

North Carolina Association of Municipal Clerks
Board of Directors Meeting
September 18, 1998

The September Board of Directors meeting, held in the Board Room at NC League of Municipalities office in Raleigh, was called to order at 10 am by President Thomas. Also present for the meeting were Beth Hamrick, First Vice President; Kim Smith, Secretary/Treasurer; Janet Chamblee, Recording Secretary; and Board Members Dianne Pierce, Diane Ward, Eva Brown, Wanda Elks, Kimberly Harrison, Vickie Wilder, Nancy Huntley, Kim Scott, Kay Cox, and Thelda Rhoney; Past Presidents Jean Bailey, Betty Childress, and Connie Spell; WSOS Chairman Joanne Spencer; Finance/Budget Co-Chairman Michelle Creech Dawson; Program/Education Chairman Josann Campanello; and Program/Education Committee Member Janet Thomas.

President Thomas welcomed everyone and distributed Association handbooks.

Oaths of Office

Oaths of office were administered by President Thomas to Janet Chamblee, Recording Secretary, and Kimberly Harrison, District 5 Director.

Approval of Minutes

Minutes of the June 12, 1998, Board of Directors Meeting were approved by motion of Dianne Pierce, seconded by Nancy Huntley, and unanimously carried.

Nominations for Executive Committee

Directors Dianne Pierce and Thelda Rhoney were nominated by Wanda Elks and Eva Brown, respectively, to serve on the executive committee.

Treasurer's Report

Kim Smith, Secretary/Treasurer, presented the NCAMC year-end finance report for fiscal year 1997-98, and a financial summary of the 1998 annual conference. Copies of the reports are attached to these minutes and incorporated herein by reference. The "Mary Lou Fund" now totals \$14,136.42.

Committee Reports

Program/Education

Josann Campanello advised that the Program/Education Committee will meet following the Board meeting. She inquired about standard procedures to plan/schedule advanced academy sessions in conjunction with January Clerks' School and the August conference.

Membership

Freida Van Allen, who chairs the Membership Committee, was unable to attend the board meeting. She reported by letter that the membership committee met August 8, and plans to meet again in December. To date, each committee member has written to clerks in their districts who are not members of the NCAMC. Because of budget constraints some deputy clerks are not members of the Association. To encourage additional membership, Freida suggested discounting membership dues for deputy clerks. It was the consensus of the Board that a clerk must be a member of the association before a discount in dues would be offered to the deputy clerk.

Publicity

Unable to attend the board meeting, Penelope Spicer-Sidbury asked President Thomas to convey her request that articles, beginning with the November edition of *Minute-By-Minute*, be submitted each month by one of the directors. To appear in a subsequent newsletter, articles must be submitted to Penelope by the 10th of the month. Articles will be submitted first by directors in districts 3, 5, 7, 9, and 11. Geneva Wilson is in charge of the annual report, Debbie Cockman will coordinate news releases, and Nancy Orr will oversee the scrapbook. Each committee chairperson was also encouraged to submit articles for the monthly newsletter.

We Share Our Services

Joanne Spencer asked for a supply of volunteer and interest cards and forms to mail. She received a request from the North Topsail Beach clerk and arranged a mentor for her. Joanne will include information on WSOS in the newsletter. She inquired about regional meetings dates; she will be hosting the meeting in her district, and has a meeting room and caterer already lined up. President Thomas suggested holding regional meetings during Clerks' Week.

Finance/Budget

Michelle Creech Dawson informed the Board that she will schedule a date today with Kim Smith for her committee to work on the annual audit.

Past Presidents'

Connie Spell was very pleased to announce that more than \$14,000 was raised for Mary Lou's reception at the IIMC conference next May. Solicitations for ads and support continue. The Past Presidents' Committee will meet following today's Board meeting. The Membership Committee suggested updating the membership directory. President Thomas will request cost estimates from Freida.

