

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
ANNUAL BUSINESS MEETING
AUGUST 8, 1998**

The North Carolina Association of Municipal Clerks held its Annual Summer Conference Meeting at the Holiday Inn Select in Hickory North Carolina, August 6-8, 1998.

President Sabrina Guy called the meeting to order and welcomed everyone. She expressed great appreciation to all of members in attendance, and thanked the new clerks for becoming a part of the Association.

APPROVAL OF MINUTES

Jean Bailey made the motion to approve the minutes of the August 16, 1997 meeting. Vicki Went seconded the motion with the vote being unanimous. Jean Bailey made the motion to approve the minutes of the January 22, 1998 meeting. Diane Pierce seconded the motion with the vote being unanimous.

TREASURER'S REPORT

Kim Smith gave a summary of all the increases and decreases of the budget through out the year. Kim Smith went over the year end finance report and the new proposed budget. (A copy of these reports are attached and hereby made a part of these Minutes.)

Kim Smith stated fund raising for Mary Lou's reception has been successful, as of June 30 there was a balance of \$1229.00. With the raffle being a huge success, and the total balance is approximately \$5000.00

Jean Bailey made the motion to accept the treasurer's report. Mary Lou Rand seconded the motion with the vote being unanimous.

REPORT FROM NOMINATING COMMITTEE

President Guy stated the Association had been very successful through the support of its members.

President Guy introduced Connie Spell of the Nominating Committee. Connie Spell reported that the committee had a lot of interest this year for officers. Connie Spell presented the slate of officers and board members for nomination.

Janice Thomas, President
Beth Hamrick, Vice President
Pat Simmons, Second Vice President
Janet Chamblee, Recording Secretary
Kim Smith, Treasurer

Dianne Pierce, District 1
Diane Ward, District 3
Kimberly Harrison, District 5
Vickie Wilder, District 7
Kim Scott, District 9
Thelda Rhoney, District 11

Patty Williams made the motion to approve the slate of officers and board members presented. Vickie Weant seconded the motion with the vote being unanimous.

PRESENTATIONS

MEMORIAL RESOLUTIONS

A motion was made by Connie Spell to approve the Memorial Resolutions for the following as read by President Guy. Vickie Weant seconded the motion with the vote being unanimous.

Kaye Cox's Mother
Lois N. Oldham-Simonson's Father
Joyce Wilson's Mother
Sue Britt's Mother
Ethel Well's Mother
Mayor Velma Davis
Dianne Pierce's Father
Nancy Huntley's Father
Patricia Thigpen's Mother & Husband
Elizabeth Cheatham
Juanita Cooper's Brother In Law
Tina Lanier's Father
Sabrina Guy's Father In Law

RETIREMENT RESOLUTIONS

President Guy read and presented a retirement resolution to Mary Jackson. President Guy stated it was a honor to be able to present this resolution to someone who was very special to her.

Mary Jackson stated she loved the Association and appreciated all the support she had received through out all the years, and she still plans to be active in the Association.

President Guy read and presented a retirement resolution to Peggy Boone. President Guy stated Peggy Boone had been a dedicated member and past president.

Peggy Boone stated she has enjoyed the support she received from the Association.

ANNUAL CONFERENCE AUGUST 12-14, 1999

Josann Campanello of the site selection committee reported the next annual conference will be held August 12-14, 1999 at Sea Trail Plantation at Sun Set Beach. She invited everyone to attend the conference.

RECOGNITION OF COMMITTEES, OFFICERS & DIRECTORS

President Guy stated during this year the boards and committees had accomplished a lot of goals, and she was proud of all the accomplishments that had been made. She commended the coordination and hard work, that had been accomplished in making it a successful year.

President Guy stated she was happy to see a good start on the money raised for Mary Lou Rand's reception. She also stated that she was happy to be able to award the first scholarship from the Association.

President Guy asked the officers and board of directors to come forward, at which time she presented certificates of appreciation for their work in the Association.

COLLEGE SCHOLARSHIP RECIPIENT

President Guy asked Gail Smith of the Scholarship Committee to report on the project. Gail Smith stated when her committee started this project they thought it would be easy. The committee had a lot of questions that had to be answered before the scholarship could be approved. Gail Smith stated once everything was finished the committee was sent an application and a grading scale.

