

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS  
BOARD OF DIRECTORS MEETING

March 6, 1998

The North Carolina Association of Municipal Clerks Board of Directors met in the Auditorium at the N.C. League of Municipalities in Raleigh on Friday, March 6, 1998, at 10:00 a.m. The Officers and Board members in attendance were as follows: Sabrina M. Guy, President, presiding; Janice Thomas, Vice President; Beth Hamrick, Second Vice President; Connie Spell, Immediate Past President; Kim Smith, Secretary/Treasurer, NCLM; and Board members Janet Anderson, Eva Brown, Diane Cook, Kay Cox, Wanda Elks, Lois Oldham-Simonson, and Joyce Wilson. Other members in attendance were Pat Brunell, Josann Campanello, Janet Chamblee, Lynn Martin, Mary Lou Rand, Thelda Roney, Pat Simmons, Penelope Spicer-Sidbury and Patty Williams.

1. CALL TO ORDER

President Sabrina Guy called the meeting to order and welcomed everyone.

2. APPROVAL OF MINUTES

The Board minutes of December 12, 1997 were approved on motion Joyce Wilson, seconded by Eva Brown. The motion carried.

President, Sabrina Guy, recognized a letter of resignation tendered by Board Member Lisa Vierling of Hamlet. Lisa will be relocating to Greensboro where her husband has accepted a new position.

3. TREASURER'S REPORT

Kim Smith, Secretary/Treasurer, presented the profit and loss statement for the period covering February 1 through February 28, 1998. A copy of this report is attached and hereby made a part of these minutes.

Kim Smith reported that the January Advanced Academy session generated a profit. A firm profit figure will be available after all expenses are paid. All profits will be moved to the IIMC Conference Sponsorship account.

Ms. Smith noted that as of February 28, 1998 \$1,229.36 has been raised for the President's reception in Ottawa Canada.

4. COMMITTEE REPORTS

PROGRAM / EDUCATION - Pat Brunell reviewed the dates of the four regional meetings. Jake Wicker, of the Institute of Government, will attend each meeting to present information regarding annexation. Pat noted that plans for the Annual Clerk's Conference would be discussed in the committee meeting following this Board meeting. Everyone who participated in discussion agreed that it would be nice to have an Advanced Academy session for the annual conference.

MEMBERSHIP - Beverly Bigley's father has been ill therefore she could not attend this meeting.

PUBLICITY- President Guy noted that the North Carolina Association of Municipal Clerks have been asked to include an article in the IIMC News Digest. She will be sending an article which focuses on the Clerk's Worth video, Minute By Minute newsletter, Advanced Academy opportunities and the new College Scholarship program.

Penelope Spicer-Sidbury requested information for the monthly newsletter. Penelope invited suggestions from anyone with ideas to improve this publication and agreed to continue as editor of the Minute-By-Minute. Pat Simmons is heading up the work on the Clerk's scrapbook. Kim Smith would like to get all the previous years scrapbooks together and maintain them at the League office. Brenda Freeze is working on the Annual Report. Jane Ogletree of Southern Pines is preparing all press releases.

WSOS - Diane Pierce was unable to attend this meeting. It was reported that over 60 new clerks attended the January school.

FINANCE/BUDGET - The Board discussed setting a budget for the August conference. Kim Smith noted that all expenses for the conference must be estimated and then the registration fee can be established.

PAST PRESIDENT'S COMMITTEE - Vickie Weant was unable to attend this meeting but submitted a written report to the Board. Vickie reported that several members of the Clerk's Association were appointed to NCLM committees. They are: Community and Economic Development - Karen Vestal, Lewisville; Energy, Environment and Natural Resources - Joyce Wilson, Wake Forest; Finance, Administration, Intergovernmental Relations - Pat Brunell, Long Beach; Transportation, Communication, Public Safety - Joyce Smith, Chapel Hill.

