

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BUSINESS MEETING
JANUARY 25, 1996**

CALL TO ORDER. President Vickie Weant called to order the Business Meeting of the NCAMC at 11:31 a.m. on Thursday, January 25, 1996, at the Omni Europa in Chapel Hill.

APPROVAL OF MINUTES. Motion was made by Mary Jackson, seconded by Brenda Freeze, for approval of the Minutes of the August 11, 1995 Business Meeting. Vote was unanimous.

TREASURER'S REPORT. President Weant announced that Kim Smith, NCLM, was unable to attend this Business Meeting. She further stated that the financial report was in order. (Copy of Profit & Loss Statement for the period December 1, 1995 to December 31, 1995, is attached and hereby made a part of these Minutes.)

COMMITTEE REPORTS:

- A. Education/Program Committee. Sabrina Guy, Chairman, reported tentative dates for the upcoming Regional Meetings, and they are as follows: Region 1 (March 11) Yaupon and Long Beach; Region 2 (March 12) Franklinton; Region 3 (April 1) Greensboro; and Region 4 (April 2) Morganton. There was brief discussion on the tentative dates and it was decided that the Program Committee would meet again and reschedule these meetings for Fridays instead of Mondays. The "Regional Meetings" will be called "Regional Schools" in the future. President Weant asked for suggestions for topics to be discussed at the Regional Schools.
- B. Membership Committee. Janice Thomas, Chairman, advised that the Membership Committee is contacting all non-member Clerks to invite them to join. She also stated that pictures for the Membership Directory will be taken during this school at a cost of \$8. She stated that she still has 20th Anniversary T-shirts available, at a cost of \$22.00 each.
- C. Publicity Committee. Wanda Elks, Chairman, encouraged all Clerks to send articles and information to her, to be included in the Minute By Minute publication. She also reminded Board Members that autobiographical information is due in February, to be included in the Annual Report.
- D. WSOS Committee. Lisa Vierling, Chairman, explained that the WSOS Program is designed to match new Clerks with experienced Clerks, and she asked that Clerks who are interested in participating, contact her.

E. Special Projects:

Certification. President Weant reported, for Mary Lou Rand, that test questions for a State Certification examination have been prepared and will be reviewed by Jake Wicker, and this project should be completed within a year. She explained that this is in addition to the CMC program.

Clerks' Video. Jean Bailey reported that the Clerks' Video has been completed and that it will be previewed at the end of the Business Meeting.

Clerks' Handbook. Mary Jackson reported that she and Marie Matthews are reviewing the Clerks' Handbook and the revision should be completed in February or March.

F. Finance Committee. Vice President Connie Spell reported for the Finance Committee. She has taken over temporarily, as Chairman Jane Dreher-Ogletree has resigned. Connie stated that Frieda Van Allen has agreed to chair the Finance Committee for the remainder of this year, and that the Committee will meet in March to prepare the budget.

G. NCLM Board Member. President Weant announced that Glenda Sansosti is not at the meeting to report, as she is attending her first NCLM Board Meeting.

REPORT ON UPCOMING IIMC REGION III MEETING. It was reported that 98 Clerks have registered for the IIMC Region III Meeting to be held in High Point, February 22-24. The speakers will be Dr. Timothy Ludwig and Margot Christensen (NCLM). It was stated that a representative from Legistar, a software program, will also be there.

Connie Spell reported that 150 goody bags will be filled with North Carolina products, and the bags were provided by Southern Software. She asked any Clerks who might be able to contribute products from their towns to contact her.

Gail Smith stated that our Association will have to pay for a basket of North Carolina products, and it was the consensus of the membership not to spend the money for this item.

It was reported that Dale Barstow, Municipal Code Corporation, has donated \$1,000 for the hospitality room at the Region III Meeting.

REPORT ON 1996 NCAMC ANNUAL CONFERENCE. Wilmington Clerk Penelope Spicer-Sidbury announced that the 1996 Annual Conference will be held at the Hilton in Wilmington, August 8-10. She has planned several interesting activities, and the room rate at the Hilton is \$110/night.

REPORT ON 1997 NCAMC ANNUAL CONFERENCE. The 1997 Annual Conference will be held in Charlotte, at the Adams Mark, the second weekend in August.

REPORT ON 1998 NCAMC ANNUAL CONFERENCE. Thelda Rhoney, Hickory Deputy Clerk, stated that the 1998 Annual Conference will be held at the Holiday Inn Select in Hickory.

REPORT ON ESTABLISHMENT OF COLLEGE SCHOLARSHIP FUND. Raleigh Clerk Gail Smith explained that the result of a strategic planning session was the following recommendation concerning the Scholarship Fund. (1) Establish a Scholarship Fund for children of an active member of the NCAMC; (2) use fund-raising events to fund the scholarship, using the existing line item in the budget for scholarships; (3) selection criteria process in place; (4) application be included in the newsletter, to be due back in late March; (5) recommend a \$500, one-year scholarship to be used at any institution of higher learning in North Carolina; (6) award based on 1/3 activities and honors, 1/3 grades, 1/3 letter written by applicant stating goals and why he/she should receive the scholarship; (7) submit application to League to go to Selection Committee; (8) check will be issued to student and institution jointly. Gail Smith made a motion to approve the above recommendation; motion was seconded by Jean Bailey. Discussion followed, and the motion was amended to include out-of-state institutions of higher learning. Eva Brown made a motion to amend the above motion to add "grandchildren"; motion was seconded by Peggy Boone. Vote was taken, and motion passed to include grandchildren. Vote passed on the original motion, to include any institution of higher learning. Information concerning the Scholarship will be included in the next newsletter.

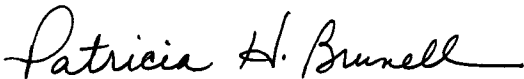
IIMC QUILL AWARD. President Weant announced that the deadline for nominating candidates for the IIMC Quill Award is March 1.

MINUTES - NCAMC BUSINESS MEETING
January 25, 1996
Page 4

VIEWING OF CLERKS' VIDEO. Jean Bailey presented the Clerks' Video and the membership viewed the video. The video was produced by Hardee's and Murphy Family Farms, and it was an excellent presentation of the Clerk's function in North Carolina.

ADJOURNMENT. There being no further business to discuss, the Business Meeting adjourned at 12:30 p.m.

Respectfully submitted,


Patricia H. Brunell, CMC
Recording Secretary

Dec 31, 1995

NC CLERKS ASSOCIATION

1

Profit & Loss Statement
For the period December 1, 1995 to December 31, 1995

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	Year To Date Balance	% Budget
Revenue					
Membership Dues	\$200.00	\$15,000.00	\$14,760.00	\$240.00	98.40
Education - Training					
Annual Conference	\$.00	\$13,000.00	\$16,780.00	(\$3,780.00)	129.08
Regional Meetings	.00	3,000.00	.00	3,000.00	.00
Advanced Academy	.00	2,000.00	.00	2,000.00	.00
Region Meeting III	.00	2,000.00	.00	2,000.00	.00
Education Fund	.00	1,500.00	.00	1,500.00	.00
IIMC Events	.00	.00	.00	.00	.00
Special Projects	.00	.00	.00	.00	.00
Investment Income	114.32	1,400.00	808.27	591.73	57.73
Fundraising Sales	132.00	2,000.00	2,658.50	(658.50)	132.93
Fund Balance	.00	2,800.00	33,720.39	(30,920.39)	1,204.30
<hr/>					
Total Revenue	446.32	42,700.00	68,727.16	(26,027.16)	160.95
Expenditures					
Education - Training					
Annual Conference	\$.00	\$12,000.00	\$14,176.08	(\$2,176.08)	118.13
Regional Meetings	.00	1,500.00	.00	1,500.00	.00
Advanced Academy	.00	2,000.00	.00	2,000.00	.00
Region Meeting III Expense	.00	3,000.00	843.14	2,156.86	28.10
Education Fund	.00	1,000.00	1,300.00	(300.00)	130.00
IIMC Events	.00	.00	345.51	(345.51)	.00
Special Projects	.00	4,800.00	.00	4,800.00	.00
Operating Expenses					
Printing Expense	\$.00	\$3,500.00	\$1,511.00	\$1,989.00	43.17
Postage Expense	.00	3,000.00	900.68	2,099.32	30.02
Supplies	.00	100.00	418.16	(318.16)	418.16
Professional Services	.00	7,000.00	6,405.50	594.50	91.51
Travel/President & Staff	.00	2,500.00	.00	2,500.00	.00
Boards/Committee Meetings	200.63	1,000.00	643.28	356.72	64.33
Gifts & Awards	.00	300.00	748.18	(448.18)	249.39
Miscellaneous Expense	1.00	.00	81.00	(81.00)	.00
Fundraising					
Fundraising Purchases	\$.00	\$1,000.00	\$1,867.58	(\$867.58)	186.76
Sales Tax Expense	.00	.00	.00	.00	.00
<hr/>					
Total Expenditures	201.63	42,700.00	29,240.11	13,459.89	68.48
Excess Revenue Over Expend.	244.69	.00	39,487.05	(39,487.05)	.00

Checking \$1,952.41
Money Market \$35,520.65