

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING
JUNE 13, 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, June 13, 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; Kim Smith, NCLM; Swannetta Fink, Freida Van Allen, Eva Brown, Wanda Elks, Lois Oldham-Simonson, Beth Hamrick, Rita Thompson, Dianne Pierce, Janet Chamblee, Pat Brunell, Joyce Wilson, Vicki Weant, Jean Bailey, Betty Fortner and Kay Polhill.

CALL TO ORDER AND WELCOME

Connie Spell called the meeting to order and welcomed everyone to the meeting. It was noted that for the third time this fiscal year, the NCAMC met on a Friday, the thirteenth. Supposedly this is called "Black Friday" by many but the Clerk's feel that it is an honor and privilege to met at any time.

MINUTES AND TREASURERS REPORT

Janice Thomas made the motion, seconded by Sabrina Guy unanimously approved the minutes of the last regular meeting, March 14, 1997, as presented.

Kim Smith, Treasurer, reported that at the beginning of the fiscal year, the fund balance was quite large. Now at this point, the balance is approximately \$10,000. The big spending of approximately \$20,000 helped to make up the deficit created from the summer conference held in Wilmington. Also it was approved to supplement the reception for Mary Lou Rand after being elected as 2nd Vice President of the International Institute of Municipal Clerks (IIMC). This was held in New York in May at the IIMC Annual Conference. After considerable discussions concerning the next fiscal year, Lois Oldham-Simonson made the motion, seconded by Wanda Elks unanimously approved the treasurers report. It will be attached as part of the official minutes.

REGULAR MEETING

June 13, 1997

Page 2

COMMITTEE REPORTS

Publicity - Wanda Elks

Wanda's committee will meet after this meeting is adjourned. They will decide on a different format for the annual report. Her committee will strive for a cost effective project with excellent results. The most appropriate way to get these reports to the membership was discussed. Several options were mentioned with the Board coming to a general consensus. The Annual Report and Membership Directory will be addressed and ready for mailing at the Annual Conference in Charlotte. Those not in attendance at the conference will receive theirs by mail; therefore, each member will have received one copy.

Finance/budget - Swanetta Fink

Swanetta presented the proposed budget to each member for review. There were questions. Recommendations were having (1) a fund raiser, (2) encourage the Directors to help increase the membership, (3) keep dues at \$40, (4) obtain scholarships for attending conferences, (5) alphabetical listing of clerks in the Clerk's Manual, (6) publish directory every other year with a supplement of new clerks published in the newsletter. A suggestion was for a reception be held for Mary Lou Rand at the August convention to be supported through sponsorships. Also when Mary Lou Rand becomes IIMC President in 1999, it will cost about \$10,000 - \$12,000 for a President's Reception. Therefore, it was recommended that several fund raisers be designated just for this purpose and be put in a reserve fund. It was also suggested that perhaps a committee could be appointed just for this purpose.

A motion was made by Freida VanAllen, seconded by Sue Britt unanimously approved the 1997-1998 Fiscal Budget in the amount of \$51,000 as presented and leaving the Annual Dues at \$40.00.

MORE Manual - Peggy Boone

President Connie reported for Peggy that a small supplement was being prepared. She requests that resolutions/proclamations, especially different or unusual ones, be sent to be included for reference helps.

REGULAR MEETING

June 13, 1997

Page 3

Constitution Review - Jean Bailey

Jean distributed copies of the NCAMC Constitution with the proposed revisions and reviewed with the Board. It was noted that the changes were patterned after the Constitution of the NCLM. Sabrina Guy made the motion, seconded by Vickie Weant approved unanimously to recommend the proposed changes to the active membership at the summer conference in August.

EENR Representative - Joyce Wilson

Joyce reported that the Energy, Environment and Natural Sources Committee met on April 24, 1997 with reports heard on general municipal and environmental issues. Regulatory issues such as the Clean Water Management Trust Fund, Clean Air Act Ozone and particular rules and other available loans and grants. Next meeting will be June 24, 1997

Scholarship (College) - Gail Smith

President Cone reported for Gail stating that Gail had talked to an attorney concerning this project. He could write a letter stating that this would not affect the tax exempt status and that letter would cost \$300. Gail has done extensive research and cannot find any problem with it and thought that it was a great idea. After considerable discussions during this past year concerning this issue, Vicki Went made the motion, seconded by Sabrina Guy unanimously approved paying the attorney \$300 to write the letter and have Gail and her committee to proceed.

