

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BUSINESS MEETING
JANUARY 22, 1998

CALL TO ORDER

President Sabrina M. Guy called the Business Meeting to order on January 22, 1998 at the Sheraton Imperial in Durham, North Carolina.

President Guy expressed great appreciation to all of the general membership in attendance.

INTRODUCTION OF OFFICERS/BOARD MEMBERS

President Guy introduced to the general membership the Officers and the Board Members for the North Carolina Association of Municipal Clerks.

She also asked for the past Presidents to stand and be recognized.

President Guy introduced Mary Lou Rand who is now 2nd Vice President of the IIMC.

APPROVAL OF MINUTES

Betty Childress made a motion to approve the minutes of the December 12, 1997 meeting. Dianne Pierce seconded the motion with the vote being unanimous.

TREASURER'S REPORT

Kim Smith, Secretary-Treasurer, presented the Profit and Loss Statement for the period of December 1, 1997 to December 31, 1997. (A copy of this report is attached and hereby made a part of these Minutes.)

COMMITTEE REPORTS

Program/Education - Pat Brunell

Pat Brunell stated the committee met this morning and are working on plans for the upcoming regional meetings. The committee's planning very informative and exciting programs for the meetings.

Membership - Beverly Bigley

Beverly Bigley stated her committee had sent out letters to non members inviting them to join the Association and attend the regional meeting and the upcoming Clerks school.

Publicity - Penelope Spicer-Sidbury

President Guy stated Penelope Spicer-Sidbury was unable to attend the meeting. She stated Penelope has had a good response for information for the newsletter. President

Guy asked for Clerks to please contact her as they find out about births, retirements, deaths, and ect... So this information can be included in the newsletter.

WSOS - Dianne Pierce

Dianne Pierce stated at the last meeting the committee discussed a better way to make members aware of the WSOS program. She stated if anyone is interested in being a mentor, or needs a mentor please call.

Finance/Budget - Swanetta Fink

President Guy thanked Swanetta Fink and her committee for the good job they have done on the budget.

Past President's Committee - Vickie Weant

Vickie Weant stated she is the chair of a committee to secure funds for Mary Lou Rand's reception when she is inducted in as President of IIMC. The committee feels the cost of a nice reception will cost between \$10,000 and \$12,000.

She stated the committee is looking for suggestions on fund raisers. If anyone has any suggestion for one big fund raising idea please call her.

So far \$700 has been raised through donations and raffle sales.

Vickie Weant encouraged each Clerk to talk to their board and try to secure funds to attend the IIMC conference in Ottawa. The conference always has good informative workshops.

NCLM COMMITTEE MEMBERS - CED, EENR, TRANSPORTATION

Vicke Weant stated she was elected to serve on the League board and they will be having orientation next week.

President Guy is waiting for a letter from the League board accepting or appointed Clerks for the committees.

College Scholarship - Gail Smith

President Guy stated in the previous year a committee was established to work on a college scholarship fund. The committee has had a lot of questions they had to get answers for before they could precede. Now they have everything worked out, and the board has the scholarship applications.

President Guy encouraged the membership to have people apply for the scholarships. The applications are due back in by mid March and the board would like to give out a scholarship this year.

1998 Annual Conference - Lynn Martin

Thelda Rhoney stated the annual conference will be held in Hickory on August 6 - 8. The conference will be at the Holiday Inn Select.

She stated the conference will end Saturday after lunch, and she encourages everyone to attend and for all the Clerks who have not ever attended to try and attend also.

1999 Annual Conference - Janet Chamblee

Janet Chamblee stated the 1999 annual conference will be held August 13 - 15, 1999 at Sunset Beach. The conference will be located at Sea Trails Plantation and the villas rates will be between \$100 to \$290. She stated this is a beautiful area of the beach and it located only minutes away from Myrtle Beach.

NEW BUSINESS

Honorary Memberships - Connie Spell, Past President

Connie Spell stated from time to time the Association has people who are not clerks that they would like to recognize, and this year the Association would like to make Janet Edwards, who works at the Institute, a honorary member.

