

A G E N D A

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
ANNUAL BUSINESS MEETING
MID PINES RESORT, SOUTHERN PINES, N. C.
AUGUST 12, 1994**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES - NCAMC BUSINESS MEETING - JANUARY, 1994**
- 3. TREASURERS REPORT - ANDY ROMANET**
- 4. NOMINATING COMMITTEE REPORT
PEGGY D. BOONE, CMC/AE - IMMEDIATE PAST PRESIDENT
CHAIRMAN, NOMINATING COMMITTEE**
- 5. ELECTION OF OFFICERS AND BOARD MEMBERS 1994-95**
- 6. REPORTS AND/OR OTHER BUSINESS**
- 7. ADJOURN**

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
ANNUAL BUSINESS MEETING
AUGUST 12, 1994**

REGULAR MEETING A business meeting of the North Carolina Association of Municipal Clerks was held August 12, 1994, at the Annual Conference at the Mid Pines Resort in Southern Pines, North Carolina.

CALLED TO ORDER AND WELCOME President Sansosti called the meeting to order at 11:30 a.m. and welcomed everyone in attendance. Special recognition and welcome was extended to Muriel W. Rickard, CMC/AAE, IIMC President and City Clerk, Deerfield Beach, Florida.

MINUTES APPROVED Jean Bailey made a motion the minutes of the previous NCAMC Association Business Meeting held January 27, 1994, be approved as presented. A copy of the minutes was distributed to everyone in attendance. Connie Spell seconded the motion, with unanimous vote.

TREASURER'S REPORT Andy Romanet presented everyone in attendance a Profit & Loss Statement for the period June 1, 1994 to June 30, 1994. Following is a brief report of the Associations's finances as of June 30, 1994:

Checking Account	\$ 9,318.38
Money Market Account	\$29,248.15

A copy of the report is attached hereto. The financial records shall be submitted for an annual audit.

NOMINATING COMMITTEE REPORT Peggy Boone, CMC/AAE - Immediate Past President - Chairman of the Nominating Committee, presented a slate of candidates for the 1994-1995 Association Officers and Board of Directors.

Board of Directors

District 1	Mary Jackson
District 3	Janet Chamblee
District 5	Kim Worley
District 7	Geneva Wilson
District 9	Nancy McPeak
District 11	Debbie Ogle

OFFICERS

President	Marie Matthews
First Vice-President	Vickie Weant
Second Vice-President	Connie Spell
Recording Secretary	Jane Ogletree
Treasurer	Andy Romanet

Jean Bailey moved the nominations be closed and the slate of Officers and Directors be elected by acclamation. The motion was seconded by Corinne Geer and was passed unanimously.

SCHOLARSHIPS AWARDED President Sansosti announced that four clerks had applied and were awarded a scholarship for the Certification School. Those receiving a scholarship are as follows: Janice

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August 12, 1994

Costner, City of Bessemer City, Diane Ward, Town of Tabor City, Joyce Bragg, Town of Leland, and Evyonne Smith, Town of Stanley.

1996 SITE SELECTION COMMITTEE REPORT Sabrina Guy presented the report for Chairman Joanne Spencer. Sabrina reported that the 1996 Site Selection Committee recommends the conference be held at the Hilton in Wilmington, N.C. on August 8, 1996 through August 10, 1996. The room rates are \$110 for a single or double. It was reported that the committee obtained several quotes from various hotels along the coast.

Corinne Geer made a proposal to the Board of Directors that it consider changing the conference days from Thursday through Saturday to Sunday through Tuesday in order to obtain better room rates. Following a short discussion, it was a consensus that this proposal be turned over to the Board of Directors for consideration.

Gail Smith made a motion the 1996 Annual Conference be held in Wilmington, N.C. on August 8th through August 10th as recommended by the 1996 Site Selection Committee. Mary Lou Rand seconded the motion, with unanimous vote.

IIMC REGION III MEETINGS President Sansosti reported that the 1995 Region III Meeting will be held in St. Petersburg, Florida, and that North Carolina will host the 1996 Region III Meeting. Anyone interested in hosting this meeting should contact members of the 1996 Site Committee.


ADVANCED ACADEMY It was announced that the Advanced Academy will be held September 22nd and 23rd at Caraway Conference Center in Asheboro with Jim Hamlet conducting the session.

ANNUAL REPORT President Sansosti requested that everyone in attendance pick up an Annual Report. A brochure about the Municipal Clerk and "Goals For The N.C. Association of Municipal Clerks" has been printed and is available for distribution.

