

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS SPECIAL MEETING
JANUARY 23, 1997**

SPECIAL MEETING

The Board of Directors of The North Carolina Association of Municipal Clerks met in the Board Room of the Omni Europa on January 23, 1997. Officers and Board Members were present to hear a special presentation.

CALL TO ORDER

President Connie Spell called the meeting to order and welcomed members and guests. She explained that this meeting would be very short but necessary for information to be passed along to the full membership during this January Clerk's School. Without further delay, President Spell introduced Michael Smith, Executive Director of the Institute of Government, UNC-Chapel Hill.

PRESENTATION

Michael Smith gave a brief history of the Institute of Government. The Knapp Building has been in service since 1956 and it has served local government to the fullest. During the last decade, there has been a larger demand for teaching and technical assistance with attendance overcrowding classrooms. Therefore, satellite teaching and tele conferences have been a necessity. In 1994 the planning process started in hopes to alleviate the big problems of parking, crowded classrooms and office space, ADA compliance, expansion of the library and perhaps adding a cafeteria, lunch area and more updated restrooms.

Dr. Smith reported that the plans had been approved and that a model will be on display. The University is asking for Capital Money from the State Legislature. In turn the Institute of Government (IOG) is asking for the support of all local governments and the associations by adopting a resolution of intent. Not only does he ask for the support of the NCAMC but requests that each clerk take the proposed resolution to their governing board for approval. There must be a statewide impact for this dream to become a reality.

SPECIAL MEETING
January 23, 1997
Page 2

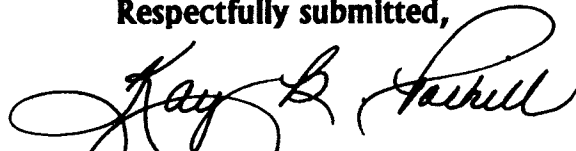
SUPPORT OF PROPOSED RESOLUTION

It was the general consensus of the Board of Directors to take the proposed Resolution Supporting the Renovation and Expansion of the Institute of Government (Knapp Building) to the full membership for adoption.

ADJOURNMENT

There being no further business, the meeting was adjourned to join the January Clerk's School in progress.

Respectfully submitted,

A handwritten signature in black ink, reading "Kay B. Polhill". The signature is written in a cursive style with a large, looping initial "K".

Kay B. Polhill, CMC/AAE
Recording Secretary

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BUSINESS MEETING
JANUARY 23, 1997**

CALL TO ORDER

President Connie Spell called the Business Meeting to order on January 23, 1997 at the Omni Europa in Chapel Hill, North Carolina.

APPROVAL OF MINUTES

Beth Hamrick made the motion, seconded by Peggy Boone unanimously approved the August 9, 1996 Business Meeting.

TREASURER'S REPORT

Kim Smith reported that the association was very strong financially and continue to be good money managers. The summer conference expenses, as anticipated, were over budget and had to be subsidized. However, it was termed by general consensus that it was a successful meeting and worth it.

COMMITTEE REPORTS

Program/Education - Beth Hamrick

Beth Hamrick introduced her committee and reported that there will be four regional meetings in April, 1997: April 4 - New Bern, April 11 - Kernersville, April 18 - Roanoke Rapids and April 25 - Hendersonville. The topics will be back to basics, nuts and bolts, minutes, finance and taxes. She also mentioned the dates of the Summer Conference to be held in Charlotte, North Carolina on August 14-18, 1997, with Professionalism being the theme.

Membership - Brenda Freeze

Brenda stated that the membership directory was going to be updated and she needed the information as soon as it could be sent to her and committee. She also mentioned pictures, especially if you wanted to update them.

IIMC Membership - Peggy Boone

Peggy reported that everyone needed to be a member of the International Institute of Municipal Clerks. In Region III there are 299 members with 150 CMC's and 42 AAE's. We are striving for North Carolina to top the list of states in Region III.

BUSINESS MEETING

January 23, 1997

Page 2

Publicity - Wanda Elks

Wanda introduced her committee and stated that they will try for better publicity and newsletter. However, she urged each member to send in their news and lots of it because the newsletter is only as good as the members want it to be. There will be an Annual Report and pictures are needed and wanted.

WSOS - Nancy Orr

This has been very successful but there is always a need for more mentor. It helps introduce new clerks and members to the program.

Finance/Budget - Swannetta Fink

Swannetta Fink reported that the audit was conducted and that preparation will soon begin for the upcoming year. Her committee will be looking at ways to present the financial reports that can be understood by everyone.

Special Project - Supplement to MORE Manual - Peggy Boone

Index Association Minutes - Joyce Wilson

Peggy Boone, Past President's Committee stated that a supplement to the MORE Manual will be done this year. Joyce Wilson reported that her committee is on the way to getting the indexing started for completion this year.