1997 Annual Convention, Charlotte - Brenda Freeze

Program/Education - Beth Hamrick

Beth Hamrick reported for Brenda. She gave an extensive and detailed account of all plans, etc. concerning the convention. Beth gave a summary of the program, reviewed the registration form for the conference and the Advanced Academy (AAE), the preliminary program and the hotel registration information. Beth urged everyone to attend and get others to attend also. It was recognized by the Board that this conference and program have been planned to the finest and smallest detail and both committees deserve a complete "thumbs up".

Nominating - Vickie Weant

Vickie gave her report with the recommendations for the 1997-1998 year. Those were accepted by the Board and will be presented to the active membership for action in August at the conference. The proposed slate will be attached and becomes part of the official minutes of the association.

REGULAR MEETING

June 13, 1997

Page 4

Index Minutes - Betty Fortner/Joyce Wilson

The minutes of the NCAMC were submitted to Municipal Code on December, 1996. Ms Isabel Rush, liaison, was contacted on June 11, 1997 and reported that the completion of the indexing is on target for August 1, 1997.,

OLD BUSINESS

Outstanding Clerks Award

This had been ongoing for a year and there were both for and against the idea. The biggest discussion was that of not wanting it to become a popularity contest. It was final decision making time; therefore, Vickie Weant made the motion, seconded by Janice Thomas unanimously approved to postpone the project indefinitely.

North Carolina Certification

This also has been the same: on going for a few years, still questionable as the thing to do or not. Lots of research had gone into this project. Again it was final decision making time; therefore, Vickie Weant made the motion, seconded by Janice Thomas unanimously approved to postpone the project indefinitely.

IIMC Annual Conference - Buffalo, New York

President Connie reported that it was a wonderful conference and NCAMC made history. Congratulations to Mary Lou Rand, Garner, Assistant City Manager and City Clerk of Garner, who was sworn in as Second Vice President of IIMC. She will be the first clerk from North Carolina to become President of IIMC. Fleming Fell is the first Institute Director from North Carolina to receive the Institute Directors Award of Excellence. Jean Bailey, Rocky Mount City Clerk, received the IIMC Quill Award being the first from North Carolina. The North Carolina reception was quite a success. There were thirty-two clerks attending making it the largest delegation ever from North Carolina.

President Connie Spell her sincere thanks to all of the board for a great year. She remarked that the job was so much easier because of the cooperation that she received from everyone.

REGULAR MEETING

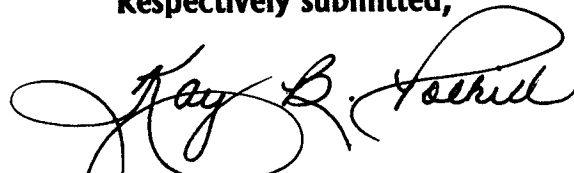
Page 5

June 13, 1997

Dale Barstow, Municipal Code Corporation, will be sent a letter of thanks for all he has done over the years and for the proposal of financial help with the reception for Mary Lou in two years as she is installed a the President of IIMC.

There being no further business or comments, Beth Hamrick made the motion, seconded by Vickie Weant unanimously approved to adjourn.