SPECIAL PROJECTS - CLERKS VIDEO Jean Bailey Chairman of the Special Projects Committee reported that the committee hopes to present the video at the next annual meeting.

CERTIFICATES OF APPRECIATION President Sansosti recognized Association Officers and Committee Members and presented "Certificates Of Appreciation".

ADJOURN The meeting was adjourned at 11:55 a.m.


Minutes Submitted By: Judy Mackie

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
SPECIAL MEETING
AUGUST 12, 1994**

SPECIAL MEETING A special meeting of the North Carolina Association of Municipal Clerks Board of Directors met on Friday, August 12, 1994, at 12:00 noon immediately following the business meeting held at the Annual Conference at the Mid Pines Resort in Southern Pines, North Carolina.

PRESENT The following members of the governing board were present: Glenda Sansosti, President; Marie Matthews, First Vice-President; Vickie Weant, Second Vice-President; Judy Mackie, Recording Secretary; Andy Romanet, Treasurer; Peggy Boone, Immediate Past President; and the following district directors: Mary Jackson, District 1; Rita Thompson, District 2; Joyce Bragg, District 3; Ana Heder, District 4; Janice Thomas, District 7; Beth Hamrick, District 8; Pat Simmons, District 9; Lynn Martin, District 10 and Janice Costner, District 11.

ABSENT The following district directors were absent: Merle Edwards, District 6 and Judy Foy, District 12.

NCLM SERVICE AGREEMENT President Sansosti called the special meeting in order for the governing body to approve the Service Agreement with the League of Municipalities. Vickie Weant made a motion the board approve the Service Agreement for 1994-1995 with the North Carolina League of Municipalities. Ana Heder seconded the motion, with unanimous vote.

ADJOURN The special meeting was adjourned at 12:05 p.m.


Minutes Submitted By: Judy Mackie

NC CLERKS ASSOCIATION

Jun 30, 1994

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

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	Year To Date Balance	% Budget
Revenue					
Membership Dues	\$.00	\$14,000.00	\$13,555.00	\$445.00	96.82
Education - Training					
Annual Conference	\$.00	\$11,000.00	\$11,185.00	(\$185.00)	101.68
Regional Meetings	15.00	2,100.00	2,480.00	(380.00)	118.10
Advanced Academy	.00	3,000.00	6,265.00	(3,265.00)	208.83
Education Fund	.00	700.00	1,640.00	(940.00)	234.29
IIMC Events	.00	.00	34.00	(34.00)	.00
Special Projects	.00	.00	259.00	(259.00)	.00
Investment Income	87.50	1,000.00	1,068.75	(68.75)	106.88
Fundraising Sales	.00	700.00	1,059.00	(359.00)	151.29
Total Revenue	102.50	32,500.00	37,545.75	(5,045.75)	115.53
Expenses					
Education - Training					
Annual Conference	\$.00	\$11,000.00	\$11,656.78	(\$656.78)	105.97
Regional Meetings	355.28	2,100.00	2,583.40	(483.40)	123.02
Advanced Academy	.00	3,000.00	4,289.66	(1,289.66)	142.99
Education Fund	.00	2,000.00	800.00	1,200.00	40.00
IIMC Events	.00	.00	33.92	(33.92)	.00
Special Projects	.00	.00	3,553.40	(3,553.40)	.00
Operating Expenses					
Printing Expense	\$360.15	\$2,000.00	\$894.72	\$1,105.28	44.74
Postage Expense	489.43	1,000.00	1,916.83	(916.83)	191.68
Supplies	.00	150.00	673.25	(523.25)	448.83
Professional Services	51.00	5,000.00	7,267.69	(2,267.69)	145.35
Travel/President & Staff	439.24	2,500.00	1,984.54	515.46	79.38
Boards/Committee Meetings	90.73	1,000.00	1,540.38	(540.38)	154.04
Gifts & Awards	.00	350.00	330.19	19.81	94.34
Miscellaneous Expense	1.00	1,400.00	297.64	1,102.36	21.26
Fundraising					
Fundraising Purchases	\$.00	\$1,000.00	\$662.33	\$337.67	66.23
Sales Tax Expense	.00	.00	.00	.00	.00
Total Expenditures	1,786.83	32,500.00	38,484.73	(5,984.73)	118.41
Exc Revenue Over Expend.	(1,684.33)	.00	(938.98)	938.98	.00

BALANCE IN CHECK BOOK AS OF JULY 31, 1994 \$ 9,318.38
 BALANCE IN MONEY MARKET AS OF JULY 31, 1994 29,148.15