Connie Spell stated that Janet does a lot of work for the Clerks and schools for the Clerks. At this time Connie Spell presented Janet Edwards with a plaque.

IIMC Update/Board Nomination - Mary Lou Rand, 2nd VP IIMC

Mary Lou Rand stated how great it was to see a lot of new faces and to have such a great turn out for the business meeting.

Mary Lou Rand stated the IIMC Association is like our state Association, it is Clerks from all over the world working together for betterment. IIMC Association is to recognize that Clerks exist all over the world, and they are there to help Clerks. Also she stated she would like to give a heartfelt thanks to each Clerk that has help her get to where she is now.

Mary Lou Rand stated that May of 1999 is her installation date for President and nothing would make her prouder to look out and see alot of North Carolina Clerks there to represent our state.

OTHER BUSINESS

Connie Spell stated the nomination committee will be getting together to work on nominations for a new Board of Directors. If anyone is interested she encourages them to fill out the form and return it. Connie Spell stated it is an honor to serve on the Board of Directors and hopes that alot of Clerks will send in their forms.

President Guy congratulated Kay Cox, and Sue Britt for receiving their AAE, and Pat Simmons for getting her 1st substanting from IIMC.

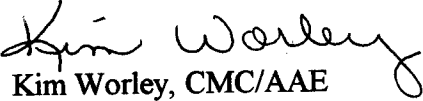
Janice Thomas, 1st Vice President, stated next year she will be going in as President of the Association and will need a lot of help. She encourages Clerks to sign up to serve on committees.

President Guy stated her theme is Diversity with Unity and working together with each other and supporting each other is rewarding.

ADJOURNMENT

There being no other business the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kim Worley". The signature is written in black ink and is positioned above the typed name.

Kim Worley, CMC/AAE
Recording Secretary

Profit & Loss Statement
For the period December 1, 1997 to December 31, 1997

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
Revenue				
Membership Dues	\$.00	\$16,000.00	\$15,320.00	95.75
Education - Training				
Annual Conference	\$.00	\$18,000.00	\$18,072.83	100.40
Regional Meetings	.00	3,000.00	.00	.00
Advanced Academy	.00	4,000.00	4,390.00	109.75
Scholarship Fund	.00	1,500.00	1,729.46	115.30
Investment Income	1,197.68	800.00	1,589.46	198.68
Fundraising Sales	.00	2,000.00	124.00	6.20
IINC Sponsorship	185.00	.00	305.00	.00
Annual Conference Sponsorships	.00	500.00	4,400.00	880.00
Appr From Fund Balance	.00	5,400.00	.00	.00
Total Revenue	1,382.68	51,200.00	45,930.75	89.71
Expenditures				
Education - Training				
Annual Conference	(\$.50)	\$18,000.00	\$23,842.48	132.46
Regional Meetings	.00	2,000.00	.00	.00
Advanced Academy	.00	4,000.00	4,109.68	102.74
Scholarship Fund - Clerks	.00	1,200.00	800.00	66.67
Scholarship Fund - College	.00	500.00	.00	.00
Operating Expenses				
Printing Expense	\$198.22	\$5,000.00	\$2,492.54	49.85
Postage Expense	.00	4,000.00	2,550.42	63.76
Professional Services	.00	6,500.00	680.00	10.46
Travel/President & Staff	.00	2,500.00	132.96	5.32
Boards/Committee Meetings	200.63	1,000.00	387.88	38.79
Gifts & Awards	.00	1,000.00	189.74	18.97
Miscellaneous Expense	1.00	1,000.00	6.00	.60
Minute Indexing	.00	3,500.00	2,579.00	73.69
Fundraising Purchases	.00	1,000.00	.00	.00
IINC Expenditures	.00	.00	(6.00)	.00
Total Expenditures	399.35	51,200.00	37,764.70	73.76
Excess Revenue Over Expend.	983.33	.00	8,166.05	.00