

**Minutes of the Board of Directors' Meeting
North Carolina Association of Municipal Clerks
March 10, 1995**

Vickie Weant, Vice President called the meeting to order at 10:00 a.m. in the meeting room of the NCLM Building. President, Marie Matthews was unable to attend because of illness.

Andy Romanet introduced Kim Smith, Assistant General Counsel with the League, who will now take over his affiliate duties with the Clerks' Association.

Vickie Weant recognized the new CMC's and congratulated them on this achievement. The clerks were:

Dorothy Bridges - City of Ayden
Josanna A. Campanello, - Bald Head Island
Frances W. Harris - Dare County
Sandra P. Mayse - Forest City
Carolyn Patterson - Louisburg
Geneva Wilson - Whispering Pines
Tammy C. Roseboro - Lincolnton (Deputy Clerk)

Connie Spell made a motion the minutes of the last meeting be approved as written, Kim Worley seconded, and all voted in favor.

Andy Romanet presented the Treasurer's report. Mary Jackson made a motion to accept the report as presented, Lynn Martin seconded, and the vote in favor was unanimous.

Pat Simmons presented the Program & Education Committee Report. Some items on the report were that due to conflicting schedules, two regional meetings were scheduled on the same day. and the registration fee should be increased from \$15 to \$18.

Pat Brunell sent her report on the meeting of the Membership Committee. The committee met on February 28, 1995, to work on the Membership Directory. The Directory will be printed in June or July and be mailed to the membership prior to the August Conference.

Publicity Chairman, Wanda Elks reported that a change in the format of the Newsletter will go into effect next month.

Janie Revels, Chairman of the WSOS Committee, sent her report. The Committee has been active in coordinating the placement of mentors with new clerks. Asked that \$45 or \$50 be included in this year's budget to print new brochures.

Jean Bailey, Chairman of the Past Presidents and Special Projects Committee, reported that the video will be completed by August... production will start in May.

Janice Thomas, Chairman of the Finance and Budget Committee asked that everyone send her budget requests as soon as possible.

Mary Lou Rand, IIMC Board Member reported that Steve Durden, CMC/AEE, City Clerk of Macon Georgia has been selected to run for Region III Director at the Louisville Conference.

She encouraged clerks who are not members of the IIMC to join as soon as possible. Lynn Martin will have IIMC membership applications at the Regional Meetings this Spring.

Mary Lou urged everyone to send ordinances to the IIMC and to use the IIMC as a resource for information.

Mary Lou also expressed her appreciation to the Association for the opportunity to serve at the International Level.

Betty Childress gave a report on the work being done at the Reference Guide Update. Kim Smith said the printing will be done in April, and the League will mail them out to the members.

Beth Hamrick made a motion to get the Reference Guide printed by an outside printer, Connie Spell seconded, and all voted in favor.

Freida Van Allen gave a report on plans for the Conference in Boone in August. Those present agreed to go with Option #2 which included Dinner at the Dan'l Boone Inn and a visit to the Horn-In-the West Outdoor Drama.

Vickie Weant reported that plans to hold the IIMC Region III Conference in conjunction with the Clerks' School in January has not been successful. All agreed to go ahead with plans for a separate time for the Conference in Winston-Salem on February 22 thru the 24.

Nancy McPeak made a motion, seconded by Mary Jackson to pass 3 resolutions of condolence to Lou Espey, Wanda Elks, and Carolyn Patterson, and 1 resolution of retirement to Jean Bean. The vote in favor was unanimous. *Brenda*
Beam

Vickie also urged members to participate in the Silent Auction at the Louisville Conference, and gave a brief report on the Region III Conference in St. Petersburg. There were 90 clerks in attendance and 8 were from North Carolina.

Judy Judy Foy made a motion, seconded by Geneva Wilson to appoint Kim Smith as Treasurer after Andy Romanet resigned the position. All voted in favor.

