

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS  
BUSINESS MEETING HELD JANUARY 27, 1994**

REGULAR MEETING A business meeting of the North Carolina Association of Municipal Clerks was held January 27, 1994, at the Annual Clerks School at the Omni Europa Hotel in Chapel Hill, North Carolina.

MEETING CALLED TO ORDER The meeting was called to order by President Glenda Sansosti at 11:45 a.m. President Sansosti welcomed everyone in attendance and introduced the NCAMC Officers and Board of Directors.

MINUTES APPROVED President Sansosti requested Judy Mackie, Recording Secretary, read the minutes of the previous Association Meeting held in Pine Knoll Shores on August 13, 1993. Following the reading of the minutes, Merle Edwards made a motion the minutes be approved as submitted. Mary Lou Rand seconded the motion, with unanimous vote.

TREASURER'S REPORT President Sansosti presented the Treasurer's Report for Andy Romanet who was unable to attend the meeting. Following is a brief report of the Association's finances as of December 31, 1993:

Money Market Account	\$27,937.36
Checking Account	776.82
Mindex Account	<u>1,986.73</u>
Balance	\$30,700.91

The financial report was accepted as presented.

PROGRAM/EDUCATION COMMITTEE REPORT Program/Education Committee Chairman Jane Ogletree presented a committee report to the Association. The Program/Education Committee was introduced and commended for their hard work. The Regional Meetings will be held on the following dates:

Region I	April 8	Washington
Region II	April 22	Wilson
Region III	March 18	Mint Hill
Region IV	April 15	Lenoir

Agenda topics for the Regional Meetings will be - Parliamentary Procedure, Cable Television, and Coping With Taxpayer Groups and New Boards.

The Annual Conference will be held at the Mid Pines Resort in Southern Pines, August 11-13, 1994. The Durham High Theatrical Group and the Sandhills Community College Jazz Band will provide entertainment during the conference. Other activities of interest are being planned for the conference. Everyone was encouraged to submit suggestions regarding educational topics for the Annual Conference.

BUDGET & FINANCE COMMITTEE REPORT Budget and Finance Committee Chairman Connie Spell recognized members of the committee and presented a report. The Budget & Finance Committee reviewed the financial records for the Association for year ending June 30, 1993, on September 24, 1993. As a result of this audit, comments and recommendations

were presented to the Board of Directors at the December 3, 1993, meeting. IRS Form-990 Tax Returns for Organizations Exempt From Income Tax for fiscal year ending June 30, 1993, were submitted. The committee will begin preparing the proposed Fiscal Year Budget for 1994-1995 in March, 1994.

MEMBERSHIP COMMITTEE REPORT Membership Committee Chairman Judy Foy was unable to attend the meeting. President Sansosti reported that the membership of the Association exceeds 400. All new clerks were encouraged to join the NCAMC.

PUBLICITY COMMITTEE REPORT Publicity Chairman Sabrina McMurtrey thanked everyone who is helping with the newsletter and requested that anyone who has news articles to share with other members please send them to her. The newsletter is being published monthly. Work on the Annual Report will begin soon.

NCLM BOARD MEMBER REPORT NCLM Board Member, Gail Smith, reported that their first meeting was held the previous week which was an Orientation Meeting. Several municipal clerks were named to standing committees - Connie Spell, CMC/AAE, was appointed to serve on the Community and Economic Development (CED); Sabrina McMurtrey, CMC/AAE, to serve on the Transportation, Communications, and Public Safety (TCPS); and Nonnie Maness, CMC/AAE, to the Finance, Administration and Intergovernmental Relations Committee (FAIR).

MINDEX COMMITTEE REPORT Mindex Committee Chairman Mary Lou Rand reported that the Mindex Committee will make a recommendation to the Board of Directors at the March meeting.

SITE SELECTION COMMITTEE REPORT Site Selection Committee Chairman Judy Mackie reported that the 1995 Annual Conference will be held on August 10, 11, & 12, at the Quality Inn Appalachian Conference Center in Boone, N.C. Pamphlets and brochures of interest will be available at the 1994 Summer Conference.

CLERK'S REFERENCE GUIDE UPDATE Committee Chairman Betty Childress reported that it had been several years since the Clerks Reference Guide was updated. The update is being done jointly with the League of Municipalities for legal and financial assistance. The committee members were recognized and commended for their hard work.

"PRODUCING A CLERK'S VIDEO" COMMITTEE REPORT Mary Lou Rand gave an update on the special project of "Producing a Clerk's Video". The Special Projects Committee met in December with Jeff Marshall, Vice-President of the Video Division of Hardee's Corporation. Mr. Marshall will contact Jean Bailey when he has a cost estimate of producing such a video.

CLERK'S CERTIFICATION EXAM Mary Lou Rand reported that Dr. Jake Wicker is continuing work on the questions for the Clerk's Certification Exam.

1995 REGION III REPORT Mary Lou Rand reported that the 1995 IIMC Region III Meeting will be held in Florida. Region III will have a vacancy on the Board of Directors and it is Florida's turn to fill that seat. Region III has endorsed Florida's request that IIMC review the qualifications and requirements for individuals obtaining IIMC Municipal Clerk's Certifications. This matter shall be discussed at the IIMC Annual Conference in May, 1994. The 1995 IIMC Conference will be held in Louisville, Kentucky.

"SEND A CLERK TO HARVARD" REPORT Marie Matthews gave an update on the IIMC project to "Send A Clerk To Harvard". This opportunity is open to any clerk that would like to apply for the scholarship. Raffle tickets are being sold to raise money for the Scholarship Fund. The raffle tickets are for a banner of municipal pins. Clerks are encouraged to send their municipal pins to Marie for the banner.

IIMC MEMBERSHIP COMMITTEE REPORT Peggy Boone, IIMC Membership Committee Member, gave an update on IIMC membership in North Carolina. North Carolina has (269) IIMC members, (106) Certified Municipal Clerks (CMC), and (26) Advanced Academy Education.

WSOS COMMITTEE REPORT Betty Fortner, Chairman of the WSOS Committee, was unable to attend the meeting. President Sansosti reported that the committee had recently placed two new clerks with mentors. New clerks were encouraged to participate in the WSOS program.

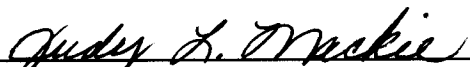
TAR HEEL PINS FOR SALE Several clerks were interested in the Tar Heel lapel pins which were given to all new clerks attending the Wednesday meeting. These pins were ordered several years ago by the Association. The Tar Heel lapel pins will be available for sale (\$1.00 each) at the regional meetings.

HANKINS RESIGNED Gail Smith informed the Association that Ellis Hankins, General Counsel with the League of Municipalities, has resigned his position and will be leaving the last of the month. It was suggested that a Resolution of Appreciation be adopted by the Board of Directors at the March meeting.

PAYLOR TO RETIRE Jackie Paylor, CMC, Town of Emerald Isle, was recognized during the meeting. Jackie plans to retire soon. Everyone wished her well in her retirement.

"MORE MANUAL" All clerks who are members of the Association and have not received a copy of the "MORE" Manual, should contact President Sansosti.

ADJOURN There being no further business, the meeting was adjourned at 12:30 p.m.

  
Minutes Submitted By: Judy L. Mackie