

A G E N D A

N. C. MUNICIPAL CLERKS ASSOCIATION BOARD MEETING

MARCH 6, 1992

COMMITTEE MEETINGS 10:00 AM

BOARD OF DIRECTORS 12:00 NOON

LUNCH

MINUTES - JANUARY 23, 1992 - GLENDA W. SANSOSTI, SECRETARY

FINANCIAL REPORT - ANDREW ROMANET, NCLM

COMMITTEE REPORTS

BUDGET/FINANCE - NONNIE MANESS

PROGRAM - ELMAR HOLMES

MEMBERSHIP - JULIUS WOODY

PUBLICITY - MARY QUIDLEY

PAST PRESIDENTS - JEAN BAILEY

CONFERENCE SITE SELECTION - MARY QUIDLEY

ANNOUNCEMENTS --- REGIONAL MEETINGS

REGION 1 MARCH 25, 1992

REGION 2 MARCH 18, 1992

REGION 3 APRIL 1, 1992

REGION 4 APRIL 9, 1992

MINUTES
NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
MARCH 6, 1992
12:00 NOON

A meeting of the North Carolina Association of Municipal Clerks Board of Directors met on March 6, 1992 at the Albert Coates Building. The following officers and board members were present:

Corinne Geer, President
Peggy Boone, Vice President
Glenda Sansosti, Recording Secretary
Andy Romanet, NCLM/Treasurer
Elmar N. Holmes
Deborah Pearce
Pat Brunell
Geraldine Alphin
Nonnie L. Maness
Jane Ogletree
Subrina McMurtrey
Esther McNally
Vickie Weant
Judy Mackie
Frances Hildebran
Mary Lou Rand
Fleming Bell, IOG

President Geer called the meeting to order at Noon.

Approval of Minutes

Upon motion of Geraldine Alphin, seconded by Esther McNally and unanimously passed, Minutes of the Association Meeting of January 23, 1992 were approved as presented by the Recording Secretary.

Financial Report

Andy Romanet reported the following balances in the Associations treasury:

Money Market Account - Wachovia	\$25,238.15
Checking Account -	929.54

COMMITTEE REPORTS

Budget/Finance Scholarship

Nonnie Maness, Chairman of the Finance Committee reported on activities of the Finance Committee. The committee completed the audit of the N. C. Municipal Clerks Association on February 15, 1992. As a result of the review, the committee recommends that the Association purchase a three (3) copy receipt book. This will enable the treasurer to write a receipt for any monies received, a copy to be placed with the bank deposit slip, and a third copy to remain in the receipt book for a unified record of monies received.

Chairman Maness presented the proposed budget for 1992-93 for the Association. It was suggested that a line item be added for educational contributions. President Geer encouraged all Board Members to review and study the proposed budget. Considerable discussion was held regarding the line item for Travel. President Geer appointed a committee consisting of the following: Judy Mackie, Esther McNally, Jane Ogletree and Andy Romanet to work with the Budget Committee in developing a policy regarding travel. President Geer asked the committee to consider the direction the Association should take with regards to travel for the President, the President's designee, Program Chairman, North Carolina's IIMC Director, and representatives of the League and Institute of Government. President Geer asked the committee to have a policy drafted for presentation to the full Board at the next Board meeting.

Further discussion was held regarding Scholarships, ie; the number to be awarded and the amount the scholarship should be. Upon motion of Subrina McMurtrey, seconded by Jane Ogletree and unanimously passed, an amount up to \$2,000 was approved for scholarships - based on need of applicant and in line with the policies and guidelines. Each scholarship will be awarded on the merit of each application. The Board will abide by the recommendations of the scholarship committee.

Program Committee Report

Chairman Elmar Holmes reported plans are being finalized for the annual conference in Asheville. Barbara Brown will be conducting an Advanced Academy and Terry Roberts will be presenting an effective writing workshop.

Chairman Holmes also reported Regional Meetings to be held as follows:

Region 1	March 25, 1992	-	Kinston
Region 2	March 18, 1992	-	Williamston
Region 3	April 01, 1992	-	Southern Pines
Region 4	April 09, 1992	-	Marion

Membership Committee Report

Andy Romanet reported on behalf of Chairman Woody who sends his regrets at being absent from the meeting. The membership committee is continuing to look at developing a membership book in loose leaf form.