NCLM Board Member

Vickie Weant was nominated to serve another year on the League Board. However, if an official from Vickie's city is appointed to fill an undesignated seat on the League Board, Vickie will not be eligible to serve since not more than one official from the same municipality can serve on the Board at the same time. Therefore, at Kim Smith's suggestion, an alternate member was nominated; Connie Spell was nominated as an alternate by motion of Beth Hamrick, seconded by Nancy Huntley, and unanimously carried.

NCLM Committee Member Nominations

The League committees meet three to four times each year. The following clerks were nominated:

- Wanda Elks, Community & Economic Development;
- Pat Brunell, Finance, Administration & Intergovernmental Relations;
- Eva Brown, Energy, Environment & Natural Resources; and
- Beth Hamrick, Transportation & Public Safety.

President Thomas will convey these nominations to Ellis Hankins.

1998 Annual Conference

President Thomas extended appreciation to the City of Hickory for its support and hospitality in helping to make the 1998 annual conference in Hickory a wonderful experience and a huge success. The 2000 Conference will be held in High Point. The 2001 Site Selection Committee, Janet Anderson, Jill Holland, and Phyllis McClure, recommend that the conference be held as far west as possible, and have gotten accommodation information in Cherokee. A contract for the 1999 Conference has been signed with Sea Trail Plantation at Sunset Beach.

Leadership Development Program Committee

The Board was in agreement that the proposed Leadership Development Program from IIMC is quite confusing. After a somewhat lengthy discussion, it was the consensus of the Board that the proposed program would be worrisome to local Institute Directors, and that Fleming Bell and the Institute of Government already invest a lot of time and effort in the clerks' certification school, the municipal administration course, and the annual clerks' school. The proposed program appears to duplicate the municipal administration course. There was also concern over additional requirements that would demand more time for clerks to be away from the office. Instead of the proposed program, suggestions included more stringent requirements for certification and improvement of the existing CMC and AAE criteria. It was believed that the proposed program could harm the purposes for the clerks' schools and conferences due to budget constraints, and suggestion was made that Fleming and Mary Lou be asked to study the proposal and forward their thoughts to Dianne Bitzer, IIMC Region III Director, prior to November.

Request from IIMC Region III Director, Dianne Bitzer, for NC Flag

The host clerk for the 1999 IIMC Annual Conference has requested donation of state flags from each region to be used in the opening ceremony. Following the conference, the flags will be given to IIMC for use at future conferences. Connie Spell volunteered to acquire a state flag and take it to the IIMC Region III meeting in Charleston, SC.

Committee to Update Web Page

Pam Smith and Stephanie Caruthers volunteered to be on a committee to update the Association's web page; any suggestions for updates should be sent to President Thomas.

Request for Permission to Reprint a Page from the *More Manual*.

Kris Higdon from Calabasas, CA, requested permission to reprint "I Wish Someone Had Told Me" from the *More Manual*. There was no objection to her request as long as the NC Clerks' Association will be given credit for the article.

Seventh Certification Class

The seventh certification class ends this year with graduation October 30.

Past Presidents Information

Jean Bailey suggested monthly newsletter articles about past presidents of the association- who retired, where they are, what they're doing, current interests, etc. Present clerks could write articles for clerks in their respective areas. Beth Hamrick recommended including life time members in the membership directory, and asking retired clerks if they would also like to write articles for the monthly newsletter.

NCAMC 25th Anniversary

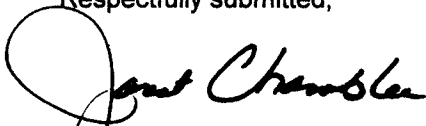
The NCAMC will celebrate its 25th anniversary in the year 2000.

Handbooks

President Thomas encouraged study of the Association Handbook.

There was no other business and the meeting was adjourned at 11:15 am by motion of Vickie Wilder, seconded by Eva Brown, and unanimously carried.

