

North Carolina Association of Municipal Clerks  
Board of Directors Meeting  
December 11, 1998

The December Board of Directors meeting, held in the Board Room at NC League of Municipalities office in Raleigh, was called to order at 10:30 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 Nancy Huntley, Eva Brown, Wanda Elks, Dianne Pierce, Joyce Wilson, Janet Anderson, Kim Scott, Kay Cox, Pat Simmons, Diane Ward, and Vickie Wilder; Past Presidents Sabrina Guy, Mary Lou Rand, Jean Bailey, Connie Spell, Vicki Weant, and Gail Smith; Program/Education Chairman Josann Campanello; and Program/Education Committee Members Janet Thomas and Pat Brunell; and Rita Thompson.

President Thomas welcomed everyone.

#### **Approval of Minutes**

Minutes of the September 18, 1998, Board of Directors Meeting were approved by motion of Vickie Wilder, seconded by Beth Hamrick, and unanimously carried.

#### **Treasurer's Report**

Kim Smith, Secretary/Treasurer, presented the Profit and Loss Statement for the period of November 1 to November 30, 1998. The credit union share account balance is \$13,907.62, the checking account balance is \$10,000, and the balance in the money market account is \$7,600.00. The Profit and Loss Statement, attached to these minutes and incorporated herein by reference, was approved by motion of Joyce Wilson, seconded by Beth Hamrick, and unanimously carried.

#### **Committee Reports**

##### **Program/Education**

Josann Campanello reported that she met with the County Clerks' Program Chairman. The County Clerks want to participate in the AAE topic decisions and share in the profits generated by the advanced academy sessions. It was the consensus of the Board of Directors to schedule future advanced academies prior to the annual conferences. The Program/Education Committee will meet later today to plan the regional meetings.

##### **Membership**

The idea of discounting membership dues for deputy clerks was again discussed. Beth Hamrick reiterated that 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. In further discussion, Sabrina Guy asked if there is a record of the number of deputy and assistant clerks, and the ones who are currently members. She recommended including the year the clerk became a member in the data base and readdressing the item at the March meeting.

##### **Publicity**

Penelope Spicer-Sidbury asked that President Thomas remind everyone that the deadline for publication in the clerks' monthly newsletter is the 10th of each month. At the September meeting, Directors from Districts 3, 5, 7, 9, and 11 agreed to submit articles first for publication in the newsletter. Geneva Wilson is working on the birthday calendar and the annual report; she needs pictures of officers and directors by the end of December.

##### **We Share Our Services**

Recent requests from new clerks needing mentors included Shirley Hafey, Wesley Chapel; Rene Dotson, Village of Marvin; and Linda Herncane, Carolina Shores.

##### **Finance/Budget**

In a letter (attached to these minutes and incorporated herein by reference) to President Thomas, Michelle Creech Dawson advised that the annual audit had been completed. The Finance Committee suggested that

the Board consider publishing the newsletter bimonthly, instead of monthly, as a way to save money. The clerks' newsletter is a benefit that all Association members look forward to each month; therefore, it was the consensus of the Board to continue publication of the newsletters on a monthly basis.

**Web Page**

Pam Smith, Atlantic Beach Clerk, is working to determine how often a web page can be updated.

**Past Presidents'**

**Mary Lou's Reception**

Connie Spell announced that another raffle to assist with expense of Mary Lou's reception at this year's IIMC Conference will be held in January at Clerks' School. The raffle's first prize will be \$500, second prize will be one night's hotel accommodations in Raleigh plus tickets to a Broadway play, and third prize will be a handcrafted stool. Each clerk will be asked to sell (or purchase) at least ten tickets; the tickets will be included in each clerk's newsletter. Two checks, \$1,000 and \$25, have been received from Dale Barstow and Virginia Sobotkin, respectively, to go toward Mary Lou's reception costs. President Thomas will send thank you notes to Mr. Barstow and Ms. Sobotkin on behalf of the NCAMC.

**Quill Award**

Jean Bailey advised that both Betty Fortner and Betty Childress were being considered for this year's Quill Award Nominee. Since directions for nominations are somewhat unclear, Mary Lou suggested nominating both clerks for the award. The nominees' resumes and reasons for nomination must be submitted to the State organization by January 15, 1999. A letter from the Association must be submitted to the Region Director by February 12, 1999. Three letters of recommendation must also be sent to the Region Director. Jean Bailey and Connie Spell will work with President Thomas to accomplish this. It will then be necessary for the Regional Director to submit endorsement and documentation of nominees to IIMC by February 26, 1999.

