

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING
MARCH 14, 1997**

REGULAR MEETING

The Board of Directors of The North Carolina Association of Municipal Clerks met in the Board Room at the North Carolina League of Municipalities on Friday, March 14, 1997 at 10:00 a.m. The Officers, Board Members and others in attendance were: Connie Spell, President; Sabrina Guy, Vice President; Janice Thomas, Second Vice President; Wanda Elks, Lois Oldham-Simonson, Freida Van Allen, Rita Thompson, Dianne A. Pierce, Gail Smith, Joyce Wilson, Betty Fortner, Mary Lou Rand, Janet Chamblee, Penelope Spicer-Sidbury, Kim Smith, NCLM; Judy Foy, Merle Edwards, Vickie Weant, Jodeen Terry, Brenda Freeze, Jean Bailey, Marilyn Sellers and Kay Polhill.

CALLED TO ORDER AND WELCOME

President Connie Spell called the meeting to order and welcomed everyone to the meeting. General information and comments concerning the success of the Clerk's School in January were exchanged. Those receiving IIMC and AAE certifications were also congratulated on dedication and commitment. A thank you note was read from Emily Reynolds thanking the clerks for their memorial sent for her late husband, Dave.

MINUTES AND TREASURERS REPORT

Dianne Pierce made the motion, seconded by Wanda Elks unanimously approved the minutes of the meeting held on December 13, 1996, as presented.

Kim Smith, Treasurer, reviewed the Profit and Loss Statement in detail and reported a very healthy balance commenting that the Clerk's were good money managers. Rita Thompson made the motion, seconded by Judy Foy unanimously approved the report as stated and presented to become part of the minutes.

REGULAR MEETING

March 14, 1997

Page 2

COMMITTEE REPORTS

Program/Education - Beth Hamrick

Beth briefly reviewed the Clerk's School Program and her committee felt that it was well attended and received. There were already 130 clerks registered for the regional schools and she urged all to try and attend one of them. She reviewed the progress of the program for the summer conference in August.

Membership - Brenda Freeze

Brenda reported that the District Chairs continue to encourage all clerks to join the association. Approximately five requests have been made since the Clerk's School in January. She urged all clerks to continue to try and appease those clerks that seem to be discontent with the system.

It was also reported that North Carolina had approximately 300 members in the IIMC and approximately 390 in the state association.

Publicity - Wanda Elks

Wanda urges everyone to get their news into her because the newsletter is only as good as the news sent in. The annual report was also discussed. She continued to get compliments on the presentation of the newsletter.

Finance/Budget - Swannetta Fink

The committee met during the Clerk's School in January and discussed possible changes to the format for financial reports. April 11, 1997 they will meet at the League Office to work on the new budget. Swannetta stated that any input from the membership would be appreciated and provided communication numbers.

Special Projects - Joyce Wilson

Joyce discussed the progress of the committee concerning the indexing of all the minutes of the association. A motion was made by Sabrina Guy, seconded by Janice Thomas approved unanimously to enter into a contract with Municipal Code Corporation to index the minutes of the association. The contract will be a part of the minutes as directed.

REGULAR MEETING

March 14, 1997

Page 3

Certification/Legislation - Mary Lou Rand

Mary Lou briefly reviewed the beginning and status of the certification to supplement the IIMC at a local level. It was then decided that perhaps for clarification for everyone that an article would be appropriate explaining all about a state certification and what it could mean to the clerks.

Constitution Review - Jean Bailey

Jean reported that her committee will meet on March 26, 1997 and urged the Board to submit any recommendations.

NCLM Board and Committee Members

Ellis Hankins, Executive Director of the League, confirmed the appointments of the association's nominees for NCLM Board and CED, EENR and Transportation.

Glenda Sansosti attended the National League of Cities meeting and North Carolina was very well represented at the conference.

Scholarship (College) - Gail Smith

Gail updated and reviewed guidelines to set up this program. After considerable discussions, it was a consensus of the Board to direct Gail to request, through the IIMC Newsletter, help from others by submitting copies of their scholarship program for study.

1997 Annual Conference - Brenda Freeze

Brenda reviewed the proposed plans for the conference to be held in Charlotte at the Adams Mark (\$66 with a cut off of approximately one (1) month) on August 14-16, 1997. Plans are being made for Discovery Place/OmniMax Theater, Presidents Reception, tours to include Panther's Stadium and many shopping and site seeing outings. The AAE will be held on Friday with a six (6) hour program. Conference registration will be \$100 and other registrations and expenses were discussed. This committee has and will continue to work diligently to have all of the details confirmed as soon as possible.