Andy asked the Association to support a video being made by the Municipal Attorneys which is being tailored toward governing boards and boards of adjustment. Our Association will consider this at our next meeting.

Plans for the 20th Anniversary Banquet at the August Conference was discussed. Freida Van Allen will work with Connie Hardee on this event.

Kim Smith announced the League will handle the Clerks' Breakfast at the League Convention in Durham in October. Kim Worley made a motion to allow the League to do this, Mary Jackson seconded, and all voted in favor.

Connie Spell made a motion to adjourn, all voted in favor.
Meeting adjourned at 11:55 a.m.

Annie L. Meness

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

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	Year To Date Balance	% Budget
Revenue					
Membership Dues	\$200.00	\$14,000.00	\$14,240.00	(\$240.00)	101.71
Education - Training					
Annual Conference	\$.00	\$12,000.00	\$14,213.00	(\$2,213.00)	118.44
Regional Meetings	.00	3,000.00	.00	3,000.00	.00
Advanced Academy	1,800.00	3,000.00	1,800.00	1,200.00	60.00
Education Fund	.00	1,000.00	1,571.50	(571.50)	157.15
IIMC Events	.00	.00	.00	.00	.00
Special Projects	3,217.13	.00	3,630.13	(3,630.13)	.00
Investment Income	114.53	1,000.00	740.38	259.62	74.04
Fundraising Sales	.00	1,500.00	175.00	1,325.00	11.67
Total Revenue	5,331.66	35,500.00	36,370.01	(870.01)	102.45
Expenditures					
Education - Training					
Annual Conference	\$.00	\$11,000.00	\$12,260.23	(\$1,260.23)	111.46
Regional Meetings	.00	3,000.00	.00	3,000.00	.00
Advanced Academy	1,200.00	3,000.00	1,800.00	1,200.00	60.00
Education Fund	.00	1,000.00	600.00	400.00	60.00
IIMC Events	.00	.00	.00	.00	.00
Special Projects	.00	1,500.00	442.02	1,057.98	29.47
Operating Expenses					
Printing Expense	\$155.52	\$2,000.00	\$2,487.01	(\$487.01)	124.35
Postage Expense	199.95	2,000.00	1,648.69	351.31	82.43
Supplies	.00	250.00	43.78	206.22	17.51
Professional Services	97.75	6,000.00	6,812.75	(812.75)	113.55
Travel/President & Staff	.00	2,500.00	50.68	2,449.32	2.03
Boards/Committee Meetings	68.90	1,300.00	495.56	804.44	38.12
Gifts & Awards	.00	350.00	242.70	107.30	69.34
Miscellaneous Expense	1.00	400.00	7.00	393.00	1.75
Fundraising					
Fundraising Purchases	\$.00	\$1,000.00	\$.00	\$1,000.00	.00
Sales Tax Expense	.00	200.00	.00	200.00	.00
Total Expenditures	1,723.12	35,500.00	26,890.42	8,609.58	75.75
Excess Revenue Over Expend.	3,608.54	.00	9,479.59	(9,479.59)	.00

