

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

The NCAMC Board of Directors met in the Board Room at the North Carolina League of Municipalities on Friday , December 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 Sue Britt, Joyce Wilson, Lois Oldham-Simonson, Lisa Vierling, Janet Anderson, Kay Cox, Lisa Vincent, Eva Brown, Wanda Elks, and Diane Pierce. Other members in attendance were Josanna Campanello, Pat Brunell, Beverly Bigley, Thelda Rhoney, and Vickie Weant.

CALL TO ORDER

President Sabrina M. Guy called the meeting to order and welcomed everyone to the meeting.

APPROVAL OF MINUTES

Janice Thomas made a motion to approve the minutes of the June 13, 1997, and the September 12, 1997 minutes. The motion was seconded by Sue Britt with the vote being unanimous.

TREASURER'S REPORT

Kim Smith, Secretary-Treasurer, presented the Profit and Loss Statement for the period of October 1, 1997 to October 31, 1997. (A copy of this report is attached and hereby made a part of these Minutes.)

Kim Smith stated the Finance Committee performed the audit of the books and the report was filed with the IRS.

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

COMMITTEE REPORTS

PROGRAM EDUCATION

Pat Burnell stated that registration forms for Clerks School in January had already been sent out. This year the County Clerks will be in charge of the hospitality room and the drinks. The City Clerks will be responsible for providing the refreshments. She also

stated this year there would not be a banquet to allow attendees to dine on their own to exchange ideas.

Pat Burnell stated her committee would be meeting after the board meeting to work on setting up the regional meetings, their locations and programs.

President Guy stated she would like to see a program on the organization of the Clerks Association and how its members can become involved on the various committees.

MEMBERSHIP

Beverly Bigley stated that after the last meeting of the Membership Committee, a list of non-members was mailed to each Board of Director. The Directors were requested to send letters asking the clerks in their respective area to join. President Guy asked the Committee to send a second letter informing the Clerks of the upcoming Regional Meetings to be held in the Spring.

WSOS

Diane Pierce stated the "We Share Our Services" WSOS Committee had received number of responses from Clerks that were not members whom she had encouraged to join the Association. She stated the Committee was working on pairing up several people to become WSOS partners. .

FINANCE/BUDGET

Kim Smith report the audit was completed and had been filed.

PAST PRESIDENT'S COMMITTEE

Vickie Weant stated she hoped everyone had read the newsletter and responded by sending in their donations for Mary Lou Rand's reception for IIMC President in 1999.

Vickie stated she needed suggestions on ideas to raise funds and items that could be donated for a raffle. After a discussion, the Board decided to have a small raffle during Clerk's School.

Diane Pierce made a motion to sell the raffle tickets at the cost of 3 for \$5.00 or 1 for \$2.00. The motion was seconded by Wanda Elks with the vote being unanimous.

NCLM COMMITTEE MEMBERS - CED, EENR, TRANSPORTATION

President Guy stated she had sent a letter to Mr. Alexander, NCLM Nominating Committee Chairman, advising him of the Association's nominees for the aforementioned committees. At the present time, she had not received any response back.

COLLEGE SCHOLARSHIP

Gail Smith stated the Scholarship Committee had completed the application form for the scholarship and Kim Smith provided copies to the Board. Gail stated she received information from the IRS that the scholarship will not effect the Associations 501(c) statues. The applications will be distributed at Clerk's School. President Guy stated she would like for the board to give out at least one scholarship this year. The board also stated they would advertise the scholarship on the Clerk's Home Page.

Beth Hamrick made a motion for the board to give out a \$500 scholarship this year. The motion was seconded by Joyce Wilson with the vote being unanimous.

1998 ANNUAL CONFERENCE

Thelda Rhoney stated the conference was coming together to be held in Hickory, August 6th - 8th at the Holiday Inn Express. There will be a "Hoe-Down" on Friday night and the Installation Banquet will be held on Saturday during lunch. The conference will conclude after lunch.

