

North Carolina Association of Municipal Clerks  
Board of Directors Meeting  
June 25, 1993

The NCAMC Board of Directors met on Friday, June 25, 1993, at 10:00 A.M. at the N. C. League of Municipalities Building with President Peggy D. Boone presiding. The following were in attendance: Glenda W. Sansosti, Vice President, Elmar N. Holmes, Recording Secretary, Andy Romanet, Treasurer, Vickie Weant, District 8 Director, Judy Mackie, District 10 Director, Janice M. Costner, District 11 Director, Janice Thomas, District 7 Director, Sabrina M. Mc Murtrey, District 2 Director, Deborah Pearce, District 5 Director, Pat Simmons, District 9 Director, Joyce Bragg, District 3 Director, Ana Heder, District 4 Director, Mary P. Jackson, District 1 Director. Other clerks attending were Marie Matthews, Program/Education Chairman, Geraldine L. Alphine, retired clerk (President Boone's traveling companion), Mary Lou Rand, Mindex and Past President Committee, Betty Fortner, WSOS Chairman and Past President Committee, Jane Ogletree, Membership Committee, Jean Bailey Chairman, Past Presidents' Committee, Connie Hardee, Past President Committee.

President Boone gave the welcome.

President Boone announced the resignation of Mrs. Esther Carroll Mc Nally, District 6 Director. Esther is going to work for the BODY SHOP in Wake Forest.

The Board of Directors requested President Boone to write a letter of appreciation to Esther for her work in the association.

Pat Simmons moved that the minutes be approved as presented. Vickie Weant seconded the motion and it carried unanimously.

Marie Matthews Program/Education Chairman gave a report on the program for the Summer Conference at Atlantic Beach.

Vickie Weant moved that the NCAMC pay \$1,375.00 to Creative Imaginations, Freddie Pierce & Co. to do a presentation at the Summer Conference. Mary Jackson seconded the motion and it carried unanimously.

Jane Ogletree announced that new membership certificates were ready and would be mailed soon.

Sabrina Mc Murtrey reported that registration, goody bags, Clerk's license plates were ready for the Summer Conference.

Jean Bailey reported the progress was slow on State Certification because Mr. Jake Wicker had open heart surgery and this was causing a little delay. Mr. Wicker will soon be back on the job.

Jean Bailey reported that the Past President's Pin would be ready by the Summer Conference.

Vickie Weant moved that all living Past Presidents receive a pin. Pat Simmons seconded the motion and it carried unanimously.

Vickie Weant moved that the Past President's Pin expenditure be approved. Mary Jackson seconded the motion and it carried unanimously.

Jean Bailey reported that the "How To Manual" would be ready to be given out at the Summer Conference.

Mr. Andy Romanet reported that the checking account balance was \$448.85 and the money market balance was \$31,680.84.

(Report Attached)

Vickie Weant moved that the Treasurer's Report be approved. Mary Jackson seconded the motion and it carried unanimously.

Jean Bailey reported that Mr. Dale Barstow of Municipal Code was donating money to help pay for the "How To Manual".

Sabrina Mc Murtrey moved that the cost of the "How To Manual" in the amount of \$3,000.00 be authorized through Municipal Code. The manual would be given to all association members and \$10.00 would be charged to non-members. Deborah Pearce seconded the motion and it carried unanimously.

The Advance Academy would be held on September 23 and 24 at Camp Caraway near Asheboro. Mr. Fleming Bell would be teaching a course on "Ethics in Local Government."

President Boone presented a request from the League Director requesting the Affiliate Organizations to consider carrying Liability Insurance.

Sabrina Mc Murtrey moved that liability insurance in the amount of \$350.00 be purchased with INSURE. Vickie Weant seconded the motion and it carried unanimously.

Jean Bailey presented the Proposed Constitutional Amendments to the Board of Directors.

(Proposed Constitutional Amendment Attached)

Janice Thomas moved that the Constitutional Amendments as recommended by the Past Presidents Committee be adopted and sent to members for their approval. Vickie Weant seconded the motion and it carried unanimously.

Sabrina Mc Murtrey moved that President Boone draw up a Resolution honoring Past President Sadie Whitfield as she will be retiring on June 30, 1993. Pat Simmons seconded the motion and it carried unanimously.

Betty Fortner reported that WSOS was ready to assist new clerks.

