

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING
SEPTEMBER 15, 1995**

Call to Order. President Vickie Weant called the Board of Directors Meeting to order at 10:00 a.m. on Friday, September 15, 1995.

Attendance. President Vickie Weant; Vice President Connie Spell; 2nd Vice President Sabrina Guy; Secretary-Treasurer Kim Smith; Recording Secretary Patricia Brunell; Directors Mary P. Jackson Rita A. Thompson, Janet Chamblee, Kim Worley, Merle Edwards, Geneva Wilson, Beth Hamrick, Freida Van Allen, Debbie Ogle, Judy Foy; Immediate Past President Marie Matthews; Past President Jean Bailey; Membership Chairman Janice Thomas; Budget/Finance Chairman Jane Dreher; Education Committee Member Debra Thomas.

Oaths of Office. President Weant administered the Oath of Office to new Directors, Merle Edwards, Creedmore (District 6), and Judy Foy, Tryon (District 12).

Clerks Video. Jean Bailey introduced Mr. Jean Paul Dame who is producing the Clerks Video, sponsored by the NCAMC, Murphy Family Farms and Hardee's. Mr. Dame explained that the video is designed as a recruiting tape and to inform people of the function of the Clerk; that it will be general and non-dated and that the life of the video is five to eight years. Motion was made by Mary Jackson for the Clerks Association to absorb any increase in cost in the production of the video; motion was seconded by Janet Chamblee. Vote was unanimous.

Discussion followed on choice for the voice-over person (narrator) to be used in the video. Mr. Dame stated that the anticipated completion date is the first week in October. (Copy of Production Estimate Worksheet is attached and hereby made a part of these Minutes.)

Approval of Minutes. Motion was made by Debbie Ogle and seconded by Connie Spell for approval of the Minutes of the June 16, 1995 Board of Directors Meeting and the August 11, 1995 Board of Directors Special Meeting. Vote was unanimous.

Treasurer's Report. Kim Smith stated the computers in the League office had been down and therefore no report was available. She further stated that the Clerks Association continues to be in good financial condition.

Update of Handbook. It was the consensus of the Board that the Handbook needs to be updated. A committee was appointed to undertake this project. Marie Matthews will serve as Chairman, along with Kim Worley and Mary Jackson.

IIMC Regional Meeting Report. Beth Hamrick reported on preliminary plans for the Region III IIMC Regional Meeting scheduled for February 22-24, 1996, in High Point. She stated that the meeting will be held at the Radisson and the theme is "Glitz, Glamour and Government".

COMMITTEE REPORTS.

Education/Program. Sabrina Guy announced that the Education/Program Committee will meet following the Board meeting, to plan the January Clerks School. She stated her opinion that we need to focus on different instructors other than the Institute of Government instructors, for some of the programs.

Membership. Janice Thomas stated that the Membership Committee has not met yet. She stated that Sue Kirk, NCLM, needs a good list of honorary members. It was the consensus that the League will work on forming this list, with the help of Jean Bailey.

Publicity. No report was given, as Wanda Elks has recently had surgery and was unable to attend.

WSOS. No report was given.

Past Presidents/Special Projects. Jean Bailey reported on the Past Presidents pins. She stated she is working with a local jeweler in Rocky Mount, to make it easier to order the pins. She stated she hoped to have something by Christmas.

Jean had no report on State Certification, and stated she will ask Mary Lou Rand to survey Clerks concerning this project.

NCLM Board Member. No report was given.

Executive Committee. Connie Spell made a motion to appoint Kim Worley and Judy Foy to serve as members of the Executive Committee. Motion was seconded by Mary Jackson and unanimously passed.

NCLM Committee Members. Kim Smith, NCLM, explained the functions of the four League Committees, CED, FAIR, TRANSPORTATION, EENR. Discussion followed. Sabrina Guy made a motion that the Executive Committee be responsible for nominations to these four committees, before November 1. Motion was seconded by Mary Jackson. Vote was unanimous. The Executive Committee will advise President Weant of the names of nominees.

Evaluation of 1995 Annual Conference. It was the consensus of the Board that it was one of the best Annual Conferences held. Appreciation was expressed to Kim Smith and Sue Kirk of the League, and Freida Van Allen for the work they did to make this year's conference the success that it was.

It was announced that the 1996 Annual Conference will be held in Wilmington, and all were encouraged to call Penelope Spicer-Sidbury to offer assistance.

Proposed Projects. Clerks Home Page for Internet was discussed. Fleming Bell and Kim Smith are to pursue investigation of this resource.

Scholarship Fund. The Board discussed establishing a scholarship fund for high school seniors or others to pursue education. Motion was made by Beth Hamrick and seconded by Judy Foy to establish a committee to look at what would be involved in creating a scholarship fund. Vote was unanimous. Mary Jackson volunteered to serve, and others who are interested in serving are to contact President Weant.