Respectfully submitted,



Janet Chamblee, CMC/AE
Recording Secretary

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS

1998-99 OFFICERS

PRESIDENT	JANICE THOMAS, CMC/AAE - FOXFIRE VILLAGE
VICE-PRESIDENT	BETH HAMRICK, CMC/AAE - MINT HILL
2ND VICE PRESIDENT	PAT SIMMONS, CMC/AAE - HIGH POINT
RECORDING SECRETARY	JANET CHAMBLEE, CMC/AMC
SECRETARY/TREASURER	KIMBERLY SMITH, NCLM
IMMEDIATE PAST PRESIDENT	SABRINA M. GUY, CMC/AAE - JACKSONVILLE

1998-99 BOARD OF DIRECTORS

DISTRICT 1	DIANNE S. PIERCE, CMC/AAE - ELIZABETH CITY
DISTRICT 2	EVA BROWN, CMC - RICHLANDS
DISTRICT 3	DIANE B. WARD, CMC - TABOR CITY
DISTRICT 4	WANDA ELKS, CMC/AAE - GREENVILLE
DISTRICT 5	KIMBERLY C. HARRISON, ENFIELD
DISTRICT 6	JOYCE WILSON, CMC/AAE - WAKE FOREST
DISTRICT 7	VICKIE B. WILDER, CMC - LILLINGTON
DISTRICT 8	NANCY HUNTLEY - WADESBORO
DISTRICT 9	KIM J. SCOTT, CMC - EDEN
DISTRICT 10	KATHERINE (KAY) COX, CMC/AAE - SPARTA
DISTRICT 11	THELDA B. RHONEY - HICKORY
DISTRICT 12	JANET ANDERSON, CMC/AAE - FRANKLIN

PROGRAM/EDUCATION COMMITTEE

JOSANN CAMPANELLO, CMC, CHAIRMAN - BALD HEAD ISLAND
PAT BRUNELL, CMC/AAE, - LONG BEACH
JANET CHAMBLEE, CMC/AAE - SURF CITY
JOANNE SPENCER, CMC - MOREHEAD CITY
JOYCE WILSON, CMC - WAKE FOREST
JANIE REVELS, CMC - LUMBERTON
ELIZABETH FORTNER, CMC/AAE - CLINTON
RHONDA BARWICK - KINSTON
DAISEY IVEY, CMC - OCEAN ISLE BEACH
JANET THOMAS, - CALABASH
SUZANNE V. PRINCE, CMC - CLEMMONS
LYNN HOUSE, CMC - ROLESVILLE

MEMBERSHIP COMMITTEE

FREIDA VAN ALLEN, CMC - BOONE	CHAIRPERSON
ANNE C. CRUMPLER, - CHOCOWINITY	DISTRICT 1
LINDA NOBLE, - LAKE WACCAMAW,	DISTRICT 2
MARION MORRISEY, CMC - ELIZABETH TOWN	DISTRICT 3
PHYLLIS HARRISON & NELDA H. JOHNSON-LAGRANGE	DISTRICT 4
KIM WORLEY, CMC/AAE - FRANKLINTON	DISTRICT 5
DIANNE WHITE, CMC - HENDERSON	DISTRICT 6
CORA M. NUNES, CMC - SPRING LAKE	DISTRICT 7
JEANNE DEESE - MONROE	DISTRICT 8
ANNE B. PETTY, JAMESTOWN	DISTRICT 9
LINDA JOHNSON - BANNER ELK	DISTRICT 10
PATTY WILLIAMS, CMC/AAE - HICKORY	DISTRICT 11
ANITA V. HOSACK, CMC - LAUREL PARK	DISTRICT 12
DIANNE PIERCE, CMC/AAE - ELIZABETH CITY	IIMC REPRESENTATIVE

PUBLICITY

PENELOPE SPICER-SIDBURY, CMC - WILMINGTON/CHRM	(NEWSLETTER)
GENEVA WILSON, CMC/AAE - WHISPERING PINES	(BIRTHDAY/EVENTS)
DEBBIE THOMAS, CMC - ROBBINS	(NEWS RELEASE CORD.)
GENEVA WILSON, CMC/AAE - WHISPERING PINES	(ANNUAL REPORT)
NANCY ORR, CMC/AAE - RIVER BEND	(SCRAPBOOK CORD.)