Publicity Committee Report

Geraldine Alphin will contact Chairman Quidley in an effort to have committees help with articles for Minute by Minute.

Conference Site - 1993

The 1993 Annual Conference will be held at the Holiday Inn in Pine Knoll Shores.

The 1994 conference will be held in the Piedmont area and invitations will be extended to bid on same.

Approval of action taken by Executive Committee

Upon motion of Vickie Weant, seconded by Subrina McMurtrey and unanimously passed, action of the Executive Committee to purchase a plaque for John Sanders and present same during the annual school in Chapel Hill was approved.

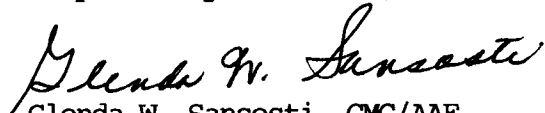
Report of League Board Representative

Mary Lou Rand reported upon the first meeting of the NC League Board of Directors. Mary Lou stated the meeting was very informative and encouraged other clerks to pursue seeking this appointment.

Adjourn

With no further business President Geer adjourned the meeting at 2:52 PM.

Respectfully Submitted,



Glenda W. Sansosti, CMC/AAE
Recording Secretary
NCAMC

ACCT NO	DESCRIPTION	CURRENT PERIOD		YEAR TO DATE BALANCE	
		DEBIT	CREDIT	DEBIT	CREDIT
00	WACHOVIA CHECKING ACCOUNT	185.02		929.54	
00	WACHOVIA MONEY MARKET ACCOUNT	495.36		25,238.15	
00	ACCOUNTS RECEIVABLE	.00		.00	
00	MINDEX RECEIVABLE	.00		1,986.63	
00	PREPAID CONFERENCE EXPENSE	.00		.00	
05	ACCOUNTS PAYABLE		.00		.00
00	FUND BALANCE		.00		19,123.47
00	MEMBERSHIP DUES		120.00		13,020.00
01	ANNUAL CONFERENCE		.00		8,846.00
02	REGIONAL MEETINGS		.00		.00
03	ADVANCED ACADEMY		1,670.00		1,670.00
04	SCHOLARSHIP DONATIONS		.00		716.77
05	IIMC EVENTS		.00		.00
00	INVESTMENT INCOME		80.36		692.96
01	MINDEX SALES		.00		.00
02	NCACB COOKBOOK SALES		72.00		567.00
03	NCACB PIN SALES		47.00		84.00
04	NCACB T-SHIRT SALES		226.00		346.00
05	TOTES SALES		289.00		289.00
11	PROFESSIONAL SERVICES	.00		3,510.00	
12	TRAVEL-PRESIDENT & STAFF	381.35		1,619.91	
21	ANNUAL CONFERENCE	.00		4,471.72	
22	REGIONAL MEETINGS	.00		.00	
23	ADVANCED ACADEMY	505.95		1,755.95	
24	SCHOLARSHIP AWARDS	.00		2,250.00	
25	IIMC EVENTS	.00		.00	
31	PRINTING	.00		351.45	
32	POSTAGE	.00		387.52	
33	SUPPLIES	.00		.00	
34	BOARDS & COMMITTEE MEETINGS	297.93		1,089.82	
35	GIFTS & AWARDS	43.06		347.92	
39	MISCELLANEOUS	88.49		918.49	
41	NCACC T-SHIRT PURCHASE	.00		.00	
42	PRILE OF NC SHOWCASE EXHIBIT	.00		.00	
43	TOTES PURCHASE	498.20		498.20	
BALANCE		2,495.36	2,495.36	45,346.20	45,346.20