Affiliate Organization Showcase at NC League Annual Conference. Our Association will be able to participate in the showcase, at a cost of \$75 per table. The showcase will be Sunday afternoon, October 15, from 1:00 to 4:30 p.m. Motion was made by Connie Spell and seconded by Kim Worley that the NCAMC participate in the Conference Showcase. Vote was unanimous. Discussion followed concerning set-up and manning the table.

President Weant will attend the League Nominating Committee Meeting to represent the Clerks Association.

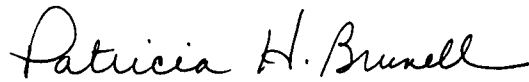
Policy for Acknowledging Deaths of Clerks' Family Members. After brief discussion, it was the consensus that Connie Spell will make a recommendation for a policy concerning resolutions acknowledging deaths of Clerks' family members.

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Board Members Ribbons. After brief discussion, it was the consensus that Kim Smith (NCLM) will handle the ribbons for the Board Members and officers of the Association; Judy Foy will work with her.

Adjourn. Motion was made by Connie Spell and seconded by Judy Foy for adjournment. Vote was unanimous, and the Board Meeting adjourned at 12:02 p.m.

Respectfully submitted,



Patricia H. Brunell, CMC
Recording Secretary

Production Estimate worksheet

Project Title: City Clerk Program	Date: Sept. 11, 1995
Production #:	
Client: Jean Bailey	
Phone: (919) 972-1319	

ITEMIZATION	QUANTITY/UNIT	RATE	ESTIMATE 9/95	ESTIMATE 1/94
<i>Pre-Production</i>	4 days	250.00	1,000.00	500.00
Scripting	10min script	150.00 min	1,500.00	1,500.00
TOTAL			2,500.00	2,000.00
<i>Production</i>	4 days	750.00	3,000.00	3,000.00
Talent	1 day	300.00 day	300.00	
Travel	3 nights 2 persons	100.00 each	300.00	300.00
Meals	4 days 2 persons	50.00 each	200.00	150.00
Mileage	400 miles	30 milc	120.00	78.00
TOTAL			3,920.00	3,528.00
MISC.	DOLLY 4 days	35.00 day	140.00	140.00
Hot Shot Cool Cuts	4 cuts	500.00 cut	2,000.00	
Production Tape	8 Beta 10G	16.00 each	128.00	128.00
TOTAL			2,268.00	268.00
<i>Post-Production</i>				
Audio Rec Sess.	1 hour	35.00 hour		35.00
Voice Talent	1 session	200 session		200.00
Paint/Graphics	4 hours	100.00 hr.	400.00	400.00
Graphic animation	Art package	750.00	750.00	
Music	3 cuts	65.00 cut	195.00	195.00
On-Line Editing	25 hours	150.00 hour	3,750.00	3,750.00
Master Tape	7 Beta 20G	9.00 each	63.00	63.00
Audio Master	1 1/2" X 7"	17.00 each	17.00	17.00
Duplication	5 T-15 min	5.40 each	27.00	27.00
Freight			25.00	25.00
TOTAL			5,227.00	4,712.00
GRAND TOTAL			13,915.00	10,508.00
HARDEE'S INVESTMENT			2,823.00	2,823.00
CITY CLERKS COST			11,092.00	7,685.00



International Institute of Municipal Clerks

1206 North San Dimas Canyon Road • San Dimas, California 91773 • Phone (909) 592-IIMC • Fax (909) 592-1555

FOR
INFORMATION
ONLY

November 15, 1995

To: State/Provincial Association Presidents
State/Provincial Education Chairs
Institute Directors

From: Suzanne Withers, CMC/AAE, Chair *SW*
Program Review and Certification Committee

Re: Minimum Criteria of University Affiliation

In June 1995, IIMC President Tom Roberts appointed a University Affiliation Ad Hoc Committee, charging them "... to develop minimum criteria of university affiliation for IIMC recognition.. of municipal clerk's Institutes. The Committee's final report and recommended minimum criteria were approved by the Board of Directors at its October meeting in Hilton Head, South Carolina.

The Committee's charge stemmed from a policy statement on Institute recognition approved by the Board at its May 1995 Annual Meeting in Louisville. Copies of this policy statement and the minimum criteria are enclosed. The criteria will be published in the NEWS DIGEST, and distributed to all Education Chairs and Institute Directors in a revised EDUCATION PROGRAM REVIEW GUIDE.

The enclosed minimum criteria were designed to guide those exceptional instances of Institute development where "... a university may not be the most appropriate administrative resource in a particular province state, region or other country location."

Given those exceptions, IIMC "...firmly believes it to be in the best interest of the IIMC and the Municipal Clerk profession that IIMC-recognized Certification Institutes and Advanced Academy programs be affiliated with, and administered and conducted by, a fully-accredited four-year college or university."