WE SHARE OUR SERVICES (WSOS) COMMITTEE

JOANNE SPENCER, CMC - MOREHEAD CITY -	CHAIRMAN
RITA THOMPSON CMC - WASHINGTON	REGION 1
FRAN DAVIS, CMC - SELMA	REGION 2
JOHNSYE LUNSFORD, - ROCKINGHAM	REGION 3
EYDIE MAY, - GRAHAM	REGION 4

NOMINATING COMMITTEE

SABRINA GUY, CMC/AAE - JACKSONVILLE	CHAIRMAN
BETTY CHILDRESS, CMC/AAE - LAURINBURG	
JEAN BAILEY, CMC/AAE - ROCKY MOUNT	
NONNIE MANESS, CMC/AAE - BISCOE	
JANIE REVELS, CMC - LUMBERTON	
WANDA ELKS, CMC - GREENVILLE	

FINANCE/BUDGET COMMITTEE

MICHELLE CREECH DAWSON, CMC
ETHEL L. WELLS, CMC/AAE
SANDRA SARTIN, CMC - AURORA
EVA BROWN, CMC - RICHLAND
KIM SMITH - NCLM

CO-CHAIRMAN
CO-CHAIRMAN
BOD REPRESENTATIVE
TREASURER

**CLERKS CERTIFICATION SCHOLARSHIP COMMITTEE & COLLEGE
SCHOLARSHIP**

JANICE THOMAS, CMC/AAE - FOXFIRE VILLAGE
SABRINA M. GUY, CMC/AAE - JACKSONVILLE
BETH HAMBRICK, CMC/AAE - MINT HILL
PAT P. SIMMONS, CMC/AAE - HIGH POINT
JO SANN CAMPANELLO, CMC - BALD HEAD ISLAND

PRESIDENT
PAST PRESIDENT
1ST VICE PRESIDENT
2ND VICE PRESIDENT
CHAIRMAN OF
EDUCATION/PROGRAM

*NON-CLERK

LEGISLATIVE COMMITTEE

KIM SMITH - CHAIRMAN

NCLM REP.
NCLM BOARD MEMBER
IIMC BOARD MEMBER

*MARY LOU RAND - GARNER

*JOYCE A. SMITH, CMC - CHAPEL HILL

EXECUTIVE COMMITTEE

JANICE THOMAS, CMC/AAE, - FOXFIRE VILLAGE
BETH HAMBRICK, CMC/AAE - MINT HILL
PAT P. SIMMONS, CMC/AAE - HIGH POINT
JANET CHAMBLEE, CMC/AAE - SURF CITY

PRESIDENT
1ST VICE PRESIDENT
2ND VICE PRESIDENT
SECRETARY
BOARD OF DIRECTOR
BOARD OF DIRECTOR

BOARD ELECTS FIRST MEETING - 2

EVA BROWN & WANDA ELKS ARE SERVING

*Elected by Board of Directors

REGIONAL MEETING GROUPINGS 1997-98

REGION 1. CHAIRMAN DIANE S. PIERCE, CMC/AAE - ELIZABETH CITY
DISTRICT 1 DIANE S. PIERCE, CMC/AAE - ELIZABETH CITY
DISTRICT 2 EVA BROWN, CMC - RICHLANDS
DISTRICT 3 DIANE B. WARD, CMC - TABOR CTY

REGION 2. CHAIRMAN JOYCE W. WILSON, CMC - WAKE FOREST
DISTRICT 4 WANDA ELKS, CMC - GREENVILLE
DISTRICT 5 KIMBERLY C. HARRISON, CMC - ENFIELD
DISTRICT 6 JOYCE W. WILSON, CMC - WAKE FOREST

REGION 3. CHAIRMAN VICKIE B. WILDER, CMC - LILLINGTON
DISTRICT 7 VICKIE B. WILDER, CMC - LILLINGTON
DISTRICT 8 NANCY G. HUNTLEY - WADESBORO
DISTRICT 9 KIM J. SCOTT, CMC - EDEN

REGION 4. CHAIRMAN KAY COX, CMC - SPARTA
DISTRICT 10 KAY COX, CMC/AAE - SPARTA
DISTRICT 11 THELDA RHONEY - HICKORY
DISTRICT 12 JANET ANDERSON, CMC/AAE - FRANKLIN