N. C. MUNICIPAL CLERKS ASSOC.
MONTHLY ACTIVITY REPORT
JANUARY 31, 1991

ACC NO	DATE	DESCRIPTION	ENTRY	POSTED?	SOURCE	REFERENCE	DEBIT	CREDIT
10		WACHOVIA CHECKING ACCOUNT						
		BEGINNING BALANCE					744.52	
	02/24/92	CK#686 J. BAILEY	2	YES	M	412		381.35
	02/24/92	CK# 687 BO'S	4	YES	M	434		297.93
	02/24/92	CK#688 JUBILEE CUSTON	6	YES	M	443		493.20
	02/24/92	CK#689 MORT'S, INC.	8	YES	M	435		43.05
	02/24/92	CK#590 LAURA McLAMB	10	YES	M	423		500.00
	02/24/92	CK#691 ELMER HOLMES	12	YES	M	439		88.49
	02/24/92	CK# 691 ELMER HOLMES	14	YES	M	423		5.95
	02/24/92	CASH INVESTMENT TRANSFER	17	YES	M	120	2,000.00	
		ENDING BALANCE					929.54	
20		WACHOVIA MONEY MARKET ACCOUNT						
		BEGINNING BALANCE					24,742.79	
	02/24/92	CASH INVESTMENT INCOME	15	YES	M	330	80.36	
	02/24/92	CASH INVESTMENT TRANSFER	18	YES	M	110		2,000.00
	02/24/92	CLKS PINS	19	YES	M	343	47.00	
	02/24/92	TOTE SALES	21	YES	M	345	290.00	
	02/24/92	T SHIRTS	23	YES	M	344	226.00	
	02/24/92	ADVANCE ACADEMY	25	YES	M	323	1,450.00	
	02/24/92	COOKBOOKS	27	YES	M	342	72.00	
	02/24/92	ADVANCE ACADEMY	29	YES	M	323	110.00	
	02/24/92	ADVANCE ACADEMY	31	YES	M	323	100.00	
	02/25/92	MEMBERSHIP DUES	33	YES	M	310	120.00	
		ENDING BALANCE					25,238.15	
10		MEMBERSHIP DUES						
		BEGINNING BALANCE						12,900.00
	02/25/92	MEMBERSHIP DUES	34	YES	M	120		120.00
		ENDING BALANCE						13,020.00
23		ADVANCED ACADEMY						
		BEGINNING BALANCE						.00
	02/24/92	ADVANCE ACADEMY	26	YES	M	120		1,450.00
	02/24/92	ADVANCE ACADEMY	30	YES	M	120		110.00
	02/24/92	ADVANCE ACADEMY	32	YES	M	120		100.00
	02/25/92	ADJ TOTES	36	YES	M	345		10.00
		ENDING BALANCE						1,670.00

ACCT NO	DATE	DESCRIPTION	ENTRY	POSTED?	SOURCE	REFERENCE	DEBIT	CREDIT
30		INVESTMENT INCOME						
		BEGINNING BALANCE						612.60
	02/24/92	CASH INVESTMENT INCOME	16	YES	M	120		80.36
		ENDING BALANCE						692.96
42		NCAMC COOKBOOK SALES						
		BEGINNING BALANCE						495.00
	02/24/92	COOKBOOKS	28	YES	M	120		72.00
		ENDING BALANCE						567.00
43		NCAMC PIN SALES						
		BEGINNING BALANCE						37.00
	02/24/92	CLKS PINS	20	YES	M	120		47.00
		ENDING BALANCE						84.00
44		NCAMC T-SHIRT SALES						
		BEGINNING BALANCE						120.00
	02/24/92	T SHIRTS	24	YES	M	120		226.00
		ENDING BALANCE						346.00
45		TOTES SALES						
		BEGINNING BALANCE						.00
	02/24/92	TOTE SALES	22	YES	M	120		290.00
	02/25/92	ADJ TOTES	35	YES	M	323	10.00	
		ENDING BALANCE						280.00
412		TRAVEL-PRESIDENT & STAFF						
		BEGINNING BALANCE					1,238.46	
	02/24/92	CK#686 J. BAILEY	1	YES	M	110	381.35	
		ENDING BALANCE					1,619.81	
423		ADVANCED ACADEMY						
		BEGINNING BALANCE					1,250.00	
	02/24/92	CK#690 LAURA McLAMB	9	YES	M	110	500.00	
	02/24/92	CK# 691 ELMER HOLMES	13	YES	M	110	5.95	
		ENDING BALANCE					1,755.95	

