

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS  
BOARD OF DIRECTORS MEETING  
DECEMBER 13, 1996**

**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, December 13, 1996 at 10:00 a.m. The Officers and Board Members in attendance were: Connie Spell, President; Sabrina Guy, Vice President; Janice Thomas, Second Vice President; Lisa Vincent, Sue Britt, Judy Foy, Lois Oldham-Simonson, Beth Hamrick, Dianne Pierce, Rita Thompson, Diane Cook, Marilyn Sellers and Kay Polhill. Also in attendance were Past Presidents and Committee Members: Janet Chamblee, Debra Thomas, Swannetta Fink, Penelope Sidbury, Eva Brown, Brenda Freeze, Pat Brunell, Jean Bailey, Mary Lou Rand and Kim Smith, NCLM.

**CALLED TO ORDER AND WELCOME**

President Connie Spell called the meeting to order and welcomed everyone. She distributed Handbooks and orientation literature to those officers and directors not present at the September meeting. She reminded everyone of the mission "NETWORKING FOR PROFESSIONALISM" and urged everyone to make themselves available to all the clerks in their districts. It's important for all clerks to know that help is just a phone call away.

As a matter of information - President Spell reported the deaths of Peggy Boone's Father, Fleming Bell's Mother and Pat Simmons Father. A card would be a nice thought to these members of the association. Also tabs were distributed for the Handbook.

**INSTALLATION OF A DIRECTOR**

President Spell installed Board Member Diane Cook from Kernersville representing District 9.

**MINUTES AND TREASURERS REPORT**

Janice Thomas made the motion, seconded by Marilyn Sellers, unanimously approved the minutes of the September 13, 1996 meeting of the Board.

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Kim Smith, Treasurer, gave the finance report and stated that the association have very healthy fund balances: Checking Account - \$7,843.02; Money Market Account - \$17,551.30 and the Share Account - \$28.24. To stay in the good graces of the IRS, the association is trying to keep the fund balance within the \$25,000 threshold.

Kim reviewed the Annual Conference Funds and they ran according to expectations. When having a beach conference, there is always reasons to believe that it will result in more expenses. This one was not without exceptions. With the healthy fund balance, the over budget of the conference did not create a burden.

Sabrina Guy made the motion, seconded by Judy Foy unanimously approved the financial statements as presented. They will be attached as part of the official minutes.

**EXECUTIVE COMMITTEE**

President Spell reported that the Executive Committee was polled and unanimously approved the contribution of a \$50 memorial for Dave Reynolds, NCLM Executive Director, who died in service. This was given to his church at the request of the family.

**COMMITTEE REPORTS**

**Program/Education - Beth Hamrick**

Beth reported that there would be a one day IIMC Advanced Academy Course prior to the beginning of the Clerk's School, January 22-24, 1997. She reviewed the topics for the January school which seem to be well received by the Board. The spring regionals are being planned and everyone is encouraged to come and be INVOLVED. She commended her committee and President Spell commended her for such an innovative scheduled program.

**Membership - Brenda Freeze**

Brenda reported that they were holding their first meeting after lunch this date. She was inquiring if there would be a list available for clerks by district that were not members. Kim Smith, NCLM, will investigate this possibility of such a list.

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Brenda also reported that she will have a table set up at the January Clerk's School to promote membership at the State and International Levels. Hopefully, a photographer can be engaged to be there for new pictures of those desiring a new one for the annual report.

**Publicity - Wanda Elks**

In the absence of Wanda, Connie urged everyone to continue sending their news. There were more favorable comments about the newsletter. Everyone seems very pleased with the new format and the professional image.

**WSOS - Nancy Orr**

No report

**Finance/Budget - Swannetta Fink**

Swannetta reported that Myrl Edwards filed the IRS Report and what a relief to all. The committee will meet at the January Clerk's School.

**Past Presidents' Committee/Special Projects - Peggy Boone**

In the absence of Peggy, Jean Bailey led the discussions on selling the MORE Manual to other interested parties. There had been a request from some County Clerks wanting a copy of the manual. There were pros and cons and considerable discussions addressing the issue. It was learned that IIMC was very interested in the manual also. A motion was made by Beth Hamrick, seconded by Sabrina Guy unanimously approved to sell the MORE Manual for \$25.00. The request can be made through the League of Municipalities.

It was noted that the committee is working on indexing the minutes of the association. There was not an activity report concerning their progress.

**Certification/Legislative - Mary Lou Rand**

Mary Lou continues seeking direction for exam suggestions concerning certification of the clerk at the State level. Jean Bailey suggested that this entire concept should be revisited since it has been in the discussion phase since 1989-1990. After many years of discussions, it never seemed to get out of the planning stage. From time to time it would keep coming up for action or even suggestions of just canning the idea and issue. The education (IOG) and legal/legislative (NCLM) advisors never did give a stamp of approval or even talk very favorable toward this or any other type of certification. This may have been a reason for the lack of continued interest.