1998 ANNUAL CONFERENCE COORDINATING COMMITTEE

LYNN MARTIN, CMC - LENOIR CHAIRMAN
THELDA RHONEY - HICKORY
MAGGIE BURLESON, CMC - ASHEVILLE
KIM SMITH - NCLM

1999 SITE SELECTION COMMITTEE

JANET CHAMBLEE, CMC/AAE, SURF CITY CHAIRMAN
RITA THOMPSON, CMC - WASHINGTON
JOSANN CAMPANELLO, CMC - BALD HEAD ISLAND
KIM SMITH - NCLM

2000 SITE SELECTION COMMITTEE

PATRICIA SIMMONS, CMC/AAE - HIGH POINT CHAIRMAN
LOIS OLDHAM-SIMONSON, CMC - SANFORD
KIM WORLEY, CMC/AAE - FRANKLINTON
KIM SMITH - NCLM

2001 SITE SELECTION COMMITTEE

WESTERN PART OF STATE
JANET ANDERSON
KIM SMITH
TWO CLERKS IN THIS AREA

2002 SITE SELECTION COMMITTEE

BEVERLY BIGLEY-INDIAN BEACH

PAST PRESIDENTS COMMITTEE

CONNIE SPELL, CMC/AAE - STEDMAN

CHAIRMAN

JEAN BAILEY, CMC/AAE - ROCKY MOUNT
BETTY CHILDRESS - CMC/AAE - LAURINBURG
BETTY FORTNER, CMC/AAE - CLINTON
SABRINA GUY, CMC/AAE - JACKSONVILLE
MARY LOU RAND, CMC/AAE - GARNER
GLENDA SANSOSTI, CMC/AAE - BREVARD
GAIL SMITH, CMC/AAE - RALEIGH
VICKIE WEANT, CMC/AAE - CONCORD
PEGGY BOONE, RETIRED - KINSTON
CONNIE HARDEE, RETIRED, - NAGS HEAD
MARIE MATTHEWS, RETIRED - WINSTON-SALEM
LOIS WORTHINGTON, RETIRED - GREENVILLE

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)

**1998 NCAMC ANNUAL CONFERENCE
HICKORY, NC**

REVENUE

Conference Registration/Tickets	\$18,990.00
Sponsorships	<u>1,650.00</u>
TOTAL	\$20,640.00

EXPENDITURES

Holiday Inn Select	
Continental Breakfasts (2)	\$1,581.93
Beverage Break	297.60
Lunch Buffet	1,331.76
Hoedown Dinner Buffet	3,234.73
Installation Banquet Luncheon	2,788.76
Equipment Rentals	143.10
Cleaning Fee	50.00
Room/Meal Costs for Comps	736.29
Vintage Fashion Show	250.00
Partyman Productions - Music	500.00
Hickory Baseball Inc. (Crowdads tickets)	506.00
Hickory Baseball Inc. (Crowdads meal)	807.19
Speaker (Laura Hamilton)	1,000.00
NCLM Staff Expense (mileage)	115.38
IOG Staff Expense (mileage)	138.00
IOG Printed Materials	120.33
Banquet Floral Arrangements	56.18
Conference Printing/Postage	554.02
League Conference Fee	<u>1,220.00</u>
TOTAL	\$15,431.27

Total Revenues	20,640.00
Total Expenditures	<u>15,431.27</u>
Net Gain	5,208.73

Clerks	122
Spouses/Children/Guests	54
Comp. Delegates/Sponsors	<u>8</u>
TOTAL	184

ADVANCED ACADEMY

Revenues (56 registrants)	\$4,260.00
Expenses (lunch)	<u>636.00</u>
Net Gain	\$3,624.00

SILENT AUCTION \$1,536.00 (to Scholarship Fund)

RAFFLE \$3,766.00 (to Mary Lou Inauguration Fund)

MARY LOU FUND

Raffle, Donations, Book Fair	\$ 5,045.36
1998 Conference Profits	5,208.73
1998 Advanced Academy Profits	<u>3,624.00</u>
TOTAL	\$13,878.09