

North Carolina Association of Municipal Clerks
Board of Director Meeting
November 20, 1992

President Peggy Boone called the meeting to order at 10:30 a.m. at the North Carolina League of Municipalities Building in Raleigh.

The following people were present: Peggy Boone, President, Glenda W. Sansostic, Vice President, Elmar Holmes, Recording Secretary, Andy Romanet Advisor, Mary Jackson, Sabrina M. McMurtrey, Esther McNally, Janice Thomas, Corinne W. Geer, Pat Simmons, Judy Mackie, C. B. Thompson, Vickie Weant, Jane Ogltree, Nonnie Manness, Jean Bailey.

President Boone gave the welcome.

President Boone swore in Mr. C. B. Thompson as Director for District 12.

The minutes were presented.

The following corrections were made to the minutes: The Summer Conference for 1993 will meet on August 12, 13, and 14 in Pine Knolls Shore. The MINUTE by MINUTE was published only six time a year instead of eight as listed.

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

Andy Romanet presented the Treasurer's Report stating that the checking account balance was \$220.00 and the Money Market Account was \$30,778.00.

Marie Matthews sent a report to the President stating that the Program/Education Committee had finalized the January 13, 14, 15, Clerks School at the Institute of Government.

Sabrina McMurtrey moved that the Board of Directors support the Membership Committee report. Mary Jackson seconded the motion and it carried unanimously.

Sabrina McMurtrey presented the Publicity Report.

Jean Bailey presented the Past Presidents report. They are working on the State Certification; State Exam is almost ready; designing a Past Presidents' Pin.

No report was presented from the WSOS Committee.

No report was presented on Mindex.

The Finance Report was presented by Nonnie Manness. They were asked to come up with a receipt to be used for all fund raiser monies.

Mary Jackson moved that the Finance Report be received. Glenda Sansostic seconded the motion and it carried unanimously.

Corrine Geer presented some Recommendation of Changes in the Constitution.

Sabrina McMurtrey moved that the Recommendations of Changes in the Constitution be reviewed by the Past Presidents' Committee to make changes and recommendations and brought back to the Board of Directors for approval. Vickie Weant seconded the motion and it carried unanimously.

Sabrina McMurtrey moved that the Handbooks changes be reviewed so they could be revised according to correct procedure. Mary Jackson seconded the motion and it carried unanimously.

Jan Ogltree moved that the Association give the Membership Committee a mailing list to update each Clerk's pertinent information. She also requested 365 envelopes and letterhead to do this project. Sabrina McMurtrey seconded the motion and it carried unanimously.

Vickie Weant moved that the meeting be adjourned. Mary Jackson seconded the motion and it carried unanimously.

Elmer N. Holmes CMC/AAE

Recording Secretary

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
1992 ANNUAL CONFERENCE, ASHEVILLE
FINANCIAL STATEMENT**

6

ANNUAL CONFERENCE

REVENUE

83 Clerks Registered @ \$60.00	\$4,980.00
34 Spouses Registered @ \$25.00	850.00
117 Barbecue and Bluegrass @ \$16.0	1,872.00
60 Biltmore Tour @ \$18.75	1,125.00
7 Biltmore Tour @ \$14.00	98.00
Silent Auction	<u>556.55</u>
Total Conference Revenue	\$9,481.55

EXPENSES

Radisson Hotel Asheville	\$3,217.30
Biltmore Estate	1,223.00
Smokey Mountain Barbecue	1,402.58
Refunds	193.00
Audio-Visual Rental(VCR,Monitor,Flip Chart 2 days)	222.60
NCLM Conference Management Fee	1,150.00
NCLM Printing Expense (program)	13.00
NCLM Staff Travel and Meal Expense	98.63
Permanent Signs For Annual Conference	137.80
President's Plaque, Gifts & Gavel	<u>134.85</u>
Total conference expenses	\$7,792.76
Conference net	\$1,688.79

ADVANCED ACADEMY

REVENUE

37 Clerks Registered @ \