Addressing the need to raise funds for the President's Reception, Vickie suggested that the Association sponsor a raffle, with tickets being sold by members throughout the State. The Board felt that a cash prize raffle, as suggested by Vickie, would be the best option.

COLLEGE SCHOLARSHIPS - Kim Smith reported that two applications have been received. A \$500 scholarship will be awarded at the August conference.

1998 ANNUAL CONFERENCE - Patty Williams noted the conference dates were August 6,7,& 8 at the Holiday Inn Select in Hickory. A reception is planned for Thursday, August 6<sup>th</sup> and a vintage fashion show for Friday August 7<sup>th</sup>. On Friday the entertainment and dinner theme will be a Hickory Hoedown, with a prize for the best western outfit. The conference ends around 1:00 p.m. on Saturday, however a baseball game outing has been planned for those who are able to stay over Saturday night.

5. OLD BUSINESS

No discussion

6. NEW BUSINESS

LETTER FROM FREIDA VAN ALLEN - President Guy recognized the letter of February 10, 1998 from Freida Van Allen of Boone, requesting consideration of changing the timing of the annual conference to the first week in August to avoid conflict with children starting back to school. The Board agreed with Freida in that the annual conferences are family oriented. All conference dates are obligated through the year 2000. The Board will calendar continued discussion on this issue for the March 1999 Board meeting at which time the year 2001 conference will be discussed.

REQUEST FROM LASERFICHE - At this time the Board considered the request from LaserFiche to participate in the August conference either by demonstrating their products and/or speaking at a session. This item was turned over to the Program and Education Committee for their consideration in planning the August conference.

UPDATE CLERK'S REFERENCE MANUAL - The Clerk's Reference Manual will be updated with changes to the Nominating Committee and Clerk's Constitution.

REQUEST FROM ALABAMA MUNICIPAL CLERK'S ASSOCIATION - President Guy presented a request for a \$500 donation to the Alabama Municipal Clerk's Association to assist them in their role as the host city for the IIMC Annual Convention. Each contributing state will get the benefit of an advertisement in the convention booklet. The Board approved this request on motion by Joyce Wilson, seconded by Janice Thomas.

President Guy asked if there were any objections to our Association requesting a donation from each Region III state to support the reception for Mary Lou Rand in Ottawa Canada. There was no objection.

REQUEST FOR FUNDING - IIMC REGION III BOARD OF DIRECTORS - A request for donations to assist with travel expenses for the Region III Director was discussed. Olivia Parks-Woods, Region III Board of Director, requested that each Association consider the recommendation of establishing a fund through a \$1 donation paid along with annual IIMC membership dues to assist in funding travel expenses for the IIMC Region III Board of Director Representative. This request was discussed and denied. Travel expenses are supported by IIMC for all functions where attendance is required.

RESOLUTION OF OPPOSITION - IIMC CONFERENCE FEES - The Board discussed IIMC Conference fees and agreed that registration fees should be reduced and every effort made to maintain affordable conference costs. On motion by Eva Brown, seconded by Lois Oldham-Simonson, the Board directed the President to draft a resolution opposing an increase in IIMC conference registration fees.

7. OTHER BUSINESS

IIMC SILENT AUCTION - Everyone attending the IIMC Annual Conference was reminded to take along an item for the silent auction.

LETTER OF THANKS FROM JANET EDWARDS - President Guy shared a letter of thanks from Janet Edwards, Program Coordinator with the Institute of Government. Janet was going to be recognized as an honorary member of the North Carolina Clerk's Association at the 1997 Annual Conference in Charlotte, but she was unable to attend. The honorary plaque was presented to Janet at the January Clerk's School.

APPOINTMENT OF DISTRICT 8 DIRECTOR - At this time the Board considered the letter of resignation from Lisa Vierling of Hamlet. Nancy Huntley of Wadesboro was appointed to fill the unexpired term on motion by Beth Hamrick. The motion was seconded by Joyce Wilson and it carried.

8. ADJOURNMENT

The meeting adjourned at 11:30 a.m., following all business to come before the Board.

