

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING
SEPTEMBER 12, 1997

The NCAMC Board of Directors met in the Board Room at the North Carolina League of Municipalities on Friday, September 12, 1997 at 10:00 a.m. The Officers and Board Members in attendance were as follows: Sabrina M. Guy, President; Janice Thomas, Vice President; Beth Hamrick, Second Vice President; Connie Spell, Past President; Kim Worley, Secretary; Kim Smith, NCLM; and Board Members Eva Brown, Sue Britt, Wanda Elks, Joyce Wilson, Lisa Vierling, Kay Cox, and Janet Anderson. Other members in attendance were Beverly Bigley, Pat Brunell, Janet Chamblee, Penelope Spicer-Sidbury, Lynn Martin, and Thelda Rhoney.

CALL TO ORDER

President Sabrina M. Guy called the meeting to order and welcomed everyone to the first meeting of the new year. President Guy thanked everyone for their help in serving on the Board, and encouraged each and everyone to feel free to call her.

SWEARING IN OF BOARD OF DIRECTOR

Wanda Elks, Greenville, was sworn is a member to the Board of Directors by President Guy.

APPROVAL OF MINUTES

Minutes of the August 1997 meeting were not available and will be considered at the Board meeting in December.

TREASURER'S REPORT

Kim Smith, Secretary-Treasurer, presented the Profit and Loss Statement for the period August 1, 1997 to August 31, 1997, the Final Report for Fiscal Year 1996-1997, and a Preliminary Report for the 1997 Annual Conference held in Charlotte. (Copies of these reports are attached and hereby made a part of these Minutes.)

Joyce Wilson made a motion to approve the Treasurer's report. Janice Thomas seconded the motion with the vote being unanimous.

COMMITTEE REPORTS

Program/Education

Pat Brunell announced the Education/Program Committee would meet following the Board meeting to finalize plans for the December program.

Membership

Beverly Bigley stated the Membership Committee would be meeting soon and she should be getting a list of all non-member clerks from the League Office. The Committee will then be sending letters to these non-member clerks encouraging them to join the Association.

Publicity

Penelope Spicer-Sidbury stated she was pushed for time on getting out the newsletter, but felt it turned out good. She encouraged everyone to send her articles for the newsletter and to remember the deadline is the tenth of each month.

The board assigned months for each Board member to submit articles for the newsletter.

WSOS

Due to a family illness, Chairman Diane Pearce was unable to attend and present a report.

Finance/Budget

No report was given.

Past President's Committee

Vickie Weant was unable to attend the meeting but sent President Guy a letter asking for the Board's help with ideas to raise money for Mary Lou Rand's reception which will be held when she is sworn in as President of IIMC. The board discussed several different ways to raise money for the reception which will be submitted to Vickie Weant.

President Guy stated she had been contacted by the clerks from Mobile inquiring about setting up a booth at the January school giving information on Alabama for the upcoming IIMC meeting. Janet Chamblee stated she did not see a problem with this as long as it was no cost to the Association. President Guy told the Board she would have more information for them at the December board meeting.

NCLM Committee Members

President Guy stated she had received calls from Pat Brunell and Marion Morsey who are interested in serving on the CED Committee. It was noted that Ms. Brunell's name was submitted last year for consideration of appointment. However, no clerk was appointed to the CED Committee.

Connie Spell made a motion to appoint Pat Brunell to the CED Committee. The motion was seconded by Wanda Elks with the vote being unanimous.

President Guy submitted Karen Vestal and Joyce Wilson for consideration of appointment to the EENR Committee.

Janice Thomas made a motion to appoint Joyce Wilson to the EENR Committee. The motion was seconded by Connie Spell with the vote being unanimous.

President Guy submitted Joyce Smith and Sue Perkins for consideration of appointment to the Transportation Committee.

Joyce Wilson made a motion to appoint Joyce Smith to the Transportation Committee. The motion was seconded by Wanda Elks with the vote being unanimous.

Connie Spell made a motion to appoint Beth Hamrick as alternate for the Transportation Committee, in the event Joyce Smith will be unable to serve. Currently Ms. Smith's Mayor is serving on this committee and the League may not allow two representatives from the same town. The motion was seconded by Janet Anderson with the vote being unanimous.

College Scholarship

Gail Smith told the Board she was still trying to get someone to put it in writing that the scholarship fund will not affect the Association's tax bracket. She added that several attorneys had verbally assured her that it would not, but she has yet to receive it in writing from them. She stated she had contacted Senator Helms office and has not received a response. She reported that the application was ready for the scholarship.

1998 Annual Conference

Lynn Martin and Thelda Rhoney reported the detail plans for the 1998 annual conference. The conference will be held August 6 - 8 at the Holiday Inn Select in Hickory. The room rate will be \$86.00 plus tax per night. There are several events planned for the weekend so everyone should have a good time. President Guy thanked the Committee for all their hard work in planning the conference.

