and citizenship.

## Benefits of Association Membership

The benefits begin immediately, through the contacts that you will establish and cultivate with other members, people who perform the same job as you do. Some of the more tangible benefits are also summarized here.

### Monthly Newsletter

"Minute by Minute," which keeps members abreast of professional news of members, as well as information on activities of the Association, is mailed to members monthly. Published by the Publicity Committee, the newsletter coordinator welcomes items of interest from all members.

### Clerk's Reference Guide

A joint effort of the Education Committee and the North Carolina League of Municipalities, the guide is a valuable tool that assists in the performance of duties and responsibilities of the Clerk. The Guide was originally published in 1979 through a grant from the Department of Natural Resources and Community Development and is revised periodically as needed. It contains many of the requirements such as Budget and Fiscal Control, Personnel, Purchase and Sale of Property, and Elections.

### Membership Directory

A directory of members of the Association is provided to members and updated periodically.

### MORE Manual

MORE: A "Common Sense" guide to Minutes, Ordinances, Resolutions, Etc. made available to all the clerks in the State.

## Activities and Education Programs

A variety of programs that promote the exchange of information and ideas among clerks are sponsored by the Association and are described below:

### Annual City/County Clerks' School

A three-day conference featuring educational sessions for new and experienced clerks is held each January and sponsored by the Institute of Government in Chapel Hill.

### Regional Schools

Regional Schools are held each Spring at several locations throughout the State. These day-long sessions are designed to provide a convenient and accessible educational opportunity for the Clerk.

### Annual Conference

The Association's Annual Conference is held in August with the location typically rotating from the coast to the Piedmont to the mountains of North Carolina. The three-day conference provides education and professional networking opportunities.

### NC League of Municipalities Annual Convention

The Association sponsors program sessions during the League Convention in October which all Clerks are urged to attend.

### IIMC Certification School

Established in 1980 with assistance from the Institute of Government in Chapel Hill, completion of the certification course over a three-year program fulfills the education requirements for the Certified Municipal Clerk designation. The Association also offers a scholarship for this school.

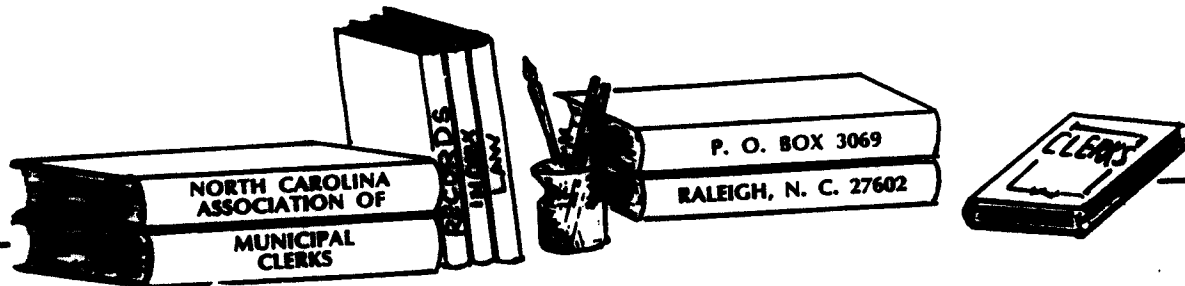
### Mentor Program

The Association offers the MENTOR Program that assigns an experienced Clerk specifically to a new Clerk to help at anytime or in any area in which assistance or guidance is needed.

### College Scholarship

Each year at the Annual Conference the Association awards a College Scholarship. Eligibility requirements and applications are published in our January newsletter.





October 7, 1999



Mr. Ellis Hankins  
Executive Director  
North Carolina League of Municipalities  
Post Office Box 3069  
Raleigh, North Carolina 27602-3069

Dear Ellis:

The Board of Directors of the North Carolina Association of Municipal Clerks met on October 1, 1999 and voted to recommend the following individuals who have agreed to serve on the League's standing policy committees if appointed:

Finance, Administration and Intergovernmental Relations (FAIR)--  
Janet Anderson, CMC/AE, Town of Franklin

Community and Economic Development (CED)--  
Wanda Elks, CMC/AE, Clerk, City of Greenville

Energy, Environment and Natural Resources (EENR)--  
Eva Brown, CMC/AE, Town of Richlands

Transportation, Communications and Public Safety (TCPS)--  
Janice Thomas, CMC/AE, Foxfire Village

The opportunity to be represented on these policy committees is greatly appreciated. Please forward the names of these individuals to the incoming League President for consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Beth Q. Hamrick'.

Beth Q. Hamrick, CMC/AE  
President