REGULAR MEETING

March 13, 1997

Page 4

NEW BUSINESS

Mary Lou Rand seeking election at IIMC Conference

It would be quite an accomplishment for North Carolina and the association to have a president on the national level. Mary Lou has the endorsement of Garner to campaign for IIMC Second Vice President. Her campaign will be an expensive adventure but one familiar to those having attended previous conference at this level. Many aspects were discussed and would be a great opportunity for NC to "SHINE"!

President Spell will appoint a committee to work on this with Mary Lou. Vickie Weant made the motion, seconded by Janice Thomas unanimously approved to finance up to \$7,500 to assist Mary Lou Rand to seek the office of IIMC Second Vice President. This motion is contingent to making a budget and asking for additional contributions from vendors and possibly more financial assistance from the Town of Garner.

Penelope Spicer-Sidbury had had many inquiries about chartering a bus for the trip to Buffalo for the IIMC Conference. The going price at the moment will be \$110-\$125 for roundtrip to Buffalo, New York. This would be a less expensive trip and still be a very supporting group for Mary Lou and N.C. Let her know !!

Request from Wisconsin Municipal Clerks Association

NCAMC owns the copyright to the video and it was by general consensus that this association would not sell any part of the video to the Wisconsin Municipal Clerks. Jean Bailey was asked to communicate with them and explain the process and that they could use the video only as a guide.

Outstanding Clerks Award Criteria

This issue was tabled for further discussions and input.

Municipal Clerk's Week in May

All clerks were encouraged to have their officials sign the proclamation and recognize the clerk in their municipality. They were also urged to promote it in the community by joining clerks from surrounding counties and cities to network in a visible manner.

REGULAR MEETING

March 14, 1997

Page 5

IIMC Region III Meeting

There were approximately ten clerks attending the Region III meeting. It was a very enjoyable meeting and the 1998 meeting will be in Charleston, SC.

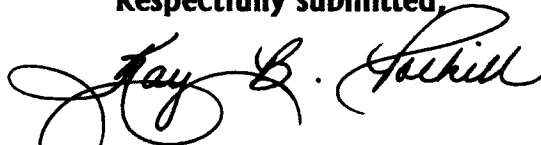
Next Board Meeting

The next meeting of the NCAMC Board of Directors will be June 13, 1997.

Adjournment

Vickie Weant made the motion, seconded by Judy Foy unanimously approved to adjourn the meeting.

Respectfully submitted,



Kay B. Polhill, CMC/AAE
Recording Secretary

Profit & Loss Statement
For the period February 1, 1997 to February 28, 1997

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	Year To Date Balance	% Budget
Revenue					
Membership Dues	\$240.00	\$15,000.00	\$15,080.00	(\$80.00)	100.53
Education - Training					
Annual Conference	\$.00	\$15,000.00	\$16,881.00	(\$1,881.00)	112.54
Regional Meetings	468.00	3,000.00	468.00	2,532.00	15.60
Advanced Academy	(1,550.00)	3,000.00	2,050.00	950.00	68.33
Scholarship Fund	.00	1,500.00	747.01	752.99	49.80
Investment Income	74.65	1,400.00	772.84	627.16	55.20
Fundraising Sales	15.00	2,000.00	1,056.00	944.00	52.80
Fund Balance	.00	5,600.00	31,543.22	(25,943.22)	563.27
Total Revenue	(752.35)	46,500.00	68,598.07	(22,098.07)	147.52
Expenditures					
Education - Training					
Annual Conference	\$.00	\$15,000.00	\$22,561.66	(\$7,561.66)	150.41
Regional Meetings	.00	1,500.00	546.93	953.07	36.46
Advanced Academy	883.52	2,000.00	961.43	1,038.57	48.07
Scholarship Fund	.00	3,000.00	1,400.00	1,600.00	46.67
Operating Expenses					
Printing Expense	\$55.93	\$4,500.00	\$4,991.40	(\$491.40)	110.92
Postage Expense	.00	4,000.00	1,312.24	2,687.76	32.81
Professional Services	.00	7,500.00	7,445.00	55.00	99.27
Travel/President & Staff	556.70	2,500.00	2,402.51	97.49	96.10
Boards/Committee Meetings	.00	1,000.00	400.56	599.44	40.06
Gifts & Awards	.00	2,000.00	2,114.20	(114.20)	105.71
Miscellaneous Expense	1.00	2,500.00	22.00	2,478.00	.88
Fundraising					
Fundraising Purchases	\$.00	\$1,000.00	\$2,832.85	(\$1,832.85)	283.29
Sales Tax Expense	.00	.00	.00	.00	.00
Total Expenditures	1,497.15	46,500.00	46,990.78	(490.78)	101.06
Excess Revenue Over Expend.	(2,249.50)	.00	21,607.29	(21,607.29)	.00