Respectively submitted,



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

Profit & Loss Statement
For the period May 1, 1997 to May 31, 1997

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	Year To Date Balance	% Budget
Revenue					
Membership Dues	\$80.00	\$15,000.00	\$15,360.00	(\$360.00)	102.40
Education - Training					
Annual Conference	\$.00	\$15,000.00	\$16,881.00	(\$1,881.00)	112.54
Regional Meetings	18.00	3,000.00	2,736.00	264.00	91.20
Advanced Academy	.00	3,000.00	2,122.00	878.00	70.73
Scholarship Fund	.00	1,500.00	747.01	752.99	49.80
Investment Income	75.46	1,400.00	1,015.24	384.76	72.52
Fundraising Sales	.00	2,000.00	1,078.00	922.00	53.90
Fund Balance	.00	5,600.00	31,543.22	(25,943.22)	563.27
<hr/>					
Total Revenue	173.46	46,500.00	71,482.47	(24,982.47)	153.73
Expenditures					
Education - Training					
Annual Conference	\$975.00	\$15,000.00	\$23,536.66	(\$8,536.66)	156.91
Regional Meetings	420.00	1,500.00	2,690.33	(1,190.33)	179.36
Advanced Academy	1,124.10	2,000.00	2,151.91	(151.91)	107.60
Scholarship Fund	.00	3,000.00	1,400.00	1,600.00	46.67
Operating Expnses					
Printing Expense	\$118.46	\$4,500.00	\$5,310.11	(\$810.11)	118.00
Postage Expense	241.88	4,000.00	2,091.11	1,908.89	52.28
Professional Services	.00	7,500.00	7,525.75	(25.75)	100.34
Travel/President & Staff	.00	2,500.00	2,402.51	97.49	96.10
Boards/Committee Meetings	.00	1,000.00	641.31	358.69	64.13
Gifts & Awards	145.31	2,000.00	2,259.51	(259.51)	112.98
Miscellaneous Expense	1.00	2,500.00	25.00	2,475.00	1.00
Fundraising					
Fundraising Purchases	\$.00	\$1,000.00	\$2,832.85	(\$1,832.85)	283.29
Sales Tax Expense	.00	.00	.00	.00	.00
<hr/>					
Total Expenditures	3,025.75	46,500.00	52,867.05	(6,367.05)	113.69
Excess Revenue Over Expend.	(2,852.29)	.00	18,615.42	(18,615.42)	.00

Accounts as of May 31, 1997:

Money Market 14,986.07
Checking 3,107.99

IIMC Conference:

Expenditures: 8,956.48
Revenue: 2,000.00
Net Cost: 6,956.48

TO: Board of Directors, North Carolina Association of Municipal Clerks
FROM: Swannetta Fink, Chairman of Finance/Budget Committee
DATE: June 13, 1997
RE: Recommendations and Information from Finance/Budget Committee

The following are RECOMMENDATIONS from the April 11, 1997 Meeting of the Finance/
Budget Committee:

1. Have a fundraiser
2. Have each director personally contact non-members in their district to recruit new members. Possibly have a contest between Directors for recruitment.
3. Keep dues at \$40.00.
4. Try to obtain sponsorships for conferences.
5. Put an alphabetical listing of clerks in Clerk's Manual.
6. Publish the directory every other year. Put new clerk's names in the Minute by Minute.

A suggestion is that a reception be held for Mary Lou Rand at our August convention to be supported through sponsorships.

The proposed budget for 1997-98 is \$51,200.

NORTH CAROLINA CLERKS ASSOCIATION

PROPOSED BUDGET

July 1, 1997 - June 30, 1998

REVENUE

Membership Dues	\$ 16,000
Education - Training	
Annual Conference	18,000
Annual Conference Sponsorships	500
Regional Meetings	3,000
Advanced Academy	4,000
Scholarship Fund (both)	1,500
Investment Income	800
Fundraising Sales	2,000
Fund Balance	<u>5,400</u>
TOTAL:	\$ 51,200

EXPENDITURES

Education-Training	
Annual Conference	18,000
Regional Meetings	2,000
Advanced Academy	4,000
Scholarship Fund	1,200
Special Scholarship	500
Operating Expense	5,000
Printing Expense (including MORE Manual)	
Postage Expense	4,000
Professional Services	6,500
Travel/President & Staff	2,500
Boards/Committee Meetings	1,000
Gifts & Awards	1,000
Indexing Minutes	3,500
Miscellaneous	1,000
Fundraising	
Fundraising Purchases	<u>1,000</u>
TOTAL:	\$51,200

NOMINATING COMMITTEE RECOMMENDATIONS

PRESIDENT - SABRINA GUY, JACKSONVILLE

FIRST VICE PRESIDENT - JANICE THOMAS, FOXFIRE VILLAGE

SECOND VICE PRESIDENT - BETH HAMRICK, MINT HILL

RECORDING SECRETARY - KIM WORLEY, FRANKLINTON

DISTRICT 2 - EVA BROWN, RICHLANDS

DISTRICT 4 - WANDA ELKS, GREENVILLE

DISTRICT 6 - JOYCE WILSON, WAKE FOREST

DISTRICT 8 - LISA VIERLING, HAMLET

DISTRICT 10 - KAY COX, SPARTA

DISTRICT 12 - JANET ANDERSON, FRANKLIN