

AGENDA
NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING
December 9, 1994 - 10:00 am
NCLM Building - Raleigh, NC

1. Call to Order
2. Welcome
3. Approval of Minutes - October 7, 1994
4. Treasurer's Report - Andy Romanet, NCLM
5. Committee Reports:
 - a. Education/Program
 - b. Membership
 - c. Publicity
 - d. WSOS
 - e. Past Presidents/Special Projects
 - f. Certification/Legislative
 - g. Finance/Budget
 - h. IIMC Board Member
 - i. NCLM Board Member
 - j. Update on Clerk's Reference Guide
 - k. 20th Anniversary Celebration
 - l. Education Review Committee
 - m. North Carolina Site for 1996 Region III Conference
6. Recommendations for Appointments of Municipal Clerks to Serve on NCLM Committees - Community & Economic Development - CED, Finance, Administration, and Intergovernmental Relations - FAIR, Transportation, Communications & Public Safety - TCPS, Energy Environment & Natural Resources - EENR.
7. Other Business
 - a. NCAMC Board of Directors Meeting - Tentative dates - Mar. 10 or 17, 1995

MINUTES

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS

BOARD OF DIRECTORS MEETING

December 9, 1994 - 10:00 A.M.

NCLM Building - Raleigh, NC

Present: President Marie M. Matthews
Vice President Connie Spell
Secretary Jane Dreher-Ogletree
Secretary-Treasurer Andy Romanet
Immediate Past President Glenda Sansosti
Geneva Wilson, District VII
Merle Edwards, District VI
Judy Foy, District XII
Debbie Ogle, District XI
Beth Harrick, District VIII
Mary Jackson, District I
Nonnie Maness, FAIR Committee
Pat Simmons, Program/Education Committee
Mary Lou Rand, Special Projects Committee
Jean Bailey, Special Projects Committee
Janice Thomas, Finance Committee
Pat Brunell, Membership Committee
Betty Childress, Reference Guide Committee

1. CALL TO ORDER

President Matthews called the meeting to order.

2. WELCOME

President Matthews welcomed the Officers, Board and all others in attendance.

She offered congratulations to Kay Polhill, Mary Lambert and Nonnie Maness who received their first sustaining membership in the Academy.

Janice Thomas, Chairman of the Finance Committee noted that two Moore County Clerks, Geneva Wilson and Nancy Matthews had received their CMC designation.

3. APPROVAL OF MINUTES - October 7, 1994

Mary Jackson made a motion to approve the minutes of October 7, 1994 as corrected. Motion was seconded by Connie Spell and carried unanimously.

4. TREASURER'S REPORT - Andy Romanet

Sue Kirk, League staff, presented the Treasurer's report. Discussion ensued regarding appropriate recording of membership.

Geneva Wilson made a motion to refund Lewis Cutright's (retired member) \$40 membership dues. Motion was seconded by Connie Spell and carried unanimously.

5. COMMITTEE REPORTS

A. Education/Program

Pat Simmons updated the Board on the January Clerk's School. It will be held at the Omni & Durham Civic Center in downtown. The Education/Membership Committees will serve as the welcoming committee.

Janet Edwards is working on entertainment for the school.
Suggestions are: Freddie Pierce - \$1200
Durham High Theatrical Group - \$500

The Board made the recommendation to proceed with the Durham High Group.

B. Membership

Pat Brunell said the committee is working on the directory. 144 surveys have been received and the committee is working on contacting 200 clerks that are not members by phone/letter. The committee will meet today. Discussion ensued regarding the appropriate mailing of pins and the membership list.

Sue Kirk stated there are 351 paid members and she will get the Association a list of these members and those outstanding (37 of these). This will be sent to the Membership Chairman. Further discussion ensued with Kirk explaining how this works and Jean Bailey explaining the intent of the Bylaws.

Jane Ogletree made a motion to form a committee to review how the Association's membership list is compiled by the League and what the Association needs are, with members of the committee to be comprised from the Past President's Committee and the Membership Committee. Motion was seconded by Beth Hamrick and carried unanimously.