GENERAL LEDGER DETAIL TRIAL BALANCE

the Period Jan 01, 1995 to Jan 31, 1995

All Accounts - In Account Number Sequence - * = InActive Account

ACCOUNT NUMBER	DESCRIPTION	POST DATE	TRX SOURCE	BEGINNING BALANCE SOURCE DOC	JRNL NO	DEBIT	CREDIT	REFERENCE NET CHANGE	ENDING BALANCE
1090	Credit Union Share Account								
	ACCOUNT TOTALS:			\$25.00				** NO TRX FOR THIS ACCOUNT **	.00 \$25.00
1110	Credit Union Checking			\$278.17					
	01/31/95	GLTRX0038	JE	90		1,000.00		1/27/95 trans. M/M To Checking	
	01/31/95	GLTRX0038	JE	91		825.00		1/4/95 Advanced Academy Dep	
	01/31/95	GLTRX0038	JE	92		300.00		1/12/95 Advanced Academy Dep	
	01/31/95	GLTRX0038	JE	93		225.00		1/9/95 Advanced Academy Dep	
	01/31/95	GLTRX0038	JE	94			68.90	Ck#640 City Of Winston-Salem	
	01/31/95	GLTRX0038	JE	95			453.22	Ck#641 NCLM	
	01/31/95	GLTRX0038	JE	96		1,200.00		Ck#642 Jim Hamlett	
	01/31/95	GLTRX0038	JE	98		2.07		January 1995 Cking Interest	
	01/31/95	GLTRX0038	JE	99			1.00	January 1995 Cking Service fee	
9 ENTRIES	ACCOUNT TOTALS:			\$278.17		2,352.07	1,723.12	628.95	\$907.12
	Credit Union Money Market			\$32,065.00					
	01/31/95	GLTRX0038	JE	87		200.00		1/4/95 M/M Dues Deposit	
	01/31/95	GLTRX0038	JE	88		450.00		1/6/95 Advanced Academy Dep	
	01/31/95	GLTRX0038	JE	89		3,217.13		1/25/95 Mindex Reimbursement	
	01/31/95	GLTRX0038	JE	90			1,000.00	1/27/95 trans. M/M To Checking	
	01/31/95	GLTRX0038	JE	97		112.46		January 1995 M/M Interest	
5 ENTRIES	ACCOUNT TOTALS:			\$32,065.00		3,979.59	1,000.00	2,979.59	\$35,044.59
1600	Mindex Receivable								
	ACCOUNT TOTALS:			\$1,986.63				** NO TRX FOR THIS ACCOUNT **	.00 \$1,986.63
2100	Fund Balance								
	ACCOUNT TOTALS:			\$28,483.75CR				** NO TRX FOR THIS ACCOUNT **	.00 \$28,483.75CR
3100	Membership Dues			\$14,040.00CR					
	01/31/95	GLTRX0038	JE	87		200.00		1/4/95 M/M Dues Deposit	
1 ENTRY	ACCOUNT TOTALS:			\$14,040.00CR		.00	200.00	200.00CR	\$14,240.00CR
3210	Annual Conference								
	ACCOUNT TOTALS:			\$14,213.00CR				** NO TRX FOR THIS ACCOUNT **	.00 \$14,213.00CR
3230	Advanced Academy			.00					
	01/31/95	GLTRX0038	JE	88		450.00		1/6/95 Advanced Academy Dep	

For the Period Jan 01, 1995 to Jan 31, 1995

For All Accounts - In Account Number Sequence - * = InActive Account

ACCOUNT NUMBER	DESCRIPTION	POST DATE	TRX SOURCE	BEGINNING BALANCE SOURCE DOC	JRNL NO	DEBIT	CREDIT	REFERENCE NET CHANGE	ENDING BALANCE
	ACCOUNT TOTALS:			\$600.00		** NO TRX FOR THIS ACCOUNT **		.00	\$600.00
4260	Special Projects								
	ACCOUNT TOTALS:			\$442.02		** NO TRX FOR THIS ACCOUNT **		.00	\$442.02
4310	Printing Expense			\$2,331.49					
	01/31/95	GLTRX0038	JE		95	155.52		Ck#641 NCLM	
	1 ENTRY	ACCOUNT TOTALS:		\$2,331.49		155.52	.00	155.52	\$2,487.01
4320	Postage Expense			\$1,448.74					
	01/31/95	GLTRX0038	JE		95	199.95		Ck#641 NCLM	
	1 ENTRY -	ACCOUNT TOTALS:		\$1,448.74		199.95	.00	199.95	\$1,648.69
4330	Supplies								
	ACCOUNT TOTALS:			\$43.78		** NO TRX FOR THIS ACCOUNT **		.00	\$43.78
4340	Boards/Committee Meetings			\$426.66					
	01/31/95	GLTRX0038	JE		94	68.90		Ck#640 City Of Winston-Salem	
	1 ENTRY	ACCOUNT TOTALS:		\$426.66		68.90	.00	68.90	\$495.56
4350	Gifts & Awards								
	ACCOUNT TOTALS:			\$242.70		** NO TRX FOR THIS ACCOUNT **		.00	\$242.70
4390	Miscellaneous Expense			\$6.00					
	01/31/95	GLTRX0038	JE		99	1.00		January 1995 Cking Service fee	
	1 ENTRY	ACCOUNT TOTALS:		\$6.00		1.00	.00	1.00	\$7.00
24 ACCOUNTS									
28 TOTAL DETAIL ENTRIES GRAND TOTALS:				.00		8,054.78	8,054.78	.00	.00