Joyce Wilson made a motion for the Installation Banquet to be held 12 Noon on Saturday and the conference to conclude thereafter. The motion was seconded by Lois Oldham-Simonson with the vote being unanimous.

OLD BUSINESS

FUND RAISING PROJECT

This item was covered under Past President's Report.

NEW BUSINESS

IIMC Update - Mary Lou Rand, IIMC 2nd Vice President

Mary Lou Rand was unable to attend the meeting, and will give an IIMC report at the January Clerk's School.

OTHER BUSINESS

President Guy reported that Lona Thompson, Town Clerk of Carolina Beach, announced her retirement and a banquet will be held in her honor December 15th. Penelope Spicer-Sidbury will represent the Association at this event and present Lona with a "Letter of

Appreciation" to her and a formal resolution will be presented to her at the August banquet.

President Guy stated that she had been informed that Patricia Thigpen, Town Clerk of Farmville, had recently lost her husband and Frances McKinney a County Clerk is recovering from cancer. President Guy asked the Board if they heard of any news concerning fellow Clerks to please let her know so that a card could be sent on behalf of the Association.

Beth Hamrick stated the Clerks need to pulled together to keep President Guy informed about deaths, so that resolutions could be made for presentation at the annual conference.

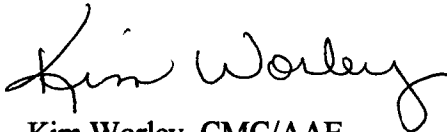
Kim Smith stated that Pat Simmons, Chairman of the Site Selection 2000, had contacted several hotels for quotes for the Clerk's 2000 Conference, but had only received one quote from the Raddison in High Point.

Beth Hamrick made the motion to accept the Site Selection Committee's proposal of the Raddison in High Point for the 2000 Conference. The motion was seconded by Wanda Elks with the vote being unanimous.

ADJOURNMENT

There being no other business the meeting was adjourned at 12 noon.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kim Worley".

Kim Worley, CMC/AAE
Recording Secretary

Oct 31, 1997

NC Clerks Association

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

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
Revenue				
Membership Dues	\$.00	\$16,000.00	\$15,120.00	94.50
Education - Training	\$.00	\$18,000.00	\$18,072.83	100.40
Annual Conference	.00	3,000.00	.00	.00
Regional Meetings	.00	4,000.00	4,390.00	109.75
Advanced Academy	.00	1,500.00	1,729.46	115.30
Scholarship Fund	.00	800.00	338.37	42.30
Investment Income	63.32	2,000.00	124.00	6.20
Fundraising Sales	.00	.00	.00	.00
IIMC Sponsorship	.00	500.00	4,400.00	880.00
Annual Conference Sponsorships	.00	5,400.00	.00	.00
Appr From Fund Balance	.00			
Total Revenue	63.32	51,200.00	44,174.66	86.28
Expenditures				
Education - Training	\$.00	\$18,000.00	\$23,345.16	129.70
Annual Conference	.00	2,000.00	.00	.00
Regional Meetings	.00	4,000.00	4,109.68	102.74
Advanced Academy	.00	1,200.00	800.00	66.67
Scholarship Fund - Clerks	.00	500.00	.00	.00
Scholarship Fund - College	.00			
Operating Expenses	\$.00	\$5,000.00	\$1,920.40	38.41
Printing Expense	.00	4,000.00	2,550.42	63.76
Postage Expense	.00	6,500.00	680.00	10.46
Professional Services	.00	2,500.00	132.96	5.32
Travel/President & Staff	.00	1,000.00	187.25	18.73
Boards/Committee Meetings	.00	1,000.00	189.74	18.97
Gifts & Awards	.00	1,000.00	4.00	.40
Miscellaneous Expense	1.00	3,500.00	2,579.00	73.69
Minute Indexing	.00	1,000.00	.00	.00
Fundraising Purchases	.00	.00	(6.00)	.00
IIMC Expenditures	.00			
Total Expenditures	1.00	51,200.00	36,492.61	71.27
Excess Revenue Over Expend.	62.32	.00	7,682.05	.00