Constitution Review - Jean Bailey

Jean reported that this review will begin immediately.

NCLM Board Member - Glenda Sansosti

After the new Executive Director is appointed at the League, the first meeting will be the appointments to the Board. Glenda has been proposed to represent the NCAMC.

Scholarship (College) - Gail Smith

This is still in the planning mode. Meeting have been held with an attorney and there will be more details at the next board meeting.

BUSINESS MEETING

January 23, 1997

Page 3

Clerks' Internet Home Page - Fleming Bell

Fleming reported that there's lots of potential and can be a quick resource for all clerks. He talked about the Web Search and the Institute of Government's page.

Clerk of the Year - Jane Dreher

This is still in the planning mode also. It would recognize a clerk as the best in the state after meeting the criteria and completion of the application. This will continue to be discussed at the next Board Meeting.

Nominations - Vickie Weant

Nominations will be accepted through March 31, 1997. Vacancies will be in even number districts, 2nd Vice President and Recording Secretary. There is special criteria for each office and district representations.

Michael Smith, Executive Director of the Institute of Government, made a presentation at the Special Meeting of the Board of Directors earlier this date. After considerable discussions an a recap of his presentation, a motion by Vicki Weant, seconded by Glenda Sansosti and unanimously approved the RESOLUTION SUPPORTING THE RENOVATION AND EXPANSION OF THE INSTITUTE OF GOVERNMENT (KNAPP BUILDING) . (The resolution is attached as part of the official minutes).

Brenda Freeze, Chair of the 1997 NCAMC Annual Conference, reported that the dates are August 14-17, 1997. It will be held in Charlotte, North Carolina, at the Adam's Mark Hotel. The committee is asking for all of the surrounding counties to help when contacted. It is beginning to show great potential for a fun time.

Janet Chamblee reported that the Site Committee had proposed the 1999 NCAMC Conference to be held at Sunset Beach - Sea Trails Plantation.

BUSINESS MEETING

January 23, 1997

Page 4.

The IIMC Annual Conference will be held in Buffalo, New York in May, 1997. It will be a big year for Region III, especially North Carolina and every clerk is urged to attend. The biggest reasons follow:

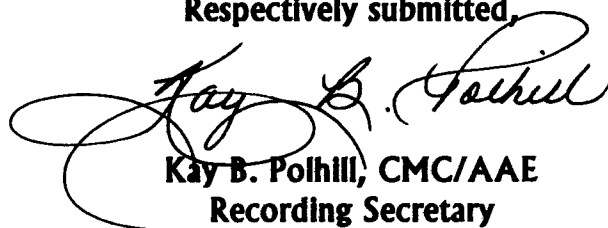
Peggy Boone made the motion, seconded by Judy Mackie and unanimously approved to endorse Fleming Bell to be a candidate for the IIMC Institute Directors Award of Excellence.

Peggy Boone made the motion, seconded by Janice Thomas unanimously approved to endorse Jean Bailey for the IIMC Quill Award.

Peggy Boone made the motion, seconded by Jean Bailey, to endorse Mary Lou Rand to run for IIMC 2nd Vice President.

There being no further business, the meeting was adjourned to the dining room for lunch and a full afternoon of sessions.

Respectively submitted,



**Kay B. Polhill, CMC/AAE
Recording Secretary**

A RESOLUTION SUPPORTING THE RENOVATION AND EXPANSION
OF
THE INSTITUTE OF GOVERNMENT (KNAPP BUILDING)

WHEREAS the Institute of Government since 1931 has made important contributions to North Carolina's good government and its excellent financial management by serving the entire state from its base in Chapel Hill; and

WHEREAS the Institute's building has been inadequate and outmoded for many years, which threatens its ability to maintain the highest quality of services for North Carolina's public officials; and

WHEREAS the 1994 General Assembly recognized the need for a renovated and expanded building by appropriating \$700,000 to plan necessary improvements and additions to the Institute of Government; and

WHEREAS the Institute has planned the necessary capital improvements that will enable it to provide North Carolina public officials with the latest and most efficient instructional technologies and a higher quality of service; and

WHEREAS the necessary improvements will include a teleconferencing classroom, a computer training room, increased classroom and office space, an expanded and accessible library, increased parking, improved dining facilities, and access for persons with disabilities; and

WHEREAS the planned capital project has been approved by the UNC-CH Board of Trustees and is rated as one of the University's highest capital priorities, and it also is a legislative priority for the UNC Board of Governors.

NOW, BE IT THEREFORE RESOLVED, THAT

By way of this resolution the North Carolina Association of Municipal Clerk's Association fully and enthusiastically encourages the 1997 North Carolina General Assembly to appropriate \$16.1 million to fund this urgently needed capital renovation and expansion project.