Respectfully submitted,

Josann A. Campanello, CMC  
On behalf of Kim Worley, Recording Secretary

Profit & Loss Statement  
For the period February 1, 1998 to February 28, 1998

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
<b>Revenue</b>				
Membership Dues	\$200.00	\$16,000.00	\$15,520.00	97.00
Education - Training				
Annual Conference	\$ .00	\$18,000.00	\$18,072.83	100.40
Regional Meetings	.00	3,000.00	.00	.00
Advanced Academy	225.00	4,000.00	10,165.00	254.13
Scholarship Fund	.00	1,500.00	1,729.46	115.30
Investment Income	68.51	800.00	602.02	75.25
Fundraising Sales	.00	2,000.00	124.00	6.20
IIMC Sponsorship	10.00	.00	1,229.36	.00
Annual Conference Sponsorships	.00	500.00	4,400.00	880.00
Appr From Fund Balance	.00	5,400.00	.00	.00
<b>Total Revenue</b>	<b>503.51</b>	<b>51,200.00</b>	<b>51,842.67</b>	<b>101.26</b>
<b>Expenditures</b>				
Education - Training				
Annual Conference	\$ .00	\$18,000.00	\$23,842.98	132.46
Regional Meetings	.00	2,000.00	.00	.00
Advanced Academy	81.73	4,000.00	4,191.41	104.79
Scholarship Fund - Clerks	.00	1,200.00	800.00	66.67
Scholarship Fund - College	.00	500.00	.00	.00
Operating Expnses				
Printing Expense	\$237.00	\$5,000.00	\$2,729.54	54.59
Postage Expense	219.22	4,000.00	2,769.64	69.24
Professional Services	187.00	6,500.00	867.00	13.34
Travel/President & Staff	28.35	2,500.00	161.31	6.45
Boards/Committee Meetings	.00	1,000.00	595.19	59.52
Gifts & Awards	.00	1,000.00	189.74	18.97
Miscellaneous Expense	1.00	1,000.00	8.00	.80
Minute Indexing	.00	3,500.00	2,579.00	73.69
Fundraising Purchases	.00	1,000.00	.00	.00
IIMC Expenditures	.00	.00	(6.00)	.00
<b>Total Expenditures</b>	<b>754.30</b>	<b>51,200.00</b>	<b>38,727.81</b>	<b>75.64</b>
<b>Excess Revenue Over Expend.</b>	<b>(250.79)</b>	<b>.00</b>	<b>13,114.86</b>	<b>.00</b>

# MEMO

**To:** Sabrina Guy, NCAMC President  
**From:** Vickie C. Weant  
**Subject:** Report for Directors' Meeting  
**Date:** February 17, 1998

---

I'm sorry that I'll be unable to attend the Board of Directors' meeting on March 6th, but I'll be on my way to Washington, D.C. to attend the NLC Legislative Conference. However, I did want to submit a report to you about the N.C. League Board meeting and about our fund raising efforts for the IIMC reception in 1999.

I attended the orientation session for new members of the Board of Directors that was held in Raleigh on January 28, followed by the first meeting of the Board on January 29. The next meeting will be April 1, 1998.

Our association was fortunate to have several members appointed to NCLM committees. They are as follows: Community and Economic Development - Karen Vestal, Lewisville; Energy, Environment and Natural Resources - Joyce Wilson, Wake Forest; Finance, Administration, Intergovernmental Relations - Pat Brunell, Long Beach; Transportation, Communication, Public Safety - Joyce Smith, Chapel Hill.

One important issue that we will be considering during the coming year will be electric deregulation. This issue could have a tremendous effect on many of our cities. I will keep you informed on this as discussions progress.

Due to the outcome in two municipal elections, it was necessary for the NCLM Board to elect a new second vice president and District 12 Board member. Mayor Lucy Allen was elevated from third vice president to second vice president, and Councilman A. C. Robinson, Elizabeth City, was elected to the position of third vice president. Council Member Barbara Field of Asheville was elected to serve as District 12 representative on

Sabrina Guy, NCAMC President

Page 2

February 17, 1998

the Board.