President Guy stated once all the applications and grading scales were received back and totaled, the committee picked Darcy Riddle of Spruce Pines to be the recipient of the Association's first scholarship.

OTHER BUSINESS

President Guy thanked the publicity committee for the hard work they did on the annual report.

President Guy introduced Mr. Bill Hemmingway of Municipal Code Corporation, and thanked him for being there. President Guy stated Mr. Hemmingway was the person who hired her, and she stated she would be forever grateful for that.

Mr. Hemmingway stated it was very important for him to be here to support President Guy and the Association.

President Guy thanked Patty Williams, Lynn Martin, and Thelda Roney and their assistants for all the hard work they did on setting up the conference this year.

Patty Williams stated they enjoyed doing it, but received a lot of help from several other clerks, and thanked them for their help.

Vickie Weant, of the Fund Raising Committee stated President Guy set a goal of raising \$5000.00 for Mary Lou Rand's reception and with the sales of the raffle tickets this goal had been met. She stated the Association still had a long way to go on raising money, and encouraged everyone to do what they could. Vickie Weant stated if anyone has any contact with corporate sponsors to please contact them and see if they can help.

Beverly Bigley of the Membership Committee reported that the Association received 25 new members this year.

President Guy asked Mary Lou Rand to give an update on the IIMC.

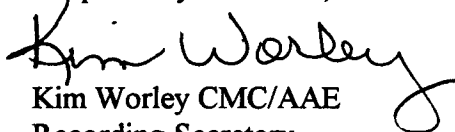
Mary Lou Rand stated IIMC was working hard on their certification and advanced academy schools. She stated clerks have a hard job, and more and more is expected from us each and every year. That is why the IIMC was working on more educational sessions.

Mary Lou Rand thanked everyone for supporting her and stated she would do her best as President of IIMC to make North Carolina proud of her.
Mary Lou Rand stated the Town of Garner would be showing her some support by paying for the band to play at her reception in Canada.

President Guy stated that Jettie Blanks, Jim Chum, Shirley Freeman and Jackie Roberson will be receiving scholarship for the next Clerk's Certification School. She congratulated them and wished them well.

There being no other business the meeting was adjourned.

Respectfully submitted,


Kim Worley CMC/AAE
Recording Secretary

NCAMC YEAR-END FINANCE REPORT FY 1997-98

REVENUES	ACTUAL	BUDGETED
Membership Dues	\$15,720.00	\$16,000.00
Annual Conference	18,072.83	18,000.00
Conference Sponsorships	4,400.00	500.00
Advanced Academy	10,165.00	4,000.00
Regional Meetings	3,480.00	3,000.00
Scholarship Fund	1,729.46	1,500.00
Investment Income	794.67	800.00
Merchandise Sales	124.00	2,000.00
Appropriation from Fund Balance		<u>5,400.00</u>
Total	<u>\$54,485.96</u>	<u>\$51,200.00</u>

EXPENDITURES	ACTUAL	BUDGETED
Annual Conference	\$24,342.98	\$18,000.00
Regional Meetings	2,922.48	2,000.00
Advanced Academy	7,386.29	4,000.00
Scholarship - Clerks	800.00	1,200.00
Scholarship - College	.00	500.00
Printing Expense	3,183.14	5,000.00
Postage Expense	3,900.70	4,000.00
Professional Services	7,015.50	6,500.00
Travel/President and Staff	1,647.23	2,500.00
Board Meetings	1,073.49	1,000.00
Gifts and Awards	189.74	1,000.00
Miscellaneous	112.00	1,000.00
Minute Indexing	2,579.00	3,500.00
Fundraising Purchases	.00	1,000.00
IIMC Expenditures	<u>494.00</u>	<u>.00</u>
Total	<u>\$55,646.55</u>	<u>\$51,200.00</u>

TOTAL EXPENDITURES \$55,646.55

TOTAL REVENUES 54,485.96
 Not including IIMC funds--
 see below

FUND BALANCE \$ 1,160.59
APPROPRIATION
 Note that budget had
 anticipated a fund balance
 appropriation of \$5400.00

Funds Raised for IIMC Reception: \$ 1,229.36
 (Held in Separate Account)

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