GENERAL LEDGER TRANSACTION REGISTER

NUMBER: 1 COMMENT: January 1995 Financials SOURCE: GLTRX0038

-----ACCOUNT-----		POST	DEBIT	CREDIT	JRNL	SRC	-----TRANSACTION-----	
NUMBER	DESCRIPTION	DATE	AMOUNT	AMOUNT	ENT#	DOC	SOURCE	REFERENCE
1210	Credit Union Money Market	01/31/95	200.00		87	JE		1/4/95 M/M Dues Depo
3100	Membership Dues	01/31/95		200.00	87	JE		1/4/95 M/M Dues Depo
1210	Credit Union Money Market	01/31/95	450.00		88	JE		1/6/95 Advanced Acad
3230	Advanced Academy	01/31/95		450.00	88	JE		1/6/95 Advanced Acad
1210	Credit Union Money Market	01/31/95	3,217.13		89	JE		1/25/95 Mindex Reimb
3260	Special Projects	01/31/95		3,217.13	89	JE		1/25/95 Mindex Reimb
1110	Credit Union Checking	01/31/95	1,000.00		90	JE		1/27/95 trans. M/M T
1210	Credit Union Money Market	01/31/95		1,000.00	90	JE		1/27/95 trans. M/M T
1110	Credit Union Checking	01/31/95	825.00		91	JE		1/4/95 Advanced Acad
3230	Advanced Academy	01/31/95		825.00	91	JE		1/4/95 Advanced Acad
1110	Credit Union Checking	01/31/95	300.00		92	JE		1/12/95 Advanced Aca
3230	Advanced Academy	01/31/95		300.00	92	JE		1/12/95 Advanced Aca
1110	Credit Union Checking	01/31/95	225.00		93	JE		1/9/95 Advanced Acad
3230	Advanced Academy	01/31/95		225.00	93	JE		1/9/95 Advanced Acad
1110	Credit Union Checking	01/31/95		68.90	94	JE		Ck#640 City Of Winst
4340	Boards/Committee Meetings	01/31/95	68.90		94	JE		Ck#640 City Of Winst
1110	Credit Union Checking	01/31/95		453.22	95	JE		Ck#641 NCLM
4110	Professional Services	01/31/95	97.75		95	JE		Ck#641 NCLM
4310	Printing Expense	01/31/95	155.52		95	JE		Ck#641 NCLM
4320	Postage Expense	01/31/95	199.95		95	JE		Ck#641 NCLM
1110	Credit Union Checking	01/31/95		1,200.00	96	JE		Ck#642 Jim Hamlett
1110	Advanced Academy	01/31/95	1,200.00		96	JE		Ck#642 Jim Hamlett
1210	Credit Union Money Market	01/31/95	112.46		97	JE		January 1995 M/M Int
3300	Investment Income	01/31/95		112.46	97	JE		January 1995 M/M Int
1110	Credit Union Checking	01/31/95	2.07		98	JE		January 1995 Cking I
3300	Investment Income	01/31/95		2.07	98	JE		January 1995 Cking I
1110	Credit Union Checking	01/31/95		1.00	99	JE		January 1995 Cking S
4390	Miscellaneous Expense	01/31/95	1.00		99	JE		January 1995 Cking S
28 ENTRIES		TOTALS:	\$8,054.78	\$8,054.78				

Pat
Simmons

REPORT TO BOARD OF DIRECTORS

Friday, March 10, 1995

A few hardy souls braved bad weather to attend a committee meeting in High Point on Friday, February 10th to finalize plans for our Regional Meetings. Several decisions had to be made even though all committee members were not present.