I appreciate the confidence that the association has shown in me by recommending me to serve on this Board. It is a very distinct honor and one that I will not take lightly. I pledge to you that I will do my best in serving and will try to represent our association in the way that it deserves.

We are progressing very well with our fund raising efforts for Mary Lou Rand's Incoming President's Reception. Our account totals \$1,219.36 as of this date. This does not include any funds from the AAE workshop in January. I feel that our raffle and book fair at Clerks' School were very successful. However, we still have a long way to go. The only way that we are going to be able to raise \$12,000 is to have a project that will raise a lot of money. I would like to suggest to the Board that we sponsor a raffle with tickets being sold by our members throughout the state. If each of our members would sell at least ten tickets at \$2.00 each, we could raise over \$6,000. Cathy Whittington, Town Clerk of Mount Pleasant, has offered a handmade quilt to be given as a prize and Debbie Cockman, Town Clerk of Robbins, is trying to get some pottery to be given away. However, we will still need one more large prize, such as a vacation of some kind or a television. If we don't get a prize of this sort, I would suggest that we offer a cash prize of \$500 or \$750. Would you ask the Board to consider this at their meeting? If this is agreed upon, I'll have tickets printed and work with Kim to send them out to our membership. I would like to send this mailing out in early June and have the raffle drawing at our annual conference in Hickory.

If the Board chooses not to authorize a cash prize, I need some guidance from them as to how we should proceed. The conference will be here before we know it, and I would like to have this money raised so that we don't have to deplete our budget.

Connie Hardee wrote me and suggested that we have a "white elephant sale" at our conference in August. We would ask each member to bring a nice article from home that they are willing to donate and then have a sale among our attendees. It sounds like fun and wouldn't be any cost to the association if we can get a room at the hotel in which to house the items. Would you ask the Board what they think about this idea.

**Sabrina Guy, NCAMC President**

**Page 3**

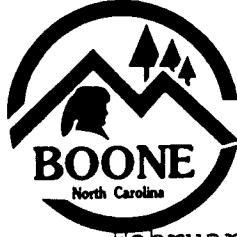
**February 17, 1998**

**Thanks for all the work you are doing for our association. The challenge that you've had before you to raise these funds has been great, but you're doing an excellent job in handling this, along with all of your other duties as President.**

**Call me if you want to discuss any of this before the Board meeting. I'll call you when I return from Washington, D.C. to find out what the Board decided.**



# ***Town of Boone***



February 10, 1998

Mrs. Sabrina Guy, President  
NC Association of Municipal Clerks  
c/o City of Jacksonville  
PO Box 128  
Jacksonville NC 28541-0128

Dear Sabrina:

I wanted to write to you about a concern I have regarding the annual conferences. I have always regarded the annual conference as the "family" oriented conference. The Association has always planned activities, room rates and other items so your family can attend this conference with you. To get to my point, I noticed that the Association has scheduled next year's conference for the second week in August. Just as we scheduled last year's conference in Charlotte for the second week in August. Attending these conferences with their families is virtually impossible for clerks in Western North Carolina, with school age children. Schools in western North Carolina have for the past ten years started school on the second Thursday of August. They have to start early because of the number of snow days the children use throughout the year.

Can the Association try to schedule these conferences either for the first week of August or maybe even the last week in July? In fairness to the western North Carolina clerks, with school age children, I would hope this request could be honored. I feel I am speaking for others when voicing my concern. Just for your information, I have also attached a survey regarding annual conferences that the CAGP recently did. The Association may want to consider doing something like this in the future to get thoughts from all North Carolina clerks.

Thank you for the opportunity to address you regarding my concern.

Sincerely,

A handwritten signature in cursive script that reads "Freida".