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The discussions during this meeting included raising the level of the Municipal Clerk to a professional status; canvass the entire membership on the pros and cons; pursue on a state level; communicate through the newsletter, January school, conferences or others. Some people felt that the CMC/AAE was enough to attain the importance of the position and signified professionalism. It was decided that an informational letter will be communicated to the membership for some feedback.

**Constitution Review - Jean Bailey**

Jean reported that the committee was identifying suggested areas for review and pursuing others as well. A preliminary report will be forth coming. One area suggested was criteria requirements for board members to help the nominating committee with their task.

Former President Marie Matthews serves on this committee and it was announced that she will retire December 31, 1996. There will be a reception for her at the Winston-Salem Town Hall on December 17, 1996, from 2:00 - 4:00 p.m.

**NCLM Board Member - Glenda Sansosti**

Absent - No report

**NCLM Committee Members -CED, FAIR, TRANSPORTATION, EENR**

These assignments have not been made by the new president of the league as of yet. No report

**Scholarship (College) - Gail Smith**

Absent - No report

**Clerks' Internet Home Page - Fleming Bell IOG**

Fleming was unavailable due to a teaching conflict. However, he continues to encourage clerks to connect to the internet.

**Clerk of the Year - Jane Ogletree**

In the absence of Jane, Connie reported that the committee is still working on the criteria.

**Site Committee 1999 - Janet Chamblee**

Janet showed a promotional video on Sea Trails Plantation, a golf resort at Sunset Beach. It was very impressive. There were several different types of accommodations (rooms, efficiencies, golf packages, weekly packages) with prices for the summer conference.

Diane Cook made the motion, seconded by Janice Thomas unanimously approved Sea Trails Plantation, Sunset Beach, as the conference site in August 12-14, 1999.

**OLD BUSINESS**

**Travel Policy - Beth Hamrick**

After completing the recommended amendments to the travel policy, Beth presented it in final form. A motion was made by Sabrina Guy, seconded by Lois Oldham-Simonson unanimously approved the Travel Policy as presented. This policy will become a part of the official minutes.

**OTHER BUSINESS**

Mary Lou Rand, Garner, was approached by IIMC to run for Second Vice President of the International Institute of Municipal Clerks. She has met with her Mayor and City Manager and have their complete support. She also has the support of the incoming president and encouragement of many on the international level.

Jean Bailey spoke in her behalf stating that Mary Lou had been very visible by serving on several committees and having just rotated off the IIMC Board of Directors. She has earned the respect of the full membership (N.C. and IIMC). It would be an asset for Region III but especially for North Carolina that has never had a president. It will take a huge delegation from North Carolina as working support and to run the campaign. It will be a tremendous amount of hard work, developing a budget, commitment of funds, participation of the membership, ideas for a campaign theme, promotional materials, etc.

Sabrina Guy made the motion, seconded by Janice Thomas unanimously endorsed Mary Lou Rand's vision and will support her in her campaign effort for Second Vice President of IIMC.


**The Annual Clerks' School will be held in Chapel Hill, January 22-24, 1997. President Connie urged everyone to attend and encouraged the entire membership to network toward a large participation this year. She also requested that the Directors wear their ribbons and be visible and accessible to the new clerks. Also Michael Smith, IOG Executive Director, requested to meet with the Board after he gives his welcome at the Clerks' School. He wants to talk about the expansion of the institute, probably help from the association in financing "bricks and mortar".**

**Janet Edwards, IOG, is a big "doer", especially for the Clerks. She is a behind the scenes person and appreciated by all. It was suggested that the membership honor her in some way at the Annual Conference. Beth Hamrick made the motion, seconded by Judy Foy unanimously approved to make Janet an Honorary Member of the Association. She will be honored at the banquet and one nights lodging at the conference.**

**Brenda Freeze gave a short update on the conference to be held in the summer in Charlotte. The Adams Mark has been remodeled and there will be a block of rooms there and also at the Government House just one block away. Other information and plans: continue recruiting vendors to underwrite the breakfast and reception, investigating shuttle service to shopping malls, D.J. for reception, maybe discount tickets for Carowinds, perhaps a tour of Erickson Stadium and Charlotte Motor Speedway Club, need items for Silent Auction and goodie bags and the possibility of having a Book Fair for additional revenues.**