**Technology Award**

By motion of Sabrina Guy, seconded by Nancy Huntley, and unanimously carried, Wanda Elks from Greenville was nominated for the Technology Award. Wanda will send her resume to President Thomas. President Thomas will notify the Greenville Mayor and Commissioners of the nomination.

**NCLM Board Member**

Vickie Weant informed the Board that the League Board's first meeting will be in January. The National League Conference was last week.

**NCLM Committee Member Nominations**

Nominations for League committees have not taken place yet; Ellis Hankins and Andy Romanet are working on them.

**1999 Site Selection Committee**

Town clerks in Brunswick County will be meeting after January 1, 1999, to begin making plans for the 1999 Conference at Sea Trail Plantation in Sunset Beach.

**2000 Site Selection Committee**

The 2000 Conference will be held in High Point.

**2001 Site Selection Committee**

Janet Anderson, Chairperson for the 2001 Site Selection Committee, revealed that clerks can plan on going to Cherokee in 2001.

**Old Business**

**Flag**

Connie Spell learned that only country flags will be used at the Ottawa conference. President Thomas will write a letter to IIMC on behalf of the NC Association requesting that use of state flags be reinstated when the conference comes back state side, that *country flags only* be the policy when the conferences are held out of the country. Support to reinstate state flags will be introduced at the IIMC Regional Meeting, also.

**IIMC Membership**

Dianne Pierce informed the Board that IIMC had eight new members from North Carolina. Three clerks have received their certification, three have attained AAE designation, two have achieved first sustaining, one has achieved second sustaining, and one has achieved third sustaining membership in the IIMC Academy for Advanced Education.

**Resolutions**

Pat Simmons will do resolutions for the Association if the clerks get the information to her.

**New Business**

**IIMC Regional Meeting**

The IIMC Regional Meeting will be held in Charleston, SC January 20-22, 1999.

**Clerks' School**

The 1999 Annual City and County Clerks' School will be January 27-29 at the Sheraton Imperial in Durham.

**Other Business**

**Scholarship Committee**

Information about the \$500 NCAMC Scholarship will be included in the January newsletter.

**License Plates**

Lou Metcalf, Bakersville, has information if clerks are interested in purchasing a license plate with "your town and city clerk" on it.

**Deadline for Calendar in IIMC Newsletter**

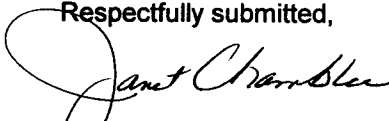
There was concern because notice of NC clerks' schools, conferences, etc. are not being published in the IIMC newsletter. The deadline for publication will be determined so that NC news can be included in the publication.

**IIMC Marketing Video**

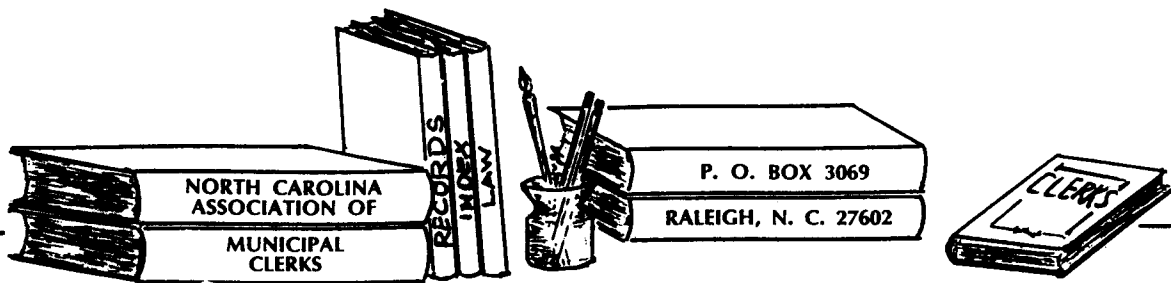
Mary Lou Rand advised that IIMC wants to make a video to market IIMC to potential members. The cost of producing the video is \$6000. Municipal Code has agreed to assist in the cost of the project. IIMC is also requesting donations from state associations. IIMC proposes to shoot the video during the May Conference in Ottawa. Motion by Beth Hamrick to contribute \$100. The motion was seconded by Vickie Wilder and unanimously carried.