Old Business

There was no old business to discuss.

New Business

Election of Executive Committee

President Guy stated that two Board of Director members were needed to serve on the Executive Committee. Wanda Elks and Eva Brown volunteered to serve on the Committee. Beth Hamrick made a motion to appoint Wanda Elks and Eva Brown to serve on the Executive Committee. The motion was seconded by Connie Spell with the vote being unanimous.

Board Meeting Date Schedule

President Guy presented a list of dates for the upcoming Board meetings to the board for their approval. The board agreed with the schedule. The next board meeting is scheduled for December 12. A photographer will be available to take pictures of the Board at this meeting.

Volunteers for 2001 Site Selection Committee

Janet Anderson volunteered to contact clerks in her area to get volunteers to serve on the 2001 Site Selection Committee.

Fund Raising Project - Clerk's School - January

Vicke Weant will report in December on any new projects.

After a discussion on ways to raise money for Mary Lou Rand's reception it was the consensus of the board to challenge each clerk to make a personal donation of at least \$10. This will be publicized in the newsletter.

Other Business

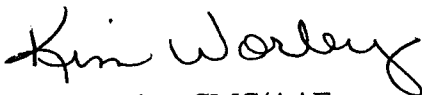
President Guy told the Board IIMC was looking for suggestions for programs to be held at their next meeting. The board came up with several different suggestions some being computer programs, open meeting laws, and close session rules. President Guy stated she would forward these suggestions to IIMC.

Connie Spell informed the Board they had received a thank you note from Nancy McPeak of Greensboro.

Adjournment

There being no other business the meeting was adjourned.

Respectfully submitted,



Kim Worley, CMC/AAE
Recording Secretary

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS

1997-98 OFFICERS

PRESIDENT	SABRINA M. GUY, CMC/AAE - JACKSONVILLE
VICE-PRESIDENT	JANICE THOMAS, CMC/AAE - FOXFIRE VILLAGE
2ND VICE PRESIDENT	BETH HAMBRICK, CMC/AAE - MINT HILL
RECORDING SECRETARY	KIM WORLEY, CMC/AAE - FRANKLINTON
SECRETARY/TREASURER	KIMBERLY SMITH, NCLM
IMMEDIATE PAST PRESIDENT	CONNIE F. SPELL, CMC/AAE - STEDMAN

1997-98 BOARD OF DIRECTORS

DISTRICT 1	DIANNE S. PIERCE, CMC - ELIZABETH CITY
DISTRICT 2	EVA BROWN, CMC - RICHLANDS
DISTRICT 3	SUE BRITT, CMC - NEWTON GROVE
DISTRICT 4	WANDA ELKS, CMC - GREENVILLE
DISTRICT 5	LISA B. VINCENT - ROANOKE RAPIDS
DISTRICT 6	JOYCE WILSON, CMC - WAKE FOREST
DISTRICT 7	LOIS OLDHAM-SIMONSON, CMC - SANFORD
DISTRICT 8	NANCY HUNTLEY - WADESBORO
DISTRICT 9	DIANE COOK, KERNERSVILLE
DISTRICT 10	KATHERINE (KAY) COX - SPARTA
DISTRICT 11	MARILYN H. SELLERS, CMC - KINGS MOUNTAIN
DISTRICT 12	JANET ANDERSON, CMC/AAE - FRANKLIN

PROGRAM/EDUCATION COMMITTEE

PAT BRUNNELL, CMC/AAE, CHAIRMAN - LONG BEACH
JETTIE BLANKS - SANDYFIELD
JOSANN CAMPANELLO, CMC - BALD HEAD ISLAND
JANET CHAMBLEE, CMC/AAE - SURF CITY
VICKIE JOHNSON, CMC - NEW BERN
JOHNSYE LUNSFORD - ROCKINGHAM
MARY QUIDLEY, CMC/AAE - KILL DEVIL HILLS
JOANNE SPENCER, CMC - MOREHEAD CITY
JONDEEN TERRY, CMC - BURLINGTON
JOYCE WILSON, CMC - WAKE FOREST
PATRICIA WILLIAMS, CMC/AAE - HICKORY
MICHELLE DAWSON, CMC - FARMVILLE