**There being no further business, the meeting was adjourned.**

**Respectfully Submitted,**

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

**1996 NCAMC ANNUAL CONFERENCE  
WILMINGTON, NC**

**REVENUE**

|                         |                    |
|-------------------------|--------------------|
| Conference Registration | \$16,381.00        |
| Sponsorships            | <u>500.00</u>      |
| <b>TOTAL</b>            | <b>\$16,881.00</b> |

**EXPENDITURES**

|                                    |                    |
|------------------------------------|--------------------|
| Wilmington Hilton                  | 13,632.29          |
| Dinner Cruise                      | 5,500.00           |
| Speaker (Fred Talbott)             | 2,000.00           |
| Handouts (Anthony Wade)            | 95.40              |
| Name Badges                        | 449.02             |
| Signs                              | 156.35             |
| Gift Buckets/Door Prizes           | 170.66             |
| Printing & Postage (conf. mailing) | 222.67             |
| NCLM Staff Expense (Smith, Morton) | 173.88             |
| Banquet Floral Arrangements        | <u>161.39</u>      |
| <b>TOTAL</b>                       | <b>\$22,561.66</b> |

|                    |                  |
|--------------------|------------------|
| Total Revenues     | 16,881.00        |
| Total Expenditures | <u>22,561.66</u> |
| Net Loss           | -5,680.66        |

**ATTENDEES**

|                 |            |
|-----------------|------------|
| Clerks          | 121        |
| Spouses/Guests  | 78         |
| Children        | 21         |
| Comp. Delegates | <u>17</u>  |
| <b>TOTAL</b>    | <b>237</b> |

**SILENT AUCTION** **\$747.01**

Profit & Loss Statement  
For the period November 1, 1996 to November 30, 1996

| Description                        | Current Period<br>Actual | Year To Date<br>Budget | Year To Date<br>Actual | Year To Date<br>Balance | % Budget      |
|------------------------------------|--------------------------|------------------------|------------------------|-------------------------|---------------|
| <b>Revenue</b>                     |                          |                        |                        |                         |               |
| Membership Dues                    | \$ .00                   | \$15,000.00            | \$14,680.00            | \$320.00                | 97.87         |
| <b>Education - Training</b>        |                          |                        |                        |                         |               |
| Annual Conference                  | \$ .00                   | \$15,000.00            | \$16,881.00            | (\$1,881.00)            | 112.54        |
| Regional Meetings                  | .00                      | 3,000.00               | .00                    | 3,000.00                | .00           |
| Advanced Academy                   | .00                      | 3,000.00               | .00                    | 3,000.00                | .00           |
| Scholarship Fund                   | .00                      | 1,500.00               | 747.01                 | 752.99                  | 49.80         |
| Investment Income                  | 71.40                    | 1,400.00               | 535.74                 | 864.26                  | 38.27         |
| Fundraising Sales                  | .00                      | 2,000.00               | 1,041.00               | 959.00                  | 52.05         |
| Fund Balance                       | .00                      | 5,600.00               | 31,543.22              | (25,943.22)             | 563.27        |
| <hr/>                              |                          |                        |                        |                         |               |
| <b>Total Revenue</b>               | <b>71.40</b>             | <b>46,500.00</b>       | <b>65,427.97</b>       | <b>(18,927.97)</b>      | <b>140.71</b> |
| <b>Expenditures</b>                |                          |                        |                        |                         |               |
| <b>Education - Training</b>        |                          |                        |                        |                         |               |
| Annual Conference                  | \$ .00                   | \$15,000.00            | \$22,561.66            | (\$7,561.66)            | 150.41        |
| Regional Meetings                  | .00                      | 1,500.00               | 546.93                 | 953.07                  | 36.46         |
| Advanced Academy                   | .00                      | 2,000.00               | 77.91                  | 1,922.09                | 3.90          |
| Scholarship Fund                   | .00                      | 3,000.00               | 1,400.00               | 1,600.00                | 46.67         |
| <b>Operating Expenses</b>          |                          |                        |                        |                         |               |
| Printing Expense                   | \$ .00                   | \$4,500.00             | \$4,561.42             | (\$61.42)               | 101.36        |
| Postage Expense                    | .00                      | 4,000.00               | 816.09                 | 3,183.91                | 20.40         |
| Professional Services              | .00                      | 7,500.00               | 1,417.50               | 6,082.50                | 18.90         |
| Travel/President & Staff           | .00                      | 2,500.00               | 1,750.21               | 749.79                  | 70.01         |
| Boards/Committee Meetings          | .00                      | 1,000.00               | 207.21                 | 792.79                  | 20.72         |
| Gifts & Awards                     | .00                      | 2,000.00               | 2,114.20               | (114.20)                | 105.71        |
| Miscellaneous Expense              | 1.00                     | 2,500.00               | 19.00                  | 2,481.00                | .76           |
| <b>Fundraising</b>                 |                          |                        |                        |                         |               |
| Fundraising Purchases              | \$ .00                   | \$1,000.00             | \$2,546.65             | (\$1,546.65)            | 254.67        |
| Sales Tax Expense                  | .00                      | .00                    | .00                    | .00                     | .00           |
| <hr/>                              |                          |                        |                        |                         |               |
| <b>Total Expenditures</b>          | <b>1.00</b>              | <b>46,500.00</b>       | <b>38,018.78</b>       | <b>8,481.22</b>         | <b>81.76</b>  |
| <b>Excess Revenue Over Expend.</b> | <b>70.40</b>             | <b>.00</b>             | <b>27,409.19</b>       | <b>(27,409.19)</b>      | <b>.00</b>    |