Freida Van Allen  
Town Clerk



CAGP SUMMER CONFERENCE SURVEY

Att: Patricia Fox

1. I have been a CAGP member 11 years and attended 4 Summer Conferences.
2. I attend (all) (most) (few) of the classes offered at the Summer Conferences?
3. I prefer a (strong) (moderate) (light) curriculum at Summer Conference?
4. When I receive my Conference information in the mail, my first and second consideration is: (respond with "1<sup>st</sup>" and "2<sup>nd</sup>" in the blanks)
  - a) 2<sup>nd</sup> traveling distance from my home
  - b) \_\_\_\_\_ class topics
  - c) \_\_\_\_\_ resort type location
  - d) \_\_\_\_\_ being able to be away from work for several days
  - e) \_\_\_\_\_ cost
  - f) 1<sup>st</sup> other: IF IN NORTH CAROLINA
5. I would like to see the Conference: (check one)
  - a) ✓ take place first week of August
  - b) \_\_\_\_\_ changed to mid-August
  - c) \_\_\_\_\_ changed to last week of July
  - d) \_\_\_\_\_ changed to mid-July
  - e) \_\_\_\_\_ other: \_\_\_\_\_

Why did you make this choice? \_\_\_\_\_

6. I support rotating the Conferences in the following locations: (check 2, 3 or all 4)  
OR: I support going to the same location every year. (check 1)
  - a) \_\_\_\_\_ Charleston
  - b) ✓ Asheville
  - c) \_\_\_\_\_ Myrtle Beach
  - d) ✓ Wilmington
  - e) \_\_\_\_\_ I would like to continue selecting Conference sites the same as in the past
7. I (support) (do not support) changing to only one Conference per year.
8. It is (important) (not important) to me that I bring my family to the Conference.
9. To reduce conference expenses, I (would) (would not) mind paying for my family or guest to attend the banquet or special functions.
10. I plan to attend the (1998 Charleston) (1999 New Bern) Conference(s).
11. Suggestions or comments: \_\_\_\_\_

If your last name begins with A-K fax to (704)878-3032 ---L-Z fax to (704)262-4572

THANK YOU!



**L A S E R F I C H E**

a division of Compulink Management Center, Inc.

20000 Mariner Avenue  
Torrance, California 90503

voice: 310-793-1888

fax: 310-793-8531

tech support: 310-793-1885

readyfax: 310-793-6391

bbs: 310-793-8691

web: <http://www.laserfiche.com>

email: [imaging@ix.netcom.com](mailto:imaging@ix.netcom.com)

February 9, 1998

Sabrina Guy  
President of Clerks Association  
City of Jacksonville  
P.O. Box 128  
Jacksonville, NC 28541

Dear Ms. Guy,

**Re: N.C. Clerks Conference**

I just received information from our Regional Sales Manager, Peter Montessi, regarding a conference you have planned in August. We would like to participate in the conference either to demonstrate our product and/or to speak at your conference.

We are also interested in possibly sponsoring one of your breaks during your conference.

Please give me a call at your convenience and forward any information regarding the conference. My phone number is (310) 793-1888 ext. 206.

Thanks in advance and I look forward to hearing from you.

Sincerely,

SUSAN Y. EARNEST  
Marketing and Publicity Dept.



INSTITUTE *of* GOVERNMENT

February 11, 1998

Ms. Sabrina Guy, President  
North Carolina Association of Municipal Clerks  
Jacksonville City Clerk  
Post Office Box 128  
Jacksonville, North Carolina 28541-0128

Dear Sabrina:

Thanks so much for your welcoming remarks at the Clerks' Workshop on January 21, and for leading the session for the city clerks on "Orientation for New Clerks." Your input and support was vital in helping to make the Clerks' School a success. We also greatly appreciate your support of the Institute of Government and the work we do.

I want to thank you and the board of directors again for making me an honorary member of your Association and for presenting me with the plaque. I consider it a real honor and one that I will always cherish. Thanks also for the beautiful pin you sent me. You just do too much!

Again, my thanks for your help and please call on us whenever we can be of assistance to you.