Account Balances as of 2-28-97

Credit Union Shares	\$28.49
Credit Union Checking	\$1829.56
Credit Union Money Market	\$17,762.61

Profit & Loss Statement
For the period December 1, 1996 to December 31, 1996

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	Year To Date Balance	% Budget
Revenue					
Membership Dues	\$160.00	\$15,000.00	\$14,840.00	\$160.00	98.93
Education - Training					
Annual Conference	\$.00	\$15,000.00	\$16,881.00	(\$1,881.00)	112.54
Regional Meetings	.00	3,000.00	.00	3,000.00	.00
Advanced Academy	.00	3,000.00	.00	3,000.00	.00
Scholarship Fund	.00	1,500.00	747.01	752.99	49.80
Investment Income	83.66	1,400.00	619.40	780.60	44.24
Fundraising Sales	.00	2,000.00	1,041.00	959.00	52.05
Fund Balance	.00	5,600.00	31,543.22	(25,943.22)	563.27
Total Revenue	243.66	46,500.00	65,671.63	(19,171.63)	141.23
Expenditures					
Education - Training					
Annual Conference	\$.00	\$15,000.00	\$22,561.66	(\$7,561.66)	150.41
Regional Meetings	.00	1,500.00	546.93	953.07	36.46
Advanced Academy	.00	2,000.00	77.91	1,922.09	3.90
Scholarship Fund	.00	3,000.00	1,400.00	1,600.00	46.67
Operating Expenses					
Printing Expense	\$240.00	\$4,500.00	\$4,801.42	(\$301.42)	106.70
Postage Expense	278.19	4,000.00	1,094.28	2,905.72	27.36
Professional Services	5,849.00	7,500.00	7,266.50	233.50	96.89
Travel/President & Staff	95.60	2,500.00	1,845.81	654.19	73.83
Boards/Committee Meetings	.00	1,000.00	207.21	792.79	20.72
Gifts & Awards	.00	2,000.00	2,114.20	(114.20)	105.71
Miscellaneous Expense	1.00	2,500.00	20.00	2,480.00	.80
Fundraising					
Fundraising Purchases	\$286.20	\$1,000.00	\$2,832.85	(\$1,832.85)	283.29
Sales Tax Expense	.00	.00	.00	.00	.00
Total Expenditures	6,749.99	46,500.00	44,768.77	1,731.23	96.28
Excess Revenue Over Expend.	(6,506.33)	.00	20,902.86	(20,902.86)	.00

Account Balances:

Money Market	\$17,623.18
Checking	1,264.73
Share	28.32

March 4, 1997



Ms. Joyce H. Wilson
Town Clerk
Town of Wake Forest
401 Elm Street
Wake Forest, NC 27587

Dear Ms. Wilson:

Thank you for sending minutes to Isabel Rush. Enclosed is an updated estimate for an annual and cumulative index of the North Carolina Clerks Association minutes.

INDEXING OF MINUTES

MCC's Professional Indexing of Minutes Service provides you with a comprehensive subject matter Index of your Association minutes in hard copy and in electronic format. With an MCC Index you will no longer have to search through your minute books looking for that particular subject discussed years ago. The needed information becomes easily accessible to Association officials, departments not familiar with the minutes and to the public. The same indexer would prepare your Indexes to insure the highest degree of personal attention and professionalism.

A. INDEX OPTIONS

1. **Annual Index.** One Index is created for each calendar or fiscal year. If preferred, we can provide updates to your Index quarterly or semiannually, without additional charge. A vinyl binder is provided with the initial Index and will hold several years of Indexes.
2. **Merged Index.** Future Indexes can be merged with the existing Index(es) in one of two ways:
 - a. *Cumulative Index.* As new pages of minutes are indexed the new Index entries can be integrated with the existing subjects and titles, creating an on-going Index covering several years of minutes.
 - b. *Individual Yearly Index.* If each year's Index is separately created, it will be housed in the binder with a tab indicating the year of the Index. The annual Indexes can be merged to create a consolidated Index.
3. **Index on Disk.** After the Index is created, it can be provided on disk. We typically provide 3 ½ inch disks, formatted for DOS, with data in WordPerfect. A ten-year Index can be contained on one disk.