Mary Lou Rand reported that NC State does not have any time to assist with Mindex. The association may have to find a private firm to assist.

Nonnie Manass was absent but send a proposed 1993-94 Budget.

Pat Simmons moved that President Boone be authorized to order certificates and jackets to be given out at the Summer Conference in appreciation for leadership in the Association at a cost of just over \$400.00. Mary Jackson seconded the motion and it carried unanimously.

Joyce Bragg moved that the 1993-1994 Budget in the amount of \$37,500.00 be adopted. Pat Simmons seconded the motion and it carried unanimously.

(Budget Attached)

Glenda Sansosti moved that President Boone award an honorary membership to Dale Barstow for his contributions to the NCAMC. Janice Costner seconded the motion and it carried unanimously.

Deborah Pearce moved that the Service Agreement with the NC League be renewed for 1993-94. Janice Thomas seconded the motion and it carried unanimously.

Mary Jackson moved that the meeting be adjourned. Janice Thomas seconded the motion and it carried unanimously.

  
Elma N. Holmes OMC/AAE  
Recording Secretary

ACCOUNT NO	DATE	DESCRIPTION	ENTRY	POSTED?	SOURCE	REFERENCE	DEBIT	CREDIT
111		LGFCU CHECKING ACCT.						
		BEGINNING BALANCE					1,210.17	
	06/23/93	CITY JACKSONVILLE RM	2	YES	M	422		312.00
	06/23/93	CRYSTAL COAST CIVIC CENT	4	YES	M	421		450.00
	06/23/93	SERVICE FEE CHECKING	10	YES	M	439		1.00
	06/23/93	INVESTMENT (CHECKING	11	YES	M	330	1.68	
		ENDING BALANCE					448.85	
121		LGFCU MONEY MARKET ACCT.						
		BEGINNING BALANCE					31,412.60	
	06/23/93	REGIONAL MEETING	6	YES	M	422		135.00
	06/23/93	NC FEET	8	YES	M	343		50.00
	06/23/93	INVENSTMENT (MM)	13	YES	M	330	83.24	
	06/23/93	REG MEETING	15	YES	M	422	135.00	
	06/23/93	NC FEET	17	YES	M	343	50.00	
	06/23/93	REGIONAL MEETING	19	YES	M	322	135.00	
	06/23/93	NC FEET	21	YES	M	343	50.00	
		ENDING BALANCE					31,600.84	
322		REGIONAL MEETINGS						
		BEGINNING BALANCE						2,490.00
	06/23/93	REGIONAL MEETING	20	YES	M	121		135.00
		ENDING BALANCE						2,625.00
330		INVESTMENT INCOME						
		BEGINNING BALANCE						726.99
	06/23/93	INVESTMENT (CHECKING	12	YES	M	111		1.68
	06/23/93	INVENSTMENT (MM)	14	YES	M	121		83.24
		ENDING BALANCE						811.91
343		NCAMC PIN SALES						
		BEGINNING BALANCE						.00
	06/23/93	NC FEET	7	YES	M	121	50.00	
	06/23/93	NC FEET	18	YES	M	121		50.00
	06/23/93	NC FEET	22	YES	M	121		50.00
		ENDING BALANCE						50.00

ACCOUNT NO	DATE	DESCRIPTION	ENTRY	POSTED?	SOURCE	REFERENCE	DEBIT	CREDIT
421		ANNUAL CONFERENCE						
		BEGINNING BALANCE					7,724.24	
	06/23/93	CRYSTAL COAST CIVIC CENT	3	YES	M	111	450.00	
		ENDING BALANCE					8,174.24	
422		REGIONAL MEETINGS						
		BEGINNING BALANCE					560.00	
	06/23/93	CITY JACKSONVILLE RM	1	YES	M	111	312.00	
	06/23/93	REGIONAL MEETING	5	YES	M	121	135.00	
	06/23/93	REG MEETING	16	YES	M	121		135.00
		ENDING BALANCE					880.00	
439		MISCELLANEOUS						
		BEGINNING BALANCE					41.83	
	06/23/93	SERVICE FEE CHECKING	9	YES	M	111	1.00	
		ENDING BALANCE					42.83	
		TOTAL DEBITS AND CREDITS					1402.92	1402.92