MEMBERSHIP COMMITTEE

BEVERLY BIGLEY - INDIAN BEACH, CHAIRMAN	DISTRICT 2
SHANNON TWIDDY, - TOWN OF MANTEO	DISTRICT 1
MARION MORRISEY, CMC - ELIZABETH TOWN	DISTRICT 3
PHYLLIS HARRISON - LAGRANGE	DISTRICT 4
KIMBERLY HARRISON - ENFIELD	DISTRICT 5
ELAINE HOLMQUIST - KNIGHTDALE	DISTRICT 6
JOYCE VALLEY, CMC - DUNN	DISTRICT 7
JEANNE DEESE - MONROE	DISTRICT 8
LISA PERDUE - SPENCER	DISTRICT 9
SANDRA ICENHOUR, CMC - TAYLORSVILLE	DISTRICT 10
ADORA ALFORD, CMC - BESSEMER CITY	DISTRICT 11
JANICE SHERLOCK, CMC - FLETCHER	DISTRICT 12
DIANNE PIERCE, CMC/AAE - ELIZABETH CITY	IIMC REPRESENTATIVE

PUBLICITY

PENELOPE SPICER-SIDBURY, CMC - WILMINGTON/CHRM	(NEWSLETTER)
STEPHANIE E. CAROUTHERS - SHELBY	(BIRTHDAY/EVENTS)
JANE DREHER, CMC/AAE - SOUTHERN PINES	(NEWS RELEASE CORD.)
BRENDA FREEZE - CHARLOTTE	(ANNUAL REPORT)
PAT SIMMONS, CMC/AAE - HIGH POINT	(SCRAPBOOK CORD.)

WE SHARE OUR SERVICES (WSOS) COMMITTEE

DIANNE PIERCE, CMC/AAE - ELIZABETH CITY	CHAIRMAN
RITA THOMPSON, CMC - WASHINGTON	REGION 1
DEBRA THOMAS, CMC - ROBBINS	REGION 2
NONNIE MANESS, CMC/AAE - BISCOE	REGION 3
JANICE COSTNER, CMC - BESSEMER CITY	REGION 4

NOMINATING COMMITTEE

CONNIE SPELL, CMC/AAE - STEDMAN	CHAIRMAN
VICKIE WEANT, CMC/AAE - CONCORD	
GLENDA SANSOSTI, CMC/AAE - BREVARD	
PAT SIMMONS, CMC/AAE - HIGH POINT	
LOIS OLDHAM-SIMONSON, CMC - SANFORD	
DIANNE WHITE - HENDERSON	

FINANCE/BUDGET COMMITTEE

SWANETTA FINK - FAITH
MERLE EDWARDS, CMC - CREEDMOOR
SANDRA SARTIN, CMC - AURORA
SUE BRITT - NEWTON GROVE
KIM SMITH - NCLM

CHAIRMAN

BOD REPRESENTATIVE
TREASURER

CLERKS CERTIFICATION SCHOLARSHIP COMMITTEE

SABRINA M. GUY, CMC/AAE - JACKSONVILLE/CHMN
CONNIE SPELL, CMC/AAE - STEDMAN
JANICE THOMAS, CMC/AAE - FOXFIRE
BETH HAMBRICK, CMC/AAE - MINT HILL
PAT BRUNELL, CMC/AAE - LONG BEACH

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

LEGISLATIVE COMMITTEE

KIM SMITH
MARY LOU RAND - GARNER
VICKIE B. WILDER - LILLINGTON

NCLM REP.
IIMC BOARD MEMBER

EXECUTIVE COMMITTEE

SABRINA M. GUY, CMC/AAE - JACKSONVILLE
JANICE THOMAS, CMC/AAE, - FOXFIRE
BETH HAMBRICK, CMC/AAE - MINT HILL
KIM WORLEY, CMC/AAE - FRANKLINTON
*EVA BROWN, CMC - RICHLANDS
*WANDA ELKS, CMC - GREENVILLE

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

*Elected by Board of Directors

REGIONAL MEETING GROUPINGS 1997-98

REGION 1. CHAIRMAN EVA BROWN, CMC - RICHLANDS
DISTRICT 1 DIANNE S. PIERCE, CMC/AAE - ELIZABETH CITY
DISTRICT 2 EVA BROWN, CMC - RICHLANDS
DISTRICT 3 SUE BRITT - NEWTON GROVE

REGION 2. CHAIRMAN WANDA ELKS, CMC - GREENVILLE
DISTRICT 4 WANDA ELKS, CMC - GREENVILLE
DISTRICT 5 LISA B. VINCENT - ROANOKE RAPIDS
DISTRICT 6 JOYCE WILSON, CMC - WAKE FOREST

REGION 3. CHAIRMAN LOIS OLDHAM-SIMONSON, CMC - SANFORD
DISTRICT 7 LOIS OLDHAM-SIMONSON, CMC - SANFORD
DISTRICT 8 LISA VIERLING, CMC/AAE - HAMLET
DISTRICT 9 DIANE COOK, KERNERSVILLE