N. C. MUNICIPAL CLERKS ASSOC.
MONTHLY ACTIVITY REPORT
JANUARY 31, 1991

NO.	NO	DATE	DESCRIPTION	ENTRY	POSTED?	SOURCE	REFERENCE	DEBIT	CREDIT
34			BOARDS & COMMITTEE MEETINGS						
			BEGINNING BALANCE					782.89	
	02/24/92		CK# 687 BO'S	3	YES	M	110	297.93	
			ENDING BALANCE					1,080.82	
35			GIFTS & AWARDS						
			BEGINNING BALANCE					304.86	
	02/24/92		CM659 MORT'S, INC.	7	YES	M	110	43.06	
			ENDING BALANCE					347.92	
39			MISCELLANEOUS						
			BEGINNING BALANCE					830.00	
	02/24/92		CM691 ELMER HOLMES	11	YES	M	110	88.49	
			ENDING BALANCE					918.49	
43			NOTES PURCHASE						
			BEGINNING BALANCE					.00	
	02/24/92		CK#688 JUBILEE CUSTON	5	YES	M	110	498.20	
			ENDING BALANCE					498.20	
			TOTAL DEBITS AND CREDITS					6320.34	6320.34

ENTRY NO	DATE	POSTED?	DESCRIPTION	CODE	REFERENCE	G/L ACCT #	DR	CR
	02/24/92	YES	CK#686 J. BAILEY	M	110	412	381.35	
2	02/24/92	YES	CK#686 J. BAILEY	M	412	110		381.35
3	02/24/92	YES	CK# 687 BO'S	M	110	434	297.93	
4	02/24/92	YES	CK# 687 BO'S	M	434	110		297.93
5	02/24/92	YES	CK#688 JUBILEE CUSTON	M	110	443	498.20	
6	02/24/92	YES	CK#688 JUBILEE CUSTON	M	443	110		498.20
7	02/24/92	YES	CK#689 MORT'S, INC.	M	110	435	43.06	
8	02/24/92	YES	CK#689 MORT'S, INC.	M	435	110		43.06
9	02/24/92	YES	CK#690 LAURA McLAMB	M	110	423	500.00	
10	02/24/92	YES	CK#690 LAURA McLAMB	M	423	110		500.00
11	02/24/92	YES	CK#691 ELMER HOLMES	M	110	439	88.49	
12	02/24/92	YES	CK#691 ELMER HOLMES	M	439	110		88.49
13	02/24/92	YES	CK# 691 ELMER HOLMES	M	110	423	5.95	
14	02/24/92	YES	CK# 691 ELMER HOLMES	M	423	110		5.95
15	02/24/92	YES	CASH INVESTMENT INCOME	M	330	120	80.36	
16	02/24/92	YES	CASH INVESTMENT INCOME	M	120	330		80.36
17	02/24/92	YES	CASH INVESTMENT TRANSFER	M	120	110	2,000.00	
18	02/24/92	YES	CASH INVESTMENT TRANSFER	M	110	120		2,000.00
19	02/24/92	YES	CLKS PINS	M	343	120	47.00	
20	02/24/92	YES	CLKS PINS	M	120	343		47.00
21	02/24/92	YES	TOTE SALES	M	345	120	290.00	
22	02/24/92	YES	TOTE SALES	M	120	345		290.00
23	02/24/92	YES	T SHIRTS	M	344	120	226.00	
24	02/24/92	YES	T SHIRTS	M	120	344		226.00
25	02/24/92	YES	ADVANCE ACADEMY	M	323	120	1,450.00	
26	02/24/92	YES	ADVANCE ACADEMY	M	120	323		1,450.00
27	02/24/92	YES	COOKBOOKS	M	342	120	72.00	
28	02/24/92	YES	COOKBOOKS	M	120	342		72.00
29	02/24/92	YES	ADVANCE ACADEMY	M	323	120	110.00	
30	02/24/92	YES	ADVANCE ACADEMY	M	120	323		110.00
31	02/24/92	YES	ADVANCE ACADEMY	M	323	120	100.00	
32	02/24/92	YES	ADVANCE ACADEMY	M	120	323		100.00
33	02/25/92	YES	MEMBERSHIP DUES	M	310	120	120.00	
34	02/25/92	YES	MEMBERSHIP DUES	M	120	310		120.00
35	02/25/92	YES	ADJ TOTES	M	323	345	10.00	
36	02/25/92	YES	ADJ TOTES	M	345	323		10.00
BALANCE							6,320.34	6,320.34