There was no other business and the meeting was adjourned at 11:35 am by motion of Joyce Wilson, seconded by Eva Brown, and unanimously carried.

Respectfully submitted,



Janet Chamblee, CMC/AAE



October 20, 1998

Janice Thomas, CMC/AAE  
President NCAMC  
1 Town Hall Drive  
Jackson Springs, NC 27281

Dear President Thomas:

In the process of completing the fiscal year ended June 30, 1998 audit for the Association, the Finance Committee would like to advise you of some findings. Our fund balance has fallen from \$29,556.59 at June 30, 1996 to \$6,275.93 at June 30, 1998. We found that the Association's greatest expenses, aside from conferences and meetings, are in printing and postage. In an effort to build back some of this fund balance or offset other expenses and activities of the Association (such as the membership directory which was not updated for 1998), it might be worth considering the printing and mailing of a newsletter every other month rather than monthly. The savings would amount to over \$2,000.00 per year.

We feel that the addition of a ClerkNet Committee allows the use of the web page as an additional resource for communicating information to the membership. Our Association attempts to keep abreast of emerging technology, but we acknowledge that many of our members do not have the financial resources for such technology. This is why we suggest the web page as an additional resource, which could offer more current information than that in print. We realize that this will require Board consideration and possibly policy decisions, but felt we would give you the opportunity to determine if you wish to pursue it further.

If you have any questions regarding this information or the audit, please feel free to contact me.

Cordially,

A handwritten signature in cursive script that reads 'Michelle Creech Dawson'.

Michelle Creech Dawson, CMC  
Finance Committee Co-Chairperson

**Profit & Loss Statement**  
For the period November 1, 1998 to November 30, 1998

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
<b>Revenue</b>				
Membership Dues	\$2,560.00	\$16,000.00	\$15,920.00	99.50
Education - Training				
Annual Conference	\$20.00	\$21,000.00	\$18,990.00	90.43
Regional Meetings	.00	4,500.00	20.00	.44
Advanced Academy	.00	5,000.00	4,260.00	85.20
Scholarship Fund	.00	1,500.00	1,536.00	102.40
Investment Income	60.42	800.00	338.64	42.33
Fundraising Sales	.00	200.00	10.37	5.19
IINC Reception Fundraising	.00	12,500.00	3,816.00	30.53
Annual Conference Sponsorships	.00	2,000.00	1,650.00	82.50
Appr From Fund Balance	.00	300.00	.00	.00
<b>Total Revenue</b>	<b>2,640.42</b>	<b>63,800.00</b>	<b>46,541.01</b>	<b>72.95</b>
<b>Expenditures</b>				
Education - Training				
Annual Conference	\$258.33	\$23,000.00	\$14,997.25	65.21
Regional Meetings	.00	3,500.00	.00	.00
Advanced Academy	.00	4,500.00	636.00	14.13
Scholarship Fund - Clerks	.00	1,000.00	.00	.00
Scholarship Fund - College	.00	500.00	500.00	100.00
Operating Expenses				
Printing Expense	\$292.13	\$3,500.00	\$2,157.63	61.65
Postage Expense	955.62	4,000.00	1,763.43	44.09
Professional Services	178.50	7,000.00	608.00	8.69
Travel/President & Staff	20.48	2,500.00	620.48	24.82
Boards/Committee Meetings	54.57	1,000.00	54.57	5.46
Gifts & Awards	.00	500.00	212.90	42.58
Miscellaneous Expense	1.00	500.00	20.50	4.10
Minute Indexing	.00	300.00	.00	.00
IINC Expenditures	.00	12,000.00	.00	.00
Fundraising Purchases	.00	.00	500.00	.00
<b>Total Expenditures</b>	<b>1,760.63</b>	<b>63,800.00</b>	<b>22,070.76</b>	<b>34.59</b>
<b>Excess Revenue Over Expend.</b>	<b>879.79</b>	<b>.00</b>	<b>24,470.25</b>	<b>.00</b>

*CR. Un. Share acct -  
\$ 13,907.62*

*Chg 10,000.00  
T.M.K. 7600.00*