REGION 4. CHAIRMAN MARILYN SELLERS - KINGS MOUNTAIN
DISTRICT 10 KAY COX - SPARTA
DISTRICT 11 MARILYN SELLERS, CMC - KINGS MOUNTAIN
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

PAST PRESIDENTS COMMITTEE

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

CHAIRMAN

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

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
Revenue				
Membership Dues	\$5,680.00	\$16,000.00	\$14,360.00	89.75
Education - Training				
Annual Conference	\$1,442.98	\$18,000.00	\$18,072.83	100.40
Regional Meetings	.00	3,000.00	.00	.00
Advanced Academy	1,855.00	4,000.00	4,390.00	109.75
Scholarship Fund	1,477.50	1,500.00	1,477.50	98.50
Investment Income	123.04	800.00	178.87	22.36
Fundraising Sales	109.00	2,000.00	109.00	5.45
IINC Sponsorship	.00	.00	.00	.00
Annual Conference Sponsorships	1,400.00	500.00	4,400.00	880.00
Appr From Fund Balance	.00	5,400.00	.00	.00
Total Revenue	12,087.52	51,200.00	42,988.20	83.96
Expenditures				
Education - Training				
Annual Conference	\$10,045.70	\$18,000.00	\$10,045.70	55.81
Regional Meetings	.00	2,000.00	.00	.00
Advanced Academy	1,926.55	4,000.00	1,926.55	48.16
Scholarship Fund - Clerks	600.00	1,200.00	600.00	50.00
Scholarship Fund - College	.00	500.00	.00	.00
Operating Expenses				
Printing Expense	\$1,861.40	\$5,000.00	\$1,804.30	36.09
Postage Expense	469.99	4,000.00	1,028.96	25.72
Professional Services	127.00	6,500.00	535.50	8.24
Travel/President & Staff	132.96	2,500.00	132.96	5.32
Boards/Committee Meetings	.00	1,000.00	187.25	18.73
Gifts & Awards	189.74	1,000.00	189.74	18.97
Miscellaneous Expense	1.00	1,000.00	2.00	.20
Minute Indexing	2,579.00	3,500.00	2,579.00	73.69
Fundraising Purchases	.00	1,000.00	.00	.00
IINC Expenditures	(1.00)	.00	(6.00)	.00
Total Expenditures	17,932.34	51,200.00	19,025.96	37.16
Excess Revenue Over Expend.	(5,844.82)	.00	23,962.24	.00

**1997 NCAMC ANNUAL CONFERENCE - CHARLOTTE, N.C.
PRELIMINARY FINANCIAL REPORT**

REVENUE

Conference Registration	\$18,072.83
Sponsorships	<u>4,400.00</u>
TOTAL REVENUES	\$22,472.83

EXPENDITURES

Creative Catering	\$2,049.05	Thursday reception
Discovery Place	692.00	rental fee
Eurest Dining	3,307.53	Discovery Place catering
Carolina Panthers	400.00	tour fee
Queens Transportation	1,406.00	shuttle vans
Spectator Sports Bags	1,033.12	goody bags
Bobbie Brown Starwinning	1,065.41	speaker fee and mileage
NCLM Staff Travel	132.96	Melissa Smith & Kim Smith
East Coast Entertainment	1,500.00	De Ja Vu (banquet dance)
Floral Arrangements	90.00	banquet
Adams Mark Hotel	222.60	registration & exhibit tables
	116.60	microphones
	1,719.42	Friday breakfast & break
	1,883.32	Friday lunch
	1,377.43	Saturday breakfast
	5,852.96	Saturday dinner (banquet)
	221.76	NCLM hotel room (Kim Smith)
	217.47	IIMC hotel room (Linda Murphy)
	<u>9.00</u>	miscellaneous
TOTAL EXPENSES	\$23,296.63	

TOTAL REVENUES	\$22,472.83
TOTAL EXPENSES	<u>\$23,296.63</u>
NET LOSS	\$ -823.80

SILENT AUCTION \$1,477.50

ATTENDEES

Clerks	106
Spouse/Guest/Child	63
Comps	<u>4</u>
TOTAL	173

**1997 NCAMC Advanced Academy - Charlotte, N.C.
Preliminary Financial Report**

REVENUE

Academy Registration (58) \$4,390.00

EXPENDITURES

Craven Consulting	\$1,883.56	speaker's fee and mileage
Adams Mark Hotel	583.00	classroom rental
	42.40	audio/visual
	462.90	breakfast & break
	946.99	lunch
	147.84	hotel room - May Craven
Miscellaneous	<u>42.99</u>	name badges
TOTAL EXPENSES	\$4,109.68	

TOTAL REVENUE	\$4,390.00
TOTAL EXPENSES	<u>4,109.68</u>
NET GAIN	\$ +280.32