Because of various conflicts including reservations, a meeting site, working around "council meeting weeks" and an effort to spread the meetings further apart this year, two meetings were scheduled for the same date - one in Surf City and one in Henderson.

No one wanted to have a meeting earlier than the very last of March because of the possibility of bad weather.

The most important factor was that there were only three Friday dates for consideration: April 7, 21 and 28 [Friday, April 14th is a holiday]. The week of April 21st is a "council week" for many of us. No one wanted to take on the added responsibility of hosting a regional meeting during that week. Either way, in order to schedule a Friday meeting, there would still be two meetings on the same date because of the Easter Holiday this year.

I passed on information I had received from Andy in opposition to having two meetings on the same date. The committee unanimously agreed to ***leave meetings as scheduled; reduce allotted time from two hours to one hour on the Open Meetings Law update, since nothing has changed [no litigation, etc]; and, to schedule a member of the League staff for only one, one-hour session at Henderson to reduce to a minimum, the time lost for League Staff; Fleming Bell will conduct one, one-hour session at Surf City.***

In conformance with the Education Review Committee's recommendation that we ***"use experienced and qualified clerks in our Regional Meetings"*** the committee unanimously agreed to contact Jean Bailey and Glenda Sansosti to conduct the other two Open Meetings Law sessions at Matthews and Tryon respectively.

The committee unanimously agreed that the registration fee should be increased from \$15 per person to \$18 per person for all regional meetings. In order for clerks in smaller cities and towns to have an opportunity to hold a regional meeting at some point in time and perhaps have to pay for facilities large enough to accommodate visitors. This minimal increase would help to cover the cost. The committee also discussed the possibility of having to pay

more for meals in smaller cities and towns, but did not foresee a problem with that.

The committee unanimously agreed that the one-hour sessions taken from the Open Meetings Law update, should be used for group discussion. Each person is requested to submit a comment, suggestion, idea *[or even a complaint]* upon arrival. Participants will be seated in groups each with a moderator.

Once the last one-hour session was decided upon, the committee unanimously agreed on the agenda.

Committee members agreed to contact clerk in each region to serve as "Panelist No. 1" or our expert on reference resources such as the "Clerks Reference Guide" the "M.O.R.E. Manual" and the "Mentor Program" [WSOS]. The clerk-host for each region is to contact three or four clerks within region to serve as other panelists.

The committee will meet again on Friday, March 10th immediately following the Board of Directors meeting to begin work on sessions for our annual conference.

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Profit & Loss Statement
For the period November 1, 1994 to November 30, 1994