B. INDEXING PROCESS

Material forwarded to MCC. For future Indexes, the minutes can be sent as soon as approved, at the end of a quarter, six months or year.

Post Office Box 2235
1700 Capital Circle, S.W.
Tallahassee, FL 32316-2235
(904) 576-3171
1-800-262-CODE
Fax (904) 575-8852

Ms. Joyce Wilson
March 4, 1997
Page 2

Preparation of the Index. The same indexer who prepared your past Indexes will study each agenda item individually to determine the main subjects. All related items will be indexed under this subject head. If the item concerns several subjects, then each subject will have its own heading. To avoid redundancy, the indexer will reference the bulk of the information under one heading and cross reference all of the other subjects back to the main subject. Minute book numbers can be noted for easy reference. Please remember that we can tailor your Index to your requirements.

Delivery and Proofreading of the Index. Once you receive this Index please make any corrections or adjustments to the Index. The corrections will be included in the following Index. Delivery of each subsequent Index will take approximately four weeks from receipt of new material. Most clients put us on a mailing list.

Based on the updated information submitted, we are pleased to offer a cost for preparing the Index for the Minutes dating back to 1975:

Minutes for 1975 to 1996 constituting approximate 500 pages,
(8 1/2" x 11", single space) should develop an Index of an
estimated 70 pages

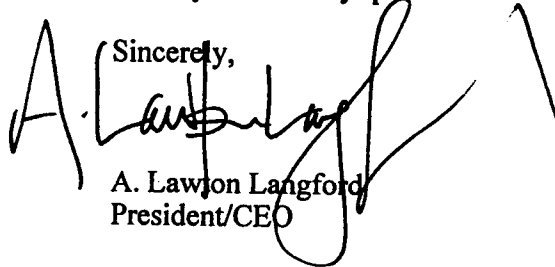
Not to exceed \$2,500

Future updates would be at the per page rate of	\$35
Available on disk, per set of disks	\$50
Cumulative merge charge per year would be	\$25

Delivery would be on or before August 1, 1997.

We look forward to working with you and the North Carolina Clerks Association to develop a useful search tool. Please feel free to call Isabel on our toll free number if you have any questions.

Sincerely,



A. Lawton Langford
President/CEO

ALL/ihr
e-mail: lawton@municode.com

Accepted this 14th day of March, 1997 by the **North Carolina Municipal Clerk's Association**

Connie Spell

Signature

President

Title

Wisconsin Municipal Clerks Association

January 21, 1997

Ms Connie Spell, President
North Carolina Municipal Clerks Association
P.O. Box 3069
Raleigh, NC 27602

RECEIVED JAN 28 1997

Dear Ms Spell:

I talked to Kim Smith of your League of Municipalities and explained why the call. She gave me your name and address. The Wisconsin Municipal Clerks Association purchased a copy of your North Carolina video "Glimpse into the Clerks World - Past, Present and Future". It is an extremely professional promotion of the clerk's profession.

Our Association is embarking on a project of this sort. I have talked to several local media people and have been advised that utilizing your video, changing locales, voice, etc. would be the least expensive for us.

I have also been soliciting support from the University of Wisconsin-Green Bay, who hopefully can produce the video, and the Wausau Insurance Company. UW-Green Bay is our Institute, and it provides the Wisconsin clerk's main source of instruction for certification. Wausau is an insurance carrier that provides insurance to many municipalities in Wisconsin. Other vendors could be contacted for support as time goes on.

Because Municipal Clerks are an integral part of government, we also desire to promote the roll of Clerks as you did with your video. Once completed, this video could be distributed to Wisconsin cities, villages, towns, libraries, technical schools, high schools, the League of Municipalities and to the Town Association, and/or where the need arises.

What I need, if I may so bold to request this from you, is as follows:

1. Your Association's approval to use whatever it is from your video that would benefit us in producing our video.
2. A copy of the script.
3. A recap, perhaps, on what you did with your video after it was produced, and any comments you received. I am sure it would also be beneficial to us to know how you went about doing this.

GROWTH THROUGH CARING

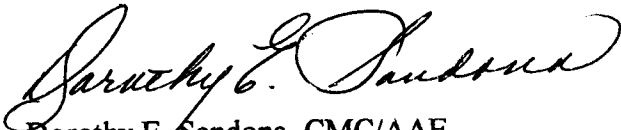


KNOWLEDGE THROUGH SHARING

We thank you for your consideration in this matter and again commend you on an excellent promotion of the Clerk's position, as well as an excellent job in putting the video together.

