

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS  
BOARD OF DIRECTORS MEETING  
DECEMBER 8, 1995**

CALL TO ORDER. President Vickie Weant called the Board of Directors Meeting to order at 10:22 a.m. on Friday, December 8, 1995.

ATTENDANCE. President Vickie Weant; Vice President Connie Spell; 2nd Vice President Sabrina Guy; Secretary-Treasurer Kim Smith; Recording Secretary Patricia Brunell; Directors Mary Jackson, Rita Thompson, Janet Chamblee, Wanda Elks, Geneva Wilson, Beth Hamrick, Freida Van Allen, Judy Foy; Immediate Past President Marie Matthews; Past Presidents Jean Bailey, Mary Lou Rand, Gail Smith; Membership Committee Chairman Janice Thomas.

CONGRATULATIONS TO NEWLY DESIGNATED CMCs. President Weant congratulated new CMCs Daisy Ivey (Ocean Isle Beach), Vickie Wilder (Lillington), Joyce Bragg (Northwest) and Joyce Valley (Dunn), and Connie Spell (Stedman) and Mary Flack (Lake Lure) who received their First Sustaining Membership in Academy for Advanced Education (AAE).

APPROVAL OF MINUTES. Motion was made by Connie Spell and seconded by Mary Jackson for approval of the Minutes of the September 15, 1995 Board of Directors Meeting. Vote was unanimous.

TREASURER'S REPORT. Kim Smith presented the Profit & Loss Statement for the period November 1, 1995 to November 30, 1995, and the financial report for the 1995 NCAMC Annual Conference held in Boone in August. Kim announced that the Association had a net gain of \$2,155 from the Conference and that the Silent Auction brought in over \$1,400 for the education fund. (Copies of these reports are attached and hereby made a part of these Minutes.)

President Weant announced that Jane Dreher has resigned as chairman of the Finance Committee and that a replacement needs to be named. It was decided that Connie Spell will work with the rest of the committee to continue its work.

COMMITTEE REPORTS:

Education/Program Committee. Sabrina Guy reported that registration material for the 1996 January Clerks School is being mailed immediately. Sabrina reported that she, Fleming Bell and Vickie Weant had met with the County Association committee to plan the January Clerks School. She explained several of the things that will be included at the January School.

Sabrina Guy reported, for Wilmington Clerk Penelope Spicer-Sidbury, on the 1996 Summer Conference which will be held in Wilmington.

Membership Committee. Janice Thomas reported that as of November 30, 1995, our Association has 362 paid members. Janice stated that the Membership Committee has suggested that pictures be included in the Membership Directory. Discussion followed concerning the cost of \$8 to each Clerk to have a picture made at January Clerks School to be included in the 1996 Membership Directory.

Motion was made by Judy Foy to allow photographer to make pictures for each Clerk at January Clerks School, to be included in Membership Director, at a cost of \$8 per Clerk, payable by the Clerk. Motion was seconded by Freida Van Allen. Vote was unanimous.

President Weant noted that when our Association met with the County Clerks Association, to plan, it was a very productive meeting, and that a lot was accomplished.

Publicity Committee. Wanda Elks urged Board Members to encourage Clerks in their districts to submit news articles to her, for inclusion in the Minute by Minute publication. She stated that articles are due by the tenth of each month. President Weant assigned the following Board Members to write articles for the newsletter: Pat Brunell (February); Debbie Ogle (March); Rita Thompson (April); Sabrina Guy (May); Freida Van Allen (June); Kim Worley (July); Judy Foy (August); Janet Chamblee (September); Nancy McPeak (October). The newsletter articles are due to Wanda Elks by the 10th of the month prior to publication.

WSOS Committee. No report.

Past Presidents/Special Projects Committee. Jean Bailey reported on the progress of the Clerks video and that it will be available in January.

Jean Bailey stated she is still working on Past Presidents pins.

Certification/Legislative Committee. Mary Lou Rand reported on the Certification Program, that the Committee will meet in January, and questions are being developed for the exam.

Finance/Budget Committee. Connie Spell suggested that it be included in the Handbook that it is the responsibility of the Finance/Budget Committee to prepare the Finance/Budget Committee Report. This should clear up any confusion which has been experienced in the past.

NCLM Board Member. President Weant reported that the League Board of Directors has scheduled orientation for January 24, 1996, and the first Board Meeting will be held January 25, 1996. President Weant also announced that she sent a letter to the League President concerning committee recommendations.

IIMC 1996 Region III Conference Committee. Mary Lou Rand and Beth Hamrick reported on progress toward the IIMC 1996 Region III Conference. Beth Hamrick stated that it is the policy not to break down the cost of registration for those who do not wish to attend the entire conference.

Connie Spell reported on "goody bags", that Janice has worked with her on the goody bags, and that Southern Software has funded the cost of the bags. She stated that several really nice North Carolina products will be included in the goody bags, and that deadline is the end of January for North Carolina products to include in goody bags.

Vickie Weant stated that Dale Barstow, Municipal Code Corporation, will make a \$1,000 contribution toward the reception.

Scholarship Fund. Gail Smith reported on progress of the proposed Scholarship Fund. She stated the scholarship will not have to be registered anywhere, but that it has to be set up separately in the budget. Gail stated that all you have to do is set up the criteria and award the scholarship. Discussion followed concerning criteria for the scholarship.

