

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS  
BOARD OF DIRECTORS MEETING  
JUNE 12, 1998**

The North Carolina Association of Municipal Clerks Board of Directors met in the Board Room at the N.C. League of Municipalities in Raleigh on Friday June 12, 1998 at 10:00 A.M. The Officers and Board Members in attendance were as follows: Sabrina M. Guy, President presiding; Connie Spell, Immediate Past President; Janice Thomas, Vice President; Beth Hamrick, Second Vice President; Kim Worley, Secretary; Kim Smith, NCLM; and Board members Lois Oldham-Simonson, Dianne Pierce, Joyce Wilson, Janet Anderson, Marilyn Sellers, and Wanda Elks. Other members in attendance were Josanna Campanello, Nancy Huntley, Pat Brunell, Janet Chamblee, Vickie Weant, and Janice Costner.

**CALL TO ORDER**

President Sabrina Guy called the meeting to order and welcomed everyone. President Guy introduced Cheryl Lampiasi who is a new staff member at the League office. President Guy stated Cheryl Lampiasi will be handling the finances for the Clerks Association.

**APPROVAL OF MINUTES**

Joyce Wilson made a motion to approve the minutes of the March 6, 1998. The motion was seconded by Wanda Elks with the vote being unanimous.

**TREASURER'S REPORT**

Kim Smith, Secretary-Treasurer, presented the Profit and Loss Statement for the period thru May 31, 1998. (A copy of this report is attached and hereby made a part of these Minutes.)

Kim Smith stated that at present there is \$1229.36 in the account for Mary Lou Rand's Presidents reception.

Beth Hamrick stated she would like to see the profits from the Advanced Academy program go into Mary Lou Rand's reception account.

Connie Spell made the motion for the profits from the Advanced Academy to go into the account for Mary Lou Rand's reception. The motion was seconded by Janice Thomas with the vote being unanimous.

**INSTALLATION OF BOARD MEMBER**

President Guy installed Nancy Huntley as a board member.

## COMMITTEE REPORTS

### PROGRAM/EDUCATION

Pat Brunell stated the regional schools were a success this year. There was an overall total attendance of 190 Clerks.

Pat Brunell told the board the Program/Education Committee have a lot of informative classes scheduled for the August conference.

Pat Brunell told the board that 4 vendors have committed for the conference and also the City of Hickory will sponsor the reception.

### PUBLICITY

The board discussed the status of the annual report. There were questions concerning where to send the Board Members information and pictures.

President Guy stated she would send a formal letter to Penelope Spicer-Sidbury, and Brenda Freeze to try and find out the status of the report.

### WSOS

Dianne Pierce told the board the work on the WSOS Committee has been slow lately. The committee has recently received 2 request for mentors.

### FINANCE/BUDGET

President Guy thanked the Finance/Budget Committee for all the hard work they did on preparing the budget.

Vickie Weant stated she would like to see the budget reflect a line item for the fundraising money for Mary Lou Rand's reception.

Beth Hamrick made a motion to amend the proposed budget to add \$10,000. in a line item for fundraising money for Mary Lou Rand's reception, and the money is not to come out of fund balance. The motion was seconded by Joyce Wilson with the vote being unanimous.

The board discussed several different ways raise money for the reception.

Beth Hamrick made a motion to approve the budget as amended. The motion was seconded by Connie Spell and passed with the vote being unanimous.

## PAST PRESIDENT'S COMMITTEE

Vickie Weant told the board she has the raffle tickets for the conference. The cost of the tickets are \$2.00 with the first prize being \$500. The board agreed to send a letter and tickets for each member to sell. The drawing will be held on Friday August 7th at the conference.

## NCLM COMMITTEE MEMBERS

### CED COMMITTEE

Pat Burnell stated she has attended a meeting and found it to be very informative. She stated the committee discussed annexation mostly.

### EENR

Joyce Wilson stated the committee met on April 8. Ms. Paula Thomas, NCLM Manager of Environmental Policy gave a report on the Infrastructure Funding/Clean Water Bonds and Water Quality Enforcement Initiative. Also Ms. Kim Smith, NCLM Associate General Counsel presented a preview of the 1998 Legislative Session, and presented a report concerning Federal Regulatory Issues pertaining to Stormwater Phase II and Safe Drinking Water Act.

### COLLEGE SCHOLARSHIP

President Guy told the board she sent the scholarship committee score sheets and applications that had been received. The committee judged the application and they were returned to Kim Smith to be kept.

President Guy stated the committee chose Darcey Riddle of Spruce Pines to receive the scholarship. President Guy stated she would like to present the scholarship at the annual conference.

The board agreed to have President Guy send a letter to Darcey Riddle and her mother inviting them to attend the conference.

### OLD BUSINESS

Janice Thomas told the board she would like to have Mary Lou Rand do her installation at the annual conference.

The board agreed to let Mary Lou Rand do the installation.