Yours truly,

WISCONSIN MUNICIPAL CLERKS ASSOCIATION



Dorothy E. Sandona, CMC/AAE
Chairman, Clerk's Awareness & Public Relations Committee
Wisconsin Municipal Clerks Association
Village of Twin Lakes
P.O. Box 1024
Twin Lakes, Wi 53181
1-414-877-2858
1-414-877-4019

cc: Linda Belongia, President, WMCA
Susan Gillion, Institute Director, UW - Green Bay

OUTSTANDING CLERK AWARD

COMMITTEE INFORMATION GUIDELINES

1. To be eligible for this award, the nominee shall have served as municipal clerk a minimum of three years.
2. A past recipient of the "Outstanding Clerk Award" may again be eligible to receive the award. However, the award shall not be presented to the same clerk more than once in a ten year period.
3. A minimum of 50 points must be accumulated by a nominee in order to be eligible for the award. If nominees cannot attain the minimum number of points, an award will not be presented in that given year.
4. All nomination forms must be received by the deadline stated to be considered for the award.
5. Nominations may be submitted by mayors, councilmembers, city managers, another municipal clerk, or any other elected or appointed municipal official.
6. All questionnaires sent out to nominees must be received by the deadline stated on the questionnaire. Questionnaires received after the deadline are not to be considered.
7. Points will not be awarded for items unanswered on the nominee questionnaire.
8. The Outstanding Clerk award committee chairperson will be the clerk who received the award the preceding year. If that clerk is unable to chair the Awards Committee, the committee will select the chairperson from among its members. The committee members are clerks who have received the awards for the preceding two years.

OUTSTANDING CLERKS AWARD

NOMINATION FORM

****Please type or print****

Deadline for Nominations is December 31st.

_____ City _____ Town _____ Village

I hereby nominate the following Municipal Clerk for the N. C. Municipal Clerks Association "**Outstanding Clerk Award**".

Name of Clerk Nominated _____

Clerk's Mailing Address _____

Date _____

Signature

Title

Telephone

Mailing Address

Zip Code

A questionnaire will be mailed to your nominee for outstanding clerk.

PLEASE MAIL THIS
NOMINATION FORM TO:

Chairperson, Awards Committee

Mailing Address

Zip Code

January 1, 1997

INSTRUCTIONS FOR COMPLETING QUESTIONNAIRE
FOR
OUTSTANDING CLERK AWARD

1. Please type or print all information.
2. Please return the questionnaire and all supporting information by:

To: _____

Any questionnaires received after the above deadline will not be considered for the award.

3. Points are awarded for each question answered. All questions should be answered as completely as possible. Points will not be awarded for questions which are not answered.

January 1, 1997

OUTSTANDING CLERK AWARD NOMINEE'S QUESTIONNAIRE

Name _____

Municipality _____

Please state number of years as:

- _____ Municipal Clerk
- _____ Employed in Municipal Government (not as clerk)
- _____ Member of the N. C. Municipal Clerks Association **
- _____ Member of an Area Clerks Associations **
- _____ Member of the IIMC **

****LIST OFFICES HELD AND/OR COMMITTEES SERVED:**

IIMC CMC Certification ____ Yes ____ No

Number of Years Certified _____

IIMC Advanced Academy ____ Yes ____ No

Number of Years _____

PARTICIPATION

N. C. Clerks School, Years attended: _____

League of Municipalities Conferences, Years attended: _____

Area Clerks Association meetings, Years attended: _____

IIMC Regional meetings, Years attended: _____

IIMC International meetings, Years attended: _____

EDUCATION/WORK RELATED EXPERIENCE

(Examples: college education, continuing ed courses, correspondence courses, seminars which are not listed above, prior employment experience other than your current position as clerk. Attach additional pages if necessary).

SERVICE TO YOUR COMMUNITY:

Please list civic, community or service organizations in which you participate:

Please state offices held and involvement in the civic, community or service organizations in which you are active:

PERFORMANCE OF DUTIES:

Please share your procedures, innovations, implementations or techniques which have improved the operations of your office. (Examples: indexing, accounting procedures, computerization, micro-filming, grant writing, licensing, etc.)

LOCAL MEDIA TO BE NOTIFIED:

Newspaper: _____

Radio Station: _____

Television Station: _____

January 1, 1997