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	Year To Date Balance	% Budget
Revenue					
Membership Dues	\$200.00	\$14,000.00	\$14,040.00	(\$40.00)	100.29
Education - Training					
Annual Conference	\$.00	\$12,000.00	\$14,213.00	(\$2,213.00)	118.44
Regional Meetings	.00	3,000.00	.00	3,000.00	.00
Advanced Academy	.00	3,000.00	.00	3,000.00	.00
Education Fund	.00	1,000.00	1,571.50	(571.50)	157.15
IIMC Events	.00	.00	.00	.00	.00
Special Projects	.00	.00	413.00	(413.00)	.00
Investment Income	104.76	1,000.00	528.20	471.80	52.82
Fundraising Sales	7.00	1,500.00	175.00	1,325.00	11.67
Total Revenue	311.76	35,500.00	30,940.70	4,559.30	87.16
Expenditures					
Education - Training					
Annual Conference	\$.00	\$11,000.00	\$12,260.23	(\$1,260.23)	111.46
Regional Meetings	.00	3,000.00	.00	3,000.00	.00
Advanced Academy	.00	3,000.00	600.00	2,400.00	20.00
Education Fund	.00	1,000.00	600.00	400.00	60.00
IIMC Events	.00	.00	.00	.00	.00
Special Projects	442.02	1,500.00	442.02	1,057.98	29.47
Operating Expenses					
Printing Expense	\$.00	\$2,000.00	\$2,331.49	(\$331.49)	116.57
Postage Expense	.00	2,000.00	1,448.74	551.26	72.44
Supplies	.00	250.00	43.78	206.22	17.51
Professional Services	.00	6,000.00	6,715.00	(715.00)	111.92
Travel/President & Staff	.00	2,500.00	50.68	2,449.32	2.03
Boards/Committee Meetings	.00	1,300.00	232.73	1,067.27	17.90
Gifts & Awards	.00	350.00	242.70	107.30	69.34
Miscellaneous Expense	1.00	400.00	5.00	395.00	1.25
Fundraising					
Fundraising Purchases	\$.00	\$1,000.00	\$.00	\$1,000.00	.00
Sales Tax Expense	.00	200.00	.00	200.00	.00
Total Expenditures	443.02	35,500.00	24,972.37	10,527.63	70.34
Net Revenue Over Expend.	(131.26)	.00	5,968.33	(5,968.33)	.00



TOWN of LONG BEACH

North Carolina 28465

P.O. Box 217 • 4601 E. Oak Island Dr.
PHONE: (910) 278-5011
FAX: (910) 278-3400

Pat Brunell

MEMO TO: Marie Matthews, President
FROM: *Pat* Pat Brunell, Chairman, Membership Committee
DATE: March 3, 1995
RE: Report for March 10 Board of Directors Meeting

I regret that I will be unable to attend the Directors Meeting on March 10, but the following is a report of what the Membership Committee is doing.

Membership Committee met on Friday, February 28, 1995, to work on updating the Membership Directory. The same basic format will be used, with the addition of District and Region numbers and birthdays for each Clerk. Unfortunately, we do not have birthday information on all the Clerks because we did not receive surveys from everyone. We will use what we have.

The Directory will be printed in June or July and will be mailed to the membership prior to August Conference (hopefully).

/phb

Post-It™ brand fax transmittal memo 7671		# of pages
To	Vickie Weant	From
Co.	Concord	Co.
	City Clerk	Phone #
Fax #	704-786-7068	Fax #



Lumberton

Office of the City Clerk

March 8, 1995

MEMORANDUM

TO: VICKIE WEANT, CMC/AEE, VICE PRESIDENT
NC ASSOCIATION OF MUNICIPAL CLERKS

FROM: JANIE L. REVELS, CMC
WSOS COMMITTEE CHAIRMAN

SUBJECT: REPORT TO MARCH 10, 1995 BOARD OF DIRECTORS MEETING

Vickie, I will not be able to attend the Board of Directors meeting on Friday. Please give the following report for the WSOS Committee:

The WSOS Committee has been active in coordinating the placement of Mentors with new Clerks. New Clerks in Walkertown, Danbury, Emerald Isle and Falcon have been placed with Mentors from Hope Mills, Franklinton, Morehead City and Stedman; respectively.

We have determined that several "new" Clerks who attended the January Clerks School served previously as Deputy Clerks; therefore, do not need the assistance of a Mentor.

The need to print new brochures is being discussed. \$45 to \$50 should be included in next year's budget to print these brochures. We have coordinated with Sue Kirk from the League Office to have brochures at the registration table for the Regional Meetings. They should also be available for distribution during Clerks' Association conferences and schools.

cc: WSOS Committee Members