Motion was made by Sabrina Guy to proceed with establishment of a scholarship fund to present proposal to membership at the January Business Meeting. Motion was seconded by Connie Spell. Vote was unanimous.

Clerks' Internet Home Page. President Weant announced that Fleming Bell, Institute of Government, is working diligently on this, and it should be on-line soon. She stated that two Clerks have been appointed to work with Fleming, one from a small town and one from a large town. A survey question concerning Internet will be included in a future Minute by Minute.

Handbook Committee. Marie Matthews stated this will take a little longer than expected, as it will require more work than anticipated. She stated the Committee will do a thorough review, with the help of Kim Smith, NCLM.

OLD BUSINESS:

Report on Policy for Acknowledging Deaths of Clerk's Family Members. Connie Spell presented a proposed policy for acknowledging a death in a Clerk's family. Brief discussion followed. Motion was made by Sabrina Guy and seconded by Beth Hamrick to accept the policy. Vote was unanimous. (Copy of Memorial Policy is attached and hereby made a part of these Minutes.)

OTHER BUSINESS:

Marie Matthews suggested a policy be established concerning sale of merchandise for personal gain, at Clerk functions. After discussion by the Board, it was the consensus that Sabrina Guy will write a policy concerning this.

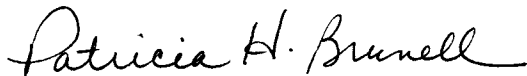
Kim Smith stated that an Association Historian is needed. She stated that there are scrap books which have been kept up, to about 1989, and after that things have not been done. Wanda Elks stated that this falls under the duties of the Publicity Committee and that Committee will be responsible for this.

President Weant announced that the March 8, 1996 Board Meeting will be postponed to March 15, 1996.

ADJOURNMENT:

Motion was made by Mary Jackson and seconded by Connie Spell for adjournment. Vote was unanimous, and the Board Meeting adjourned at 11:51 a.m.

Respectfully submitted,



Patricia H. Brunell, CMC  
Recording Secretary

**1995 NCAMC ANNUAL CONFERENCE  
BOONE, NC**

**EXPENDITURES**

Appalachian Conference Center	6,724.28
Horn In The West	2,464.00
Grandfather Mountain	468.50
Wayne Henderson (music)	1,200.00
Town of Boone (transportation)	815.43
Timothy Ludwig (speaker)	243.14
IOG (Pat Langelier, speaker)	315.39
Concept Electronics (screen)	81.38
NCLM (conference mgmt)	1,010.00
NCLM (printing & postage)	248.12
Staff Expense (Smith, Kirk)	121.03
IIMC (Tom Roberts)	101.23
Dots Desk Top (notecards)	529.80
Bailey Marketing	170.31
Jean Bailey	10.22
Log House Florist	<u>121.37</u>
<b>TOTAL</b>	<b>\$14,624.20</b>

**REVENUE**

Conference Registration \$16,780.00

Total Revenues	\$16,780.00
Total Expendituress	<u>-14,624.20</u>
<b>NET GAIN</b>	<b>\$2,155.80</b>

**ATTENDEES**

Clerks	101
Spouses/Guests	67
Children	41
Comp. Delegates	<u>8</u>
<b>TOTAL</b>	<b>217</b>

**SILENT AUCTION**

\$1,465.50

### MEMORIAL POLICY

It will be the policy of the Association to acknowledge in the Minute by Minute newsletter a death that occurs in a Clerk's family.

When the death is an immediate family member (mother, father, spouse, or child) a memorial resolution will be presented to the Clerk at the annual conference.

In the event of a death, notification to the President will be the responsibility of the Clerk.

Profit & Loss Statement  
For the period November 1, 1995 to November 30, 1995

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	Year To Date Balance	% Budget
<b>Revenue</b>					
Membership Dues	\$ .00	\$15,000.00	\$14,560.00	\$440.00	97.07
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	119.35	1,400.00	693.95	706.05	49.57
Fundraising Sales	.00	2,000.00	2,526.50	(526.50)	126.33
Fund Balance	.00	2,800.00	33,720.39	(30,920.39)	1,204.30
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<b>Total Revenue</b>	<b>119.35</b>	<b>42,700.00</b>	<b>68,280.84</b>	<b>(25,580.84)</b>	<b>159.91</b>
<b>Expenditures</b>					
Education - Training					
Annual Conference	\$121.37	\$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	843.14	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	.00	1,000.00	442.65	557.35	44.27
Gifts & Awards	.00	300.00	748.18	(448.18)	249.39
Miscellaneous Expense	1.00	.00	80.00	(80.00)	.00
Fundraising					
Fundraising Purchases	\$73.64	\$1,000.00	\$1,867.58	(\$867.58)	186.76
Sales Tax Expense	.00	.00	.00	.00	.00
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<b>Total Expenditures</b>	<b>1,039.15</b>	<b>42,700.00</b>	<b>29,038.48</b>	<b>13,661.52</b>	<b>68.01</b>
<b>Less Revenue Over Expend.</b>	<b>(919.80)</b>	<b>.00</b>	<b>39,242.36</b>	<b>(39,242.36)</b>	<b>.00</b>

CHECKING           \$ 1,818.25  
MONEY MARKET     \$35,410.20