### NEW BUSINESS

## REQUEST FOR FUNDING - IIMC REGION III

President Guy stated this request for funding was discussed in our last meeting and the board voted against it. While attending the conference in Alabama she was asked to bring it before the board again.

Connie Spell stated this item was turned down by the board before, and she is still opposed to it.

President Guy stated she would send the correspondence to IIMC informing them it is the consensus of the board to reaffirm the previous letter sent to them.

## OTHER BUSINESS

Connie Spell of the Nominating Committee presented to the board a slate of Officers and Board Members that will be nominated at the annual conference in August.

President Guy told the board Nancy Orr, Town of River Bend, has a goal of becoming the first Clerk to be certified as a Parliamentarian. She has been taking courses and just found out that she has been accepted into the Parliamentary Association.

President Guy stated this is a major accomplishment and would like for the board to send a note congratulating her on her acceptance into this program.

President Guy stated she sent all the board members a master list of names, certifications, and committees. She asked that everyone check the list and advise her of any changes that need to be made.

Janice Thomas made a motion to make retired Clerk Peggy Boone an honorary member of the Association. The motion was seconded by Dianne Pierce and passed with the vote being unanimous.

Josann Campanello reminded everyone about the silent auction and asked for Clerks to get items for the auction.

Kim Smith told the board it was time for the Association to sign there annual agreement with the League, there has not been any changes in the agreement.

Joyce Wilson made the motion to have President Guy review the agreement and sign it, if everything is in order. The motion was seconded by Wanda Elks and passed with the vote being unanimous.

President Guy stated this is her last meeting with the board, and she appreciated all the help she received from the board and committees. She stated it has been a good year and she really enjoyed her year as President.

There being no other business the meeting was adjourned at 12:00 noon.

Respectfully submitted,

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

Kim Worley CMC/AAE  
Recording Secretary

Profit & Loss Statement  
For the period May 1, 1998 to May 31, 1998

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
<b>Revenue</b>				
Membership Dues	\$ .00	\$16,000.00	\$15,720.00	98.25
Education - Training				
Annual Conference	\$ .00	\$18,000.00	\$18,072.83	100.40
Regional Meetings	60.00	3,000.00	3,500.00	116.67
Advanced Academy	.00	4,000.00	10,165.00	254.13
Scholarship Fund	.00	1,500.00	1,729.46	115.30
Investment Income	37.84	800.00	761.24	95.16
Fundraising Sales	.00	2,000.00	124.00	6.20
IIMC Sponsorship	.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>97.84</b>	<b>51,200.00</b>	<b>55,701.89</b>	<b>108.79</b>
<b>Expenditures</b>				
Education - Training				
Annual Conference	\$ .00	\$18,000.00	\$24,342.98	135.24
Regional Meetings	1,482.47	2,000.00	2,942.48	147.12
Advanced Academy	.00	4,000.00	7,351.36	183.78
Scholarship Fund - Clerks	.00	1,200.00	800.00	66.67
Scholarship Fund - College	.00	500.00	.00	.00
Operating Expnses				
Printing Expense	\$196.20	\$5,000.00	\$3,183.14	63.66
Postage Expense	587.96	4,000.00	3,847.92	96.20
Professional Services	119.00	6,500.00	7,015.50	107.93
Travel/President & Staff	386.00	2,500.00	547.31	21.89
Boards/Committee Meetings	.00	1,000.00	824.71	82.47
Gifts & Awards	.00	1,000.00	189.74	18.97
Miscellaneous Expense	1.00	1,000.00	111.00	11.10
Minute Indexing	.00	3,500.00	2,579.00	73.69
Fundraising Purchases	.00	1,000.00	.00	.00
IIMC Expenditures	(386.00)	.00	394.00	.00
<b>Total Expenditures</b>	<b>2,386.63</b>	<b>51,200.00</b>	<b>54,229.14</b>	<b>105.92</b>
Excess Revenue Over Expend.	(2,288.79)	.00	1,472.75	.00

NORTH CAROLINA CLERKS ASSOCIATION BUDGET  
July 1, 1998 - June 30, 1999

REVENUES

Membership Dues	\$16,000
Education-Training	
Annual Conference Registration	21,000
Annual Conference Sponsorships	2,000
Regional Schools	4,500
Advanced Academy	5,000
Scholarship Fund (Silent Auction Revenues)	1,500
Investment Income	800
Merchandise Sales	200
IIMC Reception Fundraising	12,500
Appropriation from Fund Balance	<u>300</u>
TOTAL:	\$63,800

EXPENDITURES

Education-Training	
Annual Conference	\$23,000
Regional Schools	3,500
Advanced Academy	4,500
Scholarship - Certification	1,000
Scholarship - College	500
Operating Expenses	
Printing	3,500
Postage	4,000
Professional Services	7,000
Travel/President & Staff	2,500
Board & Committee Meetings	1,000
Gifts & Awards	500
Indexing Minutes	300
Miscellaneous	500
Fundraising	
Fundraising Purchases	0
Special Projects	
IIMC President's Reception - 1999	<u>12,000</u>
TOTAL:	\$63,800