## ACCOUNT BALANCES AS OF NOVEMBER 30, 1996

|                      |             |
|----------------------|-------------|
| Checking Account     | \$ 7,843.02 |
| Money Market Account | 17,551.30   |
| Share Account        | 28.24       |



## **TRAVEL REIMBURSEMENT POLICY NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS**

### **Purpose and Intent**

It is the purpose of this policy to provide the interpretation of payment or reimbursement for travel expenses specifically pertaining to the following individuals representing the North Carolina Association of Municipal Clerks, hereinafter referred to as the NCAMC: President of NCAMC; NCAMC's Appointed Liaison from the North Carolina League of Municipalities; and, NCAMC's Appointed Liaison from the Institute of Government. The expenses as set forth in the "Specific Expenses" are considered necessary to the duties of those individuals for which the policy is intended.

It is the intent of this policy to insure Presidential representation of the NCAMC at the International Institute of Municipal Clerks Conference and assist in the President's expenses related to attendance to NCAMC regional meetings. Further, it is the intent of this policy to provide the affiliate liaisons with an opportunity to maintain a global knowledge and support of the Clerk's role in government; therefore the policy shall provide to an appointed NCAMC Liaison from each of the affiliate organizations (North Carolina League of Municipalities and Institute of Government) expenses related to attending necessary meetings as set forth herein. This policy is not intended to address other expenses related to any individual's role as an educational speaker for conferences/meetings to which the individual is invited by NCAMC or IIMC to participate and such expenses should be a part of the sponsoring organization's overall conference/meeting expense.

### **General Guidelines**

Individuals for which expenses are reimbursed are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect travel routes, luxury accommodations and services unnecessary or unjustified are not acceptable under this policy.

Expenses for which reimbursement will be made under this policy will be limited to conference registration fee, mileage/air fare, meals (excluding alcoholic beverages), and lodging in accordance with specific purposes and amounts set forth within this policy as stated under "Specific Expenses". For the purpose of this policy, the reimbursement rate per mile will not be more than the federal guidelines for income tax purposes. Copies of receipts for all such expenses (excluding mileage) must be submitted to the NCAMC Treasurer with the request for reimbursement. Expenses for the NCAMC President shall first be paid by the President's employer and the NCAMC will reimburse the employer within 30 days of receiving the request for reimbursement. In no case shall the individuals named herein receive a net reimbursement which equals to more than the actual expenses incurred. Additional expenses for Spouses/Guests of individuals, over and above the expense which would normally be charged for the individual named herein, shall not be included for reimbursement.

**Specific Expenses**

Reimbursement shall be provided for the current President of the North Carolina Association of Municipal Clerks as follows:

- (1) Expenses, including registration fee, up to a maximum of \$1200 incurred by the President of the NCAMC for attendance and representation of NCAMC at the International Institute of Municipal Clerks' Annual Conference.
- (2) Actual expenses up to a maximum of \$100 incurred by the President of the NCAMC for attendance to each NCAMC regional meeting. (NCAMC President's registration fee for NCAMC regional meetings is complimentary and therefore not subject to reimbursement.)
- (3) Actual expenses, including registration fee, up to a maximum of \$500, incurred by the President of the NCAMC for attendance to the IIMC Region III Annual Meeting.

Reimbursement shall be provided for one liaison representing each affiliate organizations (North Carolina League of Municipalities and Institute of Government) as follows:

- (1) Actual expenses for travel and meals incurred by the affiliate representative to attend the NCAMC Annual Conference. (NCAMC Annual Conference registration fee is complimentary and therefore not subject to reimbursement; further, reimbursement will not be necessary for lodging since lodging will be included, if needed by the individual, with customary conference hotel expense package.)
- (2) Actual expenses, up to \$600, for travel and meals incurred by the affiliate representative to attend the IIMC Annual Conference unless affiliate representative is an invited speaker.