NCAMC BUDGET

1992-93

REVENUES

Account No.	Description	Amount
310	Membership Dues	13,000
321	Annual Conference	9,000
322	Regional Meetings	2,100
323	Advanced Academy	3,000
324	Scholarship Fund	700
330	Investment Income	1,000
341	Mindex Sales	0
342	Cookbook Sales	200
343	MCAMC Pin Sales	100
344	T-Shirt Sales	500
345	Totes Sales	250
	Total Revenues	29,850

EXPENDITURES

411	Management Services	4,875
412	Travel (President & Staff)	2,500
421	Annual Conference	9,000
422	Regional Meetings	2,100
423	Advanced Academy	3,000
424	Scholarships	2,000
431	Printing	1,000
432	Postage	1,000
433	Supplies	150
434	Boards & Committee Meetings	1,250
435	Gifts and Awards	250
439	Miscellaneous	1,250
441	Resale Items	1,250
442	League Convention	225
	Total Expenditures	29,850

Add line item for educational contributions

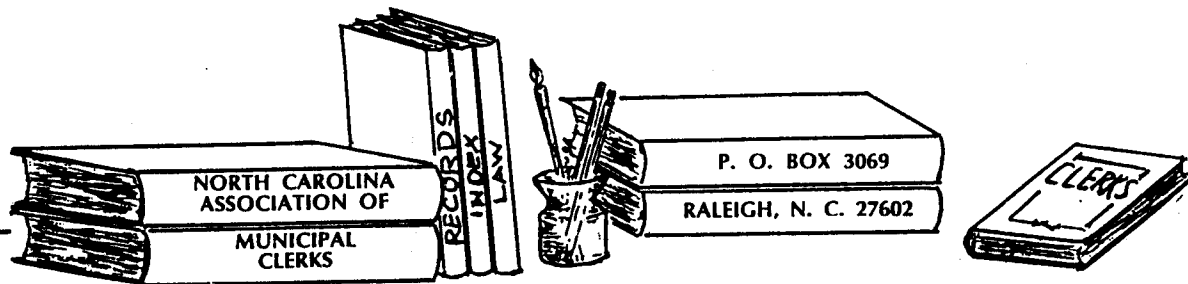
March 6, 1992

To: N.C. Association of Municipal Clerks
Board of Directors

From: 1990-1991 Audit Committee

The 1990 - 1991 Audit Committee reviewed the records of the N.C. Association of Municipal Clerks on February 14, 1992 at the Albert Coates Building in Raleigh.

As a result of this review the committee recommends that the Association purchase a three (3) copy receipt book. This will enable the treasurer to write a receipt for any monies received, a copy to be placed with the bank deposit slip, and the third copy to remain in the receipt book for a unified record of monies received.



February 14, 1992

Ms. Janet B. Lessard
Director of Administration
North Carolina League of Municipalities
P.O. Box 3069
Raleigh, N.C. 27602

Dear Ms. Lessard:

I have examined the following records of the North Carolina Association of Municipal Clerks for the fiscal year ending June 30, 1991:

1. Checkbook
2. Monthly computer statements
3. Paid bills
4. Monthly bank statements

After reviewing the checks, monthly statements and randomly tracing several billings to payment, I found the records to be correct and I consider the audit for the fiscal year ending June 30, 1991 to be completed.

Sincerely yours,

Nonnie Manness, CMC/AAE
Chairman, Budget and Finance Committee
North Carolina Association of Municipal Clerks

NM/chk

cc: Corinne W. Geer
President, North Carolina Association of Municipal Clerks