Best regards,

Janet Edwards  
Program Coordinator



## MUNICIPAL CLERKS EDUCATION FOUNDATION

Los Angeles County, California

1212 N. San Dimas Canyon Road • San Dimas, California 91773

Phone (909) 592-IIMC • Fax (909) 592-1555

E-mail 74357.1567@compuserve.com

February 3, 1998

### President

Lyall A. Schwarzkopf, CMC  
Retired City Clerk  
and Consultant  
Minneapolis, Minnesota

### Vice-President

Robert W. Pritchard, CMC  
Commissioner General Services/  
City Clerk  
Kitchener, Ontario

### Secretary/Treasurer

Marilyn S. Swing, CMC/AE  
Metropolitan Clerk  
Nashville-Davidson County  
Nashville, Tennessee

### Board of Directors

Dale Barstow  
Vice President-Sales  
Municipal Code Corporation  
Tallahassee, Florida

Gordon L. Goldie, CFRE  
Westbank, British Columbia

Rep. Beverly S. Hammerstrom  
House of Representatives  
State of Michigan  
Lansing, Michigan

Marian Karr, CMC/AE  
City Clerk  
Iowa City, Iowa

Helen Kawagoe, CMC/AE  
City Clerk  
Carson, California

James B. Tinnin, Ph.D.  
Director  
Center for Public Administration  
Public Policy  
Kent State University  
Kent, Ohio

Dorothy Soderblom, CMC  
Retired City Clerk  
Hays, Kansas

Kathleen Thorpe, CMC/AE  
Township Clerk  
So. Brunswick Township  
Monmouth Junction, New Jersey

Edward W. Weidner, Ph.D.  
Chancellor Emeritus  
University of Wisconsin - Green Bay  
New Franken, Wisconsin

Linda S. Murphy, CMC/AE  
President, IIMC  
Borough Clerk  
Kenai Peninsula Borough  
Soldotna, Alaska

John Devine  
Executive Director, IIMC  
San Dimas, California

James Stombeck  
Director of Development, MCEF  
San Dimas, California

Dear IIMC State / Provincial / Region XI Association Presidents:

It's time again to plan for the IIMC conference to be held this year in Mobile. The finishing touches are being put on plans for another successful MCEF silent auction.

I hope that it has become a tradition for you and your state association to participate in this annual fund-raiser of the Municipal Clerks Education Foundation. You may have read in a recent "News Digest" that the MCEF is donating \$25,000 this year to IIMC for scholarships and enhancement of its educational programs. THIS IS POSSIBLE IN LARGE PART BECAUSE OF PAST SUPPORT OF OUR SILENT AUCTION.

It is a privilege for me to chair this event again this year. Your continued support of this effort is a key to our success. The silent auction always generates spirited competition and a lot of fun for bidders at the MCEF booth. It has raised thousands of dollars for the Foundation over the past ten years.

For the second year we are offering all our members the opportunity to participate in our mail-in auction. A small number of items will be offered in the March and April News Digest for mail-in bidding. So watch for more details in the *Digest*.

Auction items will be collected at the IIMC conference registration area in Mobile. As the exhibit hall opens on Sunday afternoon, we need delegates to deposit auction items with us as quickly as possible upon arrival. The limited area in which we operate again necessitates our asking that auction items have a minimum value of \$15 and that we steer away from the T-shirt and coffee mug type items. This will help us minimize our costly exhibit hall space and allow more room for delegates to browse among the 200+ items we expect to have up for bid.

We have already heard rumors of some very enticing items to be placed on our auction tables in Mobile, and we hope that you and your members will add to our wares to offer for the benefit of MCEF in 1998.

Please share this information with clerks in your association and encourage everyone to pack as many items as possible to contribute to our fund-raiser in Mobile. Thank you again for your continuing support of this event, and I look forward to seeing you in May. If you have questions, please feel free to call or fax.

Very sincerely,

Marian K. Karr, CMC/AE  
MCEF Silent Auction Chair