ENTRY NO	DATE	POSTED?	DESCRIPTION	CODE	REFERENCE	G/L ACCT #	DR	CR
1	06/23/93	YES	CITY JACKSONVILLE RM	M	111	422	312.00	
2	06/23/93	YES	CITY JACKSONVILLE RM	M	422	111		312.00
3	06/23/93	YES	CRYSTAL COAST CIVIC CENT	M	111	421	450.00	
4	06/23/93	YES	CRYSTAL COAST CIVIC CENT	M	421	111		450.00
5	06/23/93	YES	REGIONAL MEETING	M	121	422	135.00	
6	06/23/93	YES	REGIONAL MEETING	M	422	121		135.00
7	06/23/93	YES	NC FEET	M	121	343	50.00	
8	06/23/93	YES	NC FEET	M	343	121		50.00
9	06/23/93	YES	SERVICE FEE CHECKING	M	111	439	1.00	
10	06/23/93	YES	SERVICE FEE CHECKING	M	439	111		1.00
11	06/23/93	YES	INVESTMENT (CHECKING	M	330	111	1.68	
12	06/23/93	YES	INVESTMENT (CHECKING	M	111	330		1.68
13	06/23/93	YES	INVESTMENT (MM)	M	330	121	83.24	
14	06/23/93	YES	INVESTMENT (MM)	M	121	330		83.24
15	06/23/93	YES	REG MEETING	M	422	121	135.00	
16	06/23/93	YES	REG MEETING	M	121	422		135.00
17	06/23/93	YES	NC FEET	M	343	121	50.00	
18	06/23/93	YES	NC FEET	M	121	343		50.00
19	06/23/93	YES	REGIONAL MEETING	M	322	121	135.00	
20	06/23/93	YES	REGIONAL MEETING	M	121	322		135.00
21	06/23/93	YES	NC FEET	M	343	121	50.00	
22	06/23/93	YES	NC FEET	M	121	343		50.00
BALANCE							1,402.92	1,402.92

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS  
 BUDGET FOR FISCAL YEAR ENDING JUNE 30, 1994  
 REVENUES

ACCOUNT	ACCT #	BUDGET FY 92-93	BUDGET FY 93-94
MEMBERSHIP DUES	310	14,000.00	14,000.00
ANNUAL CONFERENCE	321	9,000.00	11,000.00
REGIONAL MEETINGS	322	2,100.00	2,100.00
ADVANCED ACADEMY	323	3,000.00	3,000.00
SCHOLARSHIP FUND	324	700.00	700.00
INVESTMENT INCOME	330	1,000.00	1,000.00
MINDEX SALES	341	0.00	0.00
COOKBOOK SALES	342	200.00	200.00
NCAMC PIN SALES	343	100.00	100.00
T-SHIRT SALES	344	500.00	300.00
TOTES SALES	345	250.00	100.00
<del>TOTALS</del>		30,850.00	32,500.00
President's Pin			5,000.00
Total			37,500.00

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS  
 BUDGET FOR FISCAL YEAR ENDING JUNE 30, 1994  
 EXPENDITURES

ACCOUNT	ACCT #	BUDGET FY 92-93	BUDGET FY 93-94
MANAGEMENT SERVICES	411	4,875.00	5,000.00
TRAVEL (PRESIDENT & STAFF)	412	2,500.00	2,500.00
ANNUAL CONFERENCE	421	9,000.00	11,000.00
REGIONAL MEETINGS	422	2,100.00	2,100.00
ADVANCED ACADEMY	423	3,000.00	3,000.00
SCHOLARSHIPS	424	2,000.00	2,000.00
PRINTING	431	2,000.00	2,000.00
POSTAGE	432	1,000.00	1,000.00
SUPPLIES	433	150.00	150.00
BOARD & COMMITTEE MEETINGS	434	1,250.00	1,000.00
GIFTS AND AWARDS	435	250.00	350.00
MISCELLANEOUS	439	1,250.00	1,200.00
RESALE ITEMS	441	1,250.00	1,000.00
LEAGUE CONVENTION	442	225.00	200.00
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<del>XXXXX</del> TOTALS		30,850.00	32,500.00
Fund Balance			<u>5,000.00</u>
Totals			37,500.00

APPROVED AND ADOPTED BY THE BOARD OF DIRECTORS  
 THIS THE \_\_\_\_ DAY OF JUNE, 1993.