C. Publicity

Wanda Elks was not present, but President Matthews said Ms. Elks requested that New Year's resolutions be sent for publication in Minute by Minute. Articles are needed by the 15th of each month.

D. WSOS

Janie Revels was not present. President Matthews informed the Board that this committee will meet at Clerk's School.

E. Past Presidents/Special Projects

Jean Bailey said the committee is still working on a video for the next conference.

F. Certification/Legislation

Jean Bailey said there was no update. Andy Romanet and Fleming Bell still have the draft.

G. Finance

Janice Thomas said she felt a list of members should be provided by the League to the Membership Chairman. She continued that the By-laws indicate the audit is to be presented at the conference in August. The "timing" is off - the audit should be done in July and presented at the August conference. Perhaps it would be better to present at Clerk's School. Discussion ensued regarding alternatives.

President Matthews thanked Connie Spell for her letter to the IRS.

H. IIMC Boardmember

Mary Lou Rand met in September in California with the IIMC Board. They revised the goals/objectives and made progress. They also adopted a balanced budget and set a policy to do the same in the future and set aside 5% in a reserve account and a capital/building fund.

The 1999 conference will be in Ottawa with only out of country bids to be considered after that time.

She encouraged support of the IIMC Municipal Clerk's postage stamp.

IIMC's Membership Committee is working on their membership list.

IIMC celebrates its 50th anniversary in 1996 and they need pictures from the 50's and 60's.

The Constitution Committee is reviewing the definition of "Clerk" for candidacy to the IIMC Boards.

The 1995 conference is in Louisville and the Regional in St. Petersburg.

Beth Harrick inquired if IIMC will go up on dues to balance the budget. Ms. Rand responded it was balanced without an increase.

I. NCLM Boardmember

Gail Smith was not in attendance.

J. Update on Clerk's Reference Guide

Kim Smith, League staff attorney, has completed the rough draft, but the committee has not reviewed it at this point. Ms. Smith stated it had been revised and improved and is ready except for the indexing.

Past President Sansosti said she appreciated all the committee's work.

K. 20th Anniversary Celebration

Freida Van Allen was not in attendance, but she had sent the tentative agenda for the August conference for the Board's review. President Matthews asked that the Program/Education Committee work with Ms. Van Allen. President Matthews felt some of the educational topics suggested by the Program/Education Committee would be suitable for the conference.

L. Education Review Committee

Glenda Sansosti brought to the Board's attention that Certification School is proposed to be shortened to 2 years with completion of the effective Management Program mandatory. The Education Review Committee recommends the Board and Association support Fleming Bell's efforts, since IIMC has reduced its membership requirements to 2 years.

Mary Jackson made a motion to support the committee's recommendation regarding Certification School. Motion was seconded by Judy Foy and carried unanimously.

Ms. Sansosti continued that the committee had been asked to explore 6 regional meetings as opposed to 4. Their recommendation is to continue with 4 meetings, but strategically locate them throughout the state. It is further recommended that these meetings return to presenting the nuts/bolts of the Clerk's job and that experienced Clerks teach these meetings. It is also recommended that the WSOS Committee be more involved in regional meetings to recruit clerks for this. Judy Foy commented she felt it was a good idea for Clerks to teach.

Beth Hamrick made a motion to accept the committee's recommendations regarding regional meetings. Motion was seconded by Connie Spell and carried unanimously.

Ms. Sansosti informed the Board that after January, 1995 no further Advanced Academy's will be separately presently by the Association.

The Committee feels this education can be acquired through Institute courses. The committee will continue work on this.

M. North Carolina Site for 1996 Region III Conference

Mary Lou Rand said she has been contacted regarding hotel sites in Winston-Salem. She would like to select a hotel before the January regional in St. Petersburg. She inquired if the dates for the regional in North Carolina should be in January or February. Jane Ogletree responded she felt February best due to major meetings in January - Clerk's School and the regional.

Fleming Bell has suggested holding Clerk's School and the North Carolina IIMC regional in conjunction with one another.

After discussion the Board was in agreement to proceed with Fleming's suggestion, with possible dates of January 21-24, 1996.

6. APPOINTMENTS OF NORTH CAROLINA MUNICIPAL CLERKS TO NCLM COMMITTEES

President Matthews said she will check on the appropriate procedures for these appointments.

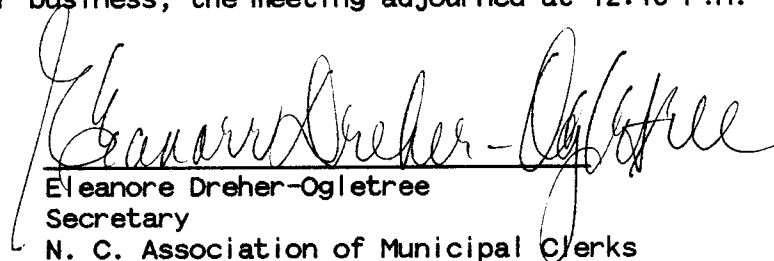
7. OTHER BUSINESS

A. NCAMC Board of Directors Meeting

President Matthews will decide on the date after discussion with Andy Romanet and notify the Officers and Board.

Geneva Wilson inquired why the minutes were sent out twice. It was decided Association Secretary Jane Ogletree will send them out in the future.

There being no further business, the meeting adjourned at 12:10 P.M.


Eleanore Dreher-Ogletree
Secretary
N. C. Association of Municipal Clerks

Pat Simmons

REPORT I (January Clerks School)

**From Program/Education Committee
Friday, December 9, 1994**

We have worked everything out with Jim Hamlett for the January Clerks School and we will have an Advanced Academy Session. In order to make the county clerks happy, the Advanced Academy Session will begin a day earlier than the school. There will be two six-hour sessions, with the first one beginning a day earlier than the Clerks School. The Advanced Academy 1st session will be on Tuesday, January 17th from 4 to 10 p.m., with dinner. The 2nd session will be Wednesday, January 18th from 9 a.m. to 3 p.m., with lunch.

The school will be held at the Omni Durham Hotel and Durham Civic Center. Fleming and Janet Edwards are putting everything together and information on the January Clerks School will soon be in the mail. We have some interesting sessions planned.

Report II (Regional Meetings)

From Program/Education Committee

Friday, December 9, 1994

The Program/Education Committee met immediately following the Board of Directors Meeting on Friday, October 7th. Prior to that meeting, committee members had been asked to submit at least five recommendations on subject matter to be considered for regional meetings in March of '95. All of the committee members submitted at least five. The committee came up with a good list of recommendations, much more than I had expected.

Andy met with us and suggested that at least a part of the regional meeting should include a session on the open meetings law, that by March there probably will be litigation involving the law and we would all need to be updated. The Committee agreed. The committee unanimously agreed that this should be included, as well as a "question and answer" session to address individual problems (and or questions) that clerks may have.

Committee members also suggested that a portion of the program concern public records law, resources and the need for reference materials - where to find what; who to call for help; what the deadlines are for specific items (such as reports and various other documents filed with the state -- re Powell Bill Funds, tax reports, annexation ordinances and maps, publication requirements for legal notices; documentation which is supposed to be (or should be) on file in the clerks office e.g. -- State Building Code, State Fire Code).

Once topics were selected, the committee discussed establishing a time frame with the same topics to be used at all regional meetings. The committee unanimously agreed that "Resources and References" should be broken down into two separate sessions (1) Public Records Law, and (2) Reference Materials (each a one-hour session).

Public Records Law (Resources) - it was suggested that perhaps we could ask Al Hargrave to conduct a one-hour sessions.

Reference Materials (Resources) - it was suggested that a panel comprised of clerks from the respective regions conduct one-hour session on resource materials such as the Clerk's Reference Guide, the new MORE reference manual, WSOS and who to call and where, using available materials, common sense and past experience.

Using clerks as panelists would serve a multitude of services:

Would provide experience in speaking before a group; serve as a tool in building self-confidence; establishes panelists as knowledgeable sources of information; includes clerks as a "working part" of the regional meetings; provides a level of communication between clerks (it may be easier for a clerk to talk to another clerk).

Open Meetings Law Update - (if not Andy, another attorney from the League)- 2 hours

December 9, 1994

To: NCAMC Officers & Board of Directors

From: Glenda W. Sansosti, Chairman

Subject: Recommendations from Education Review Committee

The Education Review Committee has reviewed at length the Certification School, Regional Meetings and Advanced Academy. The consensus of the Committee was to make the following recommendations to the Board of Directors at their meeting on December 9, 1994:

Certification School

The committee favorably received Flemings suggestions in changing the school from a 3 year program to a 2 year program with components of Public Administration and Electives being taught these two years. In addition to the 2 year school, the Clerk would be required to take the "Effective Management" Course which is taught by the Institute and offered several times each year. The Committee requested a commitment from the Institute that Clerks would be able to get into the class.

IIMC has also changed their requirement of 3 years membership to 2 years before being eligible for Certification. Fleming also pointed out that a 2 year certification school would alleviate overcrowding of classes and would work well with Institute staff. Further, with Clerks taking "Effective Management" would allow more interaction with other municipal officials.

The consensus of the committee was to recommend the NCAMC Board of Directors support the concept and endorse the idea of making these changes. In the interim, Fleming will reduce these recommendations to writing for the committee prior to presentation to IIMC seeking approval of same.

Regional Meetings

Following review of the regional meetings the committee concurred in making the following recommendation to the NCAMC Board of Directors:

Continue with four regional meetings, strategically located across the state. Utilize the experienced and qualified clerks to conduct the regional meetings, getting back to the basics or "nuts and bolts" that will assist the newer clerks and at the same time involve the experienced ones. Involve the WSOS Committee and have them aggressively recruit participants in the mentoring program.

The Association has members with the knowledge and expertise to teach the subjects which the Education Committee has recommended for the '95 regional meetings.

The Education Review Committee would like to try this next year as a "trial" and if interest is there, consider increasing the number of meetings at a later date.

Advanced Academy

The committee recommends to the NCAMC Board of Directors that following the Advanced Academy in January, no further Academy sessions be scheduled for 1995. Numerous courses are taught by the Institute which would qualify for AAE credit, as well as courses offered through Community Colleges. Fleming will compile a listing of the courses taught by the Institute and the length of the courses which will be publicized for those clerks seeking AAE credit. The Advanced Academy will be studied further and additional recommendations forthcoming with regards to offering future Academy sessions.

Town of Boone



December 6, 1994

Mrs. Marie Matthews, President
NC Association of Municipal Clerks
P.O. Box 3069
Raleigh, NC 27602

Dear Marie:

I regret to inform you that I will be unable to attend the Board of Directors meeting scheduled for this Friday. The Town's annual Christmas party is scheduled for Friday and I really should be there since I'm on the organizing committee.

I have attached a tentative agenda for the August, 1995, Annual Conference. Please review it then pass it on to the education committee. Please let me know your comments. I'm not really sure what you're looking for with this conference, so your comments will really help.

As of this date I plan to go to the Region III meeting in St. Petersburg, so maybe I will see you there. If not, I look forward to meeting with you again in March. Please let me know which date you choose.

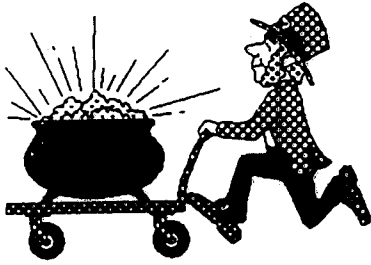
I hope you have the happiest of holidays and a prosperous new year.

Sincerely,

A handwritten signature in cursive script that reads "Freida Van Allen".

Freida Van Allen
Town Clerk





FROM THE
DESK OF

FREIDA VAN ALLEN

20th celebration

Ladies - I present to you today two options regarding the August Conference. There is so much to do in the High Country area, it is very hard for me to decide what to plan for you. Please look over the proposed conference agendas. If you have any suggestions please make them - I certainly welcome them. After you've had a chance to look over them please return the option plan you like best. I have enclosed a SASE for your convenience.

OPTION #1

TENTATIVE AGENDA FOR AUGUST ANNUAL CONFERENCE

Thursday, August 10, 1995

4-6:00 p.m.	Registration
5:30 p.m.	Welcome - Mayor Velma Burnley
5:45 p.m.	Reception - I'm assuming one of the codification firms will be hosting this reception.
6:30 p.m.	Dinner on your own.
9:00 p.m.	Hospitality Room.

Friday, August 11, 1995

8:00 a.m.	Continental Breakfast
8:30 a.m.	Registration
9:00 a.m.	Educational Session
11:30 a.m.	Business Meeting
12:00 p.m.	Lunch - By the pool or in the Mezzanine
1:30 p.m.	Educational Session
4:30 p.m.	Adjourn
6:00 p.m.	Board trolley to Tweetsie Railroad
6:30 -6:45 p.m.	Board train for evening ride.
6:45 p.m.	Palace Show
7:30 p.m.	Pig Pickin/Entertainment at Pavilion
8:45 p.m.	Board trolley to Hotel
9:00 p.m.	Hospitality Room

Saturday, August 12, 1995

8:00 a.m.	Continental Breakfast
9:00 a.m.	Educational Session
11:00 a.m.	Lunch on your own.
12:30 - 5:30 p.m.	TOURS
	-Tour & Shopping - Shoppes on the Parkway & Downtown Blowing Rock
	-Tour - Grandfather Mountain (<i>Highest point in the Blue Ridge Mountain range</i>)
8:00 p.m.	Special 20th Anniversary Banquet
	Entertainment - Either a jazz group possibly Doc Watson, or a local country band

Comments: _____

OPTION #2

TENTATIVE AGENDA FOR AUGUST ANNUAL CONFERENCE

Thursday, August 10, 1995

4-6:00 p.m. Registration
5:30 p.m. Welcome - Mayor Velma Burnley
5:45 p.m. Reception - I'm assuming one of the
codification firms will be hosting this
reception.
6:30 p.m. Dinner on your own.
9:00 p.m. Hospitality Room.

Friday, August 11, 1995

8:00 a.m. Continental Breakfast
8:30 a.m. Registration
9:00 a.m. Educational Session
11:30 a.m. Business Meeting
12:00 p.m. Lunch - By the pool or in the Mezzanine
1:30 p.m. Educational Session
4:30 p.m. Adjourn

7:00 p.m. Dinner catered by the Dan'l Boone Inn
8:00 -10:15 p.m. Horn-In-The West (*3rd oldest outdoor drama in USA*)

Saturday, August 12, 1995

8:00 a.m. Continental Breakfast
9:00 a.m. Educational Session
11:00 a.m. Lunch on your own.
12:30 - 5:30 p.m. TOURS

-Tour & Shopping - Shoppes on the Parkway &
Downtown Blowing Rock
-Tour - Grandfather Mountain (*Highest point in the
Blue Ridge Mountain range*)
(IF you choose this option plan - I could plan
a tour to Tweetsie Railroad instead of
Grandfather Mountain.)

8:00 p.m. Special 20th Anniversary Banquet

Entertainment - Either a jazz group
possibly Doc Watson,
or a local country band

Comments: _____

THE CITY OF
NORTH



LEXINGTON
CAROLINA

"GROWING WITH THE PIEDMONT"

OFFICE OF THE
CITY CLERK

NORTH CAROLINA MUNICIPAL CLERKS ASSOCIATION
1997 SITE SELECTION COMMITTEE
CENTRAL/PIEDMONT AREA
January 19, 1995

Members: Martha B. Hoffman, Chairman, Lexington
Lois Oldham-Simonson, Sanford
Jondeen Terry, Burlington

The 1997 Site Selection Committee received seven (7) bids from hotels located in the Cities of Charlotte, Fayetteville, High Point, and Winston-Salem, North Carolina.

The bids were reviewed and the committee is recommending:

Site: Adam's Mark Hotel, Charlotte, North Carolina

Date: August 14-16, 1997

Rate: \$60.00 single or double occupancy with a guaranteed cap on annual increase of 5%

Martha B. Hoffman, CMC/AE
1997 Site Selection Committee Chairman

Branka Freyze-Clot