Please contact us at IIMC if you have any questions regarding these policy changes in Institute and Academy program recognition.

International Institute of Municipal Clerks

UNIVERSITY SPONSORSHIP OF IIMC CERTIFICATION INSTITUTES
AND ACADEMY OF ADVANCED EDUCATION PROGRAMS

(Adopted by the IIMC Board of Directors, May 1995)

The IIMC Executive Committee firmly believes it to be in the best interests of the IIMC and the Municipal Clerk profession that IIMC-recognized Certification Institute and Advanced Academy programs be affiliated with, and administered and conducted by, a fully-accredited four-year college or university. At a time when our profession is being challenged and is undergoing substantial change, it is imperative that our professional credentials be supported by the full faith and reputation of institutions of higher learning. Universities and colleges provide environments which ensure program stability, continuity, research capability, and the support of the entire learning institution.

In some instances, a university may not be the most appropriate administrative resource in a particular province, state, region or other country location. In such cases, the Executive Committee requires that any municipal league, private sector program management organization or other non-university administrative unit proposing to provide program coordination services to IIMC-recognized programs, be affiliated with a university or college and follow guidelines set forth by IIMC.

Criteria defining this arrangement will be developed by an ad hoc committee appointed by the IIMC President, and presented for final action to the IIMC Board of Directors at their Mid-Year Meeting in the Fall of 1995. Once established, the criteria must be jointly endorsed in writing by the appropriate university dean, the provincial or state president, and the non-university program coordinator. This action will be a prerequisite for IIMC program recognition and member certification.

All IIMC-recognized Institute and Advanced Academy programs not in compliance with IIMC policies and practices prior to 1993 will remain fully accredited in their current forms. Any changes in sponsorship, affiliation, coordination or management of such programs after 1993 will require resubmission of applications for Institute recognition and compliance with IIMC policy.

IIMC acknowledges that cultural or historic differences in approaches to educational excellence may render current and future IIMC-recognized programs in Canada and other member countries exceptions to these policy guidelines, warranting special consideration by its Board of Directors.

The Executive Committee believes that all IIMC members should be committed to lifelong learning, and that the ultimate environment within and under which such learning should occur is a recognized institution of higher learning. We believe it is in the best long-term interests of our association and our profession for IIMC-recognized programs to be university developed, sponsored and administered. We urge all Municipal Clerk organizations interested in endorsing and participating in such programs to adhere to this position.

International Institute of Municipal Clerks

MINIMUM CRITERIA FOR NON-UNIVERSITY ADMINISTRATION OF
CERTIFICATION INSTITUTE AND ACADEMY OF ADVANCED EDUCATION PROGRAMS

Adopted by the IIMC Board of Directors, October 1995

1. An Institute Advisory Committee shall be created which should be comprised of selected members of the state or regional clerk's association, the Institute Coordinator and at least one representative of a four-year College or University. If there is no clerk's association, a representative group of clerks from that state or region should serve on the Institute Advisory Committee. Recommendations for appointment to the Committee may come from the state municipal league.
2. The Institute Advisory Committee shall select a four-year College or University with which it wishes to affiliate for the purpose of conducting the Institute.
3. The Institute Advisory Committee shall approve the proposed curriculum and proposed financial plan to be presented by the Institute Coordinator. The Institute Coordinator should provide a summary of expenses following the Institute.
4. At the request of the Institute Advisory Committee, the College/University shall recommend and, when possible, provide speakers based on the approved curriculum and the needs of the municipal clerks to be served by the Institute. Funding for such speakers shall be arranged between the Institute Coordinator and the College/University, and shall be included as part of the financial plan to be approved by the Institute Advisory Committee.
5. At the request of the Institute Advisory Committee and based upon staffing levels at the College/University, the College/University may provide staff support to the Institute Coordinator prior to, during and after the Institute. Funding for such staff support shall be arranged between the Institute Coordinator and college/university, and shall be included as part of the financial plan to be approved by the Institute Advisory Committee.
6. The College/University shall lend its name as co-sponsor of the Institute and permit the use of its name and/or logo on all literature, brochures, registration materials, certificates of completion, etc. concerning the Institute. If the College/University assesses a fee for use of its name and/or logo, funding for such use shall be arranged between the Institute Coordinator and the College/University and shall be included as part of the financial plan to be approved by the Institute Advisory Committee.
7. The Institute Coordinator shall use the name and/or logo of the College/University on all literature, brochures, registration materials, certificates of completion, etc. concerning the Institute.

International Institute of Municipal Clerks

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8. A Memo of Understanding and/or Letter of Agreement shall be executed between the Institute Coordinator, the College/University, the state association(if there is one) and the Institute Advisory Committee confirming that all parties agree to the above listed criteria. A copy of such Memo or Letter shall be submitted to IIMC.
9. Institutes shall comply with all requirements of the IIMC PROGRAM REVIEW GUIDE as amended or revised.