

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING
JUNE 14, 1996**

CALL TO ORDER. President Vickie Weant called the Board of Directors Meeting to order at 10:07 a.m. on Friday, June 14, 1996.

ATTENDANCE. President Vickie Weant; Vice President Connie Spell; 2nd Vice President Sabrina Guy; Secretary-Treasurer Kim Smith; Recording Secretary Pat Brunell; Directors Mary Jackson, Rita Thompson, Janet Chamblee, Wanda Elks, Kim Worley, Merle Edwards, Geneva Wilson, Beth Hamrick, Freida Van Allen; Immediate Past President Marie Matthews; Past Presidents Glenda Sansosti, Gail Smith; Elmar Holmes, Brenda Freeze - Program Committee; Janice Thomas - Membership Committee; Penelope Spicer-Sidbury.

WELCOME. President Vickie Weant welcomed everyone and congratulated Joyce Wilson (Wake Forest) and Sherri Bradshaw (Drexel) on their recent achievement of their CMC designation. She also congratulated Janice Thomas (Foxfire Village) on her acceptance to First Sustaining Level AAE; Lisa Vierling (Hamlet) AAE; and Betty Fortner (Clinton) on her acceptance to First Sustaining Level AAE.

APPROVAL OF MINUTES. Motion was made by Geneva Wilson, seconded by Mary Jackson, for approval of the Minutes of the March 15, 1996 Board of Directors Meeting. Vote was unanimous.

TREASURER'S REPORT. Secretary-Treasurer Kim Smith reported on the Profit & Loss Statement for the period through May 31, 1996. She stated that the Clerks Association is in excellent financial shape; the Clerks have a good fund balance and most of our funds are invested in Money Market Accounts. (Copy of Profit & Loss Statement - May 1, 1996 to May 31, 1996, is attached and hereby made a part of these Minutes.)

COMMITTEE REPORTS:

Education/Program Committee. August Summer Conference update was given and final topics were chosen for two of the sessions. The Silent Auction will be manned by the Program Committee. Penelope Spicer-Sidbury gave a brief overview of the events planned for the Summer Conference to be held at the Hilton in Wilmington. She has a dinner cruise and several other interesting things planned.

Discussion followed on the possibility of an indexing demonstration being given by Dale Barstow, Municipal Code. It was decided that Mr. Barstow and the gentleman from American Legal Publishing will have the opportunity to set up booths to display their services to the Clerks during the Conference.

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Membership Committee. Chairman Janice Thomas reported that the Committee is working on the new pictorial Membership Directory, and that the Committee will be receiving quotes from printers as soon as possible. Janice also reported that she still has some 20-year anniversary golf shirts for sale. It was the consensus of the Board to reduce the price charged for the shirts from \$22 to \$15, to get rid of the inventory. Janice will bring these shirts to the August Conference. Janice also announced that the Membership Directories and Annual Reports will be distributed at registration at the Conference. Also for sale at the Conference will be the Clerks Video, at a cost of \$15 for members; shirts; license plates; and cookbooks at a reduced cost of \$5.00.

Publicity Committee. Chairman Wanda Elks reported that a draft of the History is completed, and that the Annual Report will be printed next week.

WSOS Committee. President Weant reported that the WSOS Committee is continuing its work.

Past Presidents/Special Projects Committee. President Weant reported that Jean Bailey has all the information on the Past Presidents pins. She described the pin as being a disc with some gold with the Clerk emblem set on a pin. President Weant suggested purchasing 25 pins to begin with, to catch up with Past Presidents and have a few pins in reserve for future Past Presidents; it is estimated that this number will take us through the year 2003. The estimated cost for 25 pins is \$1,000 to \$1,500 (total cost each pin \$55).

President Weant announced that she introduced the Clerks Video at the Albuquerque IIMC Conference, and that it was well received by those attending. She stated that several out-of-state Clerks purchased the video. Vickie reported that approximately 25 videos were sold at the Region III Meeting. It was decided that the video will be shown during exhibit time at the Summer Conference. Discussion followed on innovative ways to distribute the video in our districts.

Certification/Legislative Committee. Brief discussion followed on CMC and State certification program.

Finance/Budget Committee. Chairman Freida Van Allen presented the budget.

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Discussion followed on a travel policy for the President of NCAMC. 2nd Vice President Sabrina Guy made a motion to appoint a committee to investigate establishing a travel policy for the NCAMC President. Motion was seconded by Kim Worley. Vote was unanimous. President Weant appointed Beth Hamrick, Geneva Wilson and Janet Chamblee as the Committee, with Beth Hamrick to serve as Chairman.

Past President Gail Smith stated that our Association has \$30,000 in a savings account; she asked what we are saving it for. She stated her concern that this amount throws us into another tax bracket.

Discussion followed on the scholarship line item, increasing this line item to \$3,000; and discussion on possibility of reducing the registration cost or the August Conference. Mary Jackson made a motion that the registration for August Summer Conference be set at \$100; Connie Spell seconded the motion. Vote was unanimous.

Motion was made by Geneva Wilson, seconded by Kim Worley, to accept the Budget, with changes. Vote was unanimous.

NCLM Board Member. NCLM Representative Glenda Sansosti stated that the League is working on a lot of legislation at present. She stated the Legislature has reached a compromise on annexations. Glenda also announced that affiliate member cities will see a slight increase in NCLM fees (approximately 4%); she stated this does not affect affiliate groups. Glenda announced that a visiting official from the Slavic Republic attended the last meeting; he will learn about operation of the League of Municipalities. She also announced that the new League building, construction to begin soon, will house the Risk Management Section.

Kim Smith, NCLM, reviewed the annexation bill before the House.

Scholarship Fund. Past President Gail Smith discussed the work done, to date, concerning the scholarship fund. Gail stated that the scholarship money should be kept in a separate bank account, and if donations are solicited to raise scholarships, this could create a problem. Vickie Weant will contact Brenda Freeze concerning the written opinion that she was to provide through an attorney in her area.

Clerks' Internet Home Page. President Weant reported, for Fleming Bell (IOG), that the Clerks' home page is not complete, but that work is progressing on it.

President Weant announced that a Clerk from Alaska has requested permission to copy from our MORE Manual, to use this information as a learning tool for Clerks in her area. Motion was made by Mary Jackson, seconded by Sabrina Guy, that the NCAMC allow the Alaska Clerk to copy material from the MORE Manual. Vote was unanimous.

Handbook Committee. A draft of the Clerks Handbook was distributed to the Board, and a review of the proposed changes was given by Past President Marie Matthews. The revised Clerks Handbook will be presented at Conference, and will be printed and presented at the September Board meeting.

NEW BUSINESS:

President Weant reported that 29 delegates and 15 guests attended the IIMC Annual Conference in Albuquerque, New Mexico, and that it was a good conference. She reported that the education program covered a wide range of topics. President Weant announced that next year the IIMC Annual Conference will be held in Buffalo, New York.

Kim Smith presented the Service Agreement with the League of Municipalities; she stated that it is exactly the same as last year's agreement, except for two additional special projects. Motion was made by Connie Spell, seconded by Kim Worley, to accept the Service Agreement as presented. Vote was unanimous. (Copy of Service Agreement is attached and hereby made a part of these Minutes.)

Kim Smith stated the basic liability insurance policy, through NCLM Risk Management, is coming up for renewal. Beth Hamrick made a motion, seconded by Janet Chamblee, to authorize Kim Smith, Secretary/Treasurer, to execute the renewal of the insurance policy. Vote was unanimous.

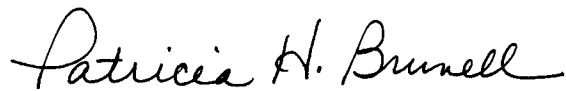
It was reported that at the League Convention to be held in Winston-Salem, there will be space available on Monday, October 14, from 7:15 to 8:30 a.m., for a Clerks breakfast. Motion was made by Marie Matthews, seconded by Mary Jackson, to have a Clerks breakfast at the League Convention in Winston-Salem. Vote was unanimous.

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President Weant stated that several other states present a "Clerk of the Year" award to a deserving Clerk. It was the consensus of the Board that the NCAMC will pursue a similar program, and that written criteria will be formulated by a secret committee, to be appointed by President Weant.

ADJOURNMENT. Motion was made by Connie Spell, seconded by Mary Jackson, for adjournment. Vote was unanimous, and the Board Meeting adjourned.

Respectfully submitted,


Patricia H. Brunell, CMC
Recording Secretary

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

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	Year To Date Balance	% Budget
Revenue					
Membership Dues	\$.00	\$15,000.00	\$14,880.00	\$120.00	99.20
Education - Training					
Annual Conference	\$.00	\$13,000.00	\$16,780.00	(\$3,780.00)	129.08
Regional Meetings	.00	3,000.00	2,412.00	588.00	80.40
Advanced Academy	36.00	2,000.00	3,036.00	(1,036.00)	151.80
Region Meeting III	505.44	2,000.00	505.44	1,494.56	25.27
Education Fund	.00	1,500.00	.00	1,500.00	.00
IIMC Events	.00	.00	.00	.00	.00
Special Projects	105.00	.00	6,615.00	(6,615.00)	.00
Investment Income	102.18	1,400.00	1,379.85	20.15	98.56
Fundraising Sales	150.00	2,000.00	2,940.50	(940.50)	147.03
Fund Balance	.00	2,800.00	33,720.39	(30,920.39)	1,204.30
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Total Revenue	898.62	42,700.00	82,269.18	(39,569.18)	192.67
Expenditures					
Education - Training					
Annual Conference	\$.00	\$12,000.00	\$14,176.08	(\$2,176.08)	118.13
Regional Meetings	1,995.60	1,500.00	2,336.02	(836.02)	155.73
Advanced Academy	.00	2,000.00	1,908.48	91.52	95.42
Region Meeting III Expense	.00	3,000.00	.00	3,000.00	.00
Education Fund	.00	1,000.00	1,300.00	(300.00)	130.00
IIMC Events	.00	.00	345.51	(345.51)	.00
Special Projects	572.40	4,800.00	13,573.30	(8,773.30)	282.78
Operating Expenses					
Printing Expense	\$376.50	\$3,500.00	\$2,764.18	\$735.82	78.98
Postage Expense	477.49	3,000.00	2,753.17	246.83	91.77
Supplies	.00	100.00	853.45	(753.45)	853.45
Professional Services	289.00	7,000.00	7,055.75	(55.75)	100.80
Travel/President & Staff	43.36	2,500.00	138.22	2,361.78	5.53
Boards/Committee Meetings	.00	1,000.00	803.78	196.22	80.38
Gifts & Awards	.00	300.00	748.18	(448.18)	249.39
Miscellaneous Expense	1.00	.00	112.00	(112.00)	.00
Fundraising					
Fundraising Purchases	\$.00	\$1,000.00	\$1,867.58	(\$867.58)	186.76
Sales Tax Expense	.00	.00	.00	.00	.00
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Total Expenditures	3,755.35	42,700.00	50,735.70	(8,035.70)	118.82
Excess Revenue Over Expend.	(2,856.73)	.00	31,533.48	(31,533.48)	.00

**Service Agreement
Between
The North Carolina League of Municipalities
and
The North Carolina Association of Municipal Clerks**

The parties to this Agreement are the North Carolina League of Municipalities, hereinafter referred to as the "League," and the North Carolina Association of Municipal Clerks, hereinafter referred to as the "Clerks Association."

This Agreement shall become effective on July 1, 1996, after being duly approved and executed by the respective organizations, and shall terminate on June 30, 1997. Either party to this Agreement may cancel the Agreement at any time by giving written notice at least ninety (90) days in advance of the intended date of cancellation.

It is the general purpose of this Agreement to set out the administrative, management, and other services to be provided by the League to the Clerks Association as a separate organizational entity and the fee schedule for such services. It is mutually understood that the League will continue to provide customary services to its member municipalities and to work with municipal officials. It is further mutually understood that the League, when providing such customary services, is acting solely for its separate benefit and that of member municipalities, and not for or on behalf of the Clerks Association. This Agreement is intended to cover only those administrative and other services provided to the Clerks Association as an organization.

The League agrees to provide the following services and considerations to the Clerks Association:

1. **Basic Affiliation Services**
 - a. Use of the Albert Coates Local Government Center for meetings and for a permanent mailing address for the Clerks Association.
 - b. Membership on League policy committees as provided by the League's Bylaws.
 - c. Eligibility for affiliate organization positions on the League's Board of Directors as provided by the League's Constitution.

- d. Designation of a League staff member as staff coordinator to: (1) coordinate communications with and delivery of services to the Clerks Association; (2) attend at least one Clerks Association Board meeting per year and other Board meetings as time and resources permit; (3) attend the Clerks Association annual conference if requested.
- e. Providing the opportunity for participation in the League's Annual Convention program.
- f. Listing of organization events and activities in League publications as space allows.
- g. Depository for organization minute books at League offices.

2. **Printing and Mailing Services**

The League will provide printing and mailing services for printing affiliate letterhead and envelopes for producing up to four (4) general membership mailings per year, excluding mailings provided with membership, conference and financial management services. Mailings shall consist of not more than four sheets mailed in a standard #10 envelope.

The Clerks Association is responsible for providing camera-ready copy if possible, or typed final copy with detailed instructions on the material to be produced and mailed. All mailings for the Clerks Association will be scheduled through the Clerks Association's designated staff coordinator with as much advance notice as possible and not less than two weeks prior to the requested mailing date.

The League will reproduce the material provided by the Clerks Association by either photocopy or offset press process as League time and resources permit, using standard papers and ink normally stocked by the League. The League will collate, staple, fold and insert the material into envelopes, stamp and seal the envelopes and deliver to the post office.

Special Projects

Printing and mailing projects other than routine membership mailings shall be considered special projects. The Clerks Association may submit a request for League assistance with special projects that may include printing and mailing. See the description of Special Project Assistance.

3. **Membership Management Services**

- a. Maintain a computerized membership list for the Clerks Association linked to the League's municipal database.
- b. Provide access to the League's municipal database as a source for potential members and membership solicitations.
- c. Produce and distribute membership brochure to potential members from final copy provided by the Clerks Association.
- d. Produce and mail Clerks Association dues statements annually, and mail notices of outstanding dues.
- e. Update Clerks Association membership records as dues payments are received and produce computer listing of members and potential members as requested by the Clerks Association's president or designee.
- f. Deposit dues receipts in designated bank account or forward to designated Clerks Association officer.
- g. Produce mailing labels for membership mailings as requested by the Clerks Association's president or designee.

4. **Financial Management Services**

- a. Collect, disburse and account for all moneys of the Clerks Association, using a computerized double-entry bookkeeping system. Financial management services do not include filing of any required tax or information returns to the state or federal government, providing investment advice, or providing for external audits.
- b. Provide quarterly financial statements in standard format from League computerized general ledger system to designated officers of the Clerks Association.
- c. Invest idle cash and surplus funds of the Clerks Association as directed by the treasurer or other designated board member.
- d. Maintain support documents for all receipts, disbursements and financial transactions for a three-year period.

- e. Coordinate an annual internal audit of the Clerks Association's financial records to be conducted by the treasurer or other designated board member of the Clerks Association within three months of fiscal year end.

5. **Conference Management Services**

- a. Provide assistance by staff coordinator as a resource person to the Clerks Association program committee in the conference planning process.
- b. Produce and mail conference housing, registration and program information from camera-ready or typed final copy provided by the Clerks Association.
- c. Provide advance registration of attendees, including collecting and depositing conference receipts, computerized reports on conference registration and advance ticket sales for meals and other conference functions, and revenue totals.
- d. Prepare large-print badges for all attendees and provide badge ribbons for officers and special guests.
- e. Produce conference program on standard three-panel paper stocked by the League from final copy provided by the Clerks Association.
- f. Prepare conference packages with badges, programs, meal tickets and other designated items for all attendees.
- g. Assemble materials and supplies required for on-site registration at conference.
- h. Provide on-site registration coordination with assistance from Clerks Association members or registration personnel obtained from host municipality or other source.
- i. Provide post-conference final registration lists and financial report.

The Clerks Association shall be primarily responsible for selecting the conference site, negotiating and executing a contract with the conference facility, planning the program and obtaining program participants, and providing complimentary room and registration for NCLM staff coordinator.

6. **Special Projects**

For FY 1996-97, the League will continue to provide services for the following special projects on the same basis as in previous years and as detailed below:

- a. Clerks' Reference Guide. Provide supplements and revisions to the Clerks' Reference Guide to keep current with statutory requirements affecting the clerk's duties and responsibilities and provide current information and resource listings. Frequency and timing of supplements and revisions shall be as mutually agreed upon by the League and the Clerks Association. Cost of supplies, printing and postage for such supplements and revisions shall be shared equally by the League and the Clerks Association.
- b. Clerks' Cookbook Sales and Distribution. Store, process orders and distribute the Clerks' Cookbook.
- c. Membership Directory. Print and distribute a membership directory to members of the Association.
- d. Newsletter. Print and mail twelve (12) newsletters to Clerks Association members. The newsletter shall be delivered to the League in camera-ready form no later than the 21st day of the month immediately preceding the month of intended printing and distribution.

In addition, the following new special projects will be undertaken:

- e. Clerks' Video Sales and Distribution. Store, process orders and distribute the Clerks' Videotape.
- f. Handbook Revision. Revise the Clerks' Handbook to update descriptions of the duties of officers, directors and committees, for printing and distribution to incoming 1996-97 officers and directors.

In return for the services listed herein, the Clerks Association agrees to pay the League the fees set out below:

Affiliation fee	\$100.00 annually
Printing & Mailing Services User Fee (plus 3 cent per impression print charge plus actual postage)	\$100.00 annually
Membership Management/Dues Collection	\$5 per member

Financial Management	\$10 per member
Conference Management	\$10 per participant
Special Projects (time & materials)	\$17/hr. Admin. staff \$40/hr. Policy staff

Any services requested by the Clerks Association in addition to the services set out in this agreement shall be considered special projects. The Clerks Association may submit proposals to the League Executive Director for assistance and services in conjunction with special projects. Proposals should include a description of the relationship of the special project to goals of the Clerks Association, benefits of the project to members and/or local government in general, specific assistance and services requested from the League, cost estimates and method of financing the special project.

The Clerks Association further agrees to support and take no actions in conflict with the legislative goals and policies of the League as adopted at the Annual League Convention. If the Clerks Association has any concerns regarding the League's adopted legislative goals and policies or policy development process, the Clerks Association further agrees to consult with the League's Executive Director as soon as possible.

NCLM Executive Director

President
North Carolina Association of
Municipal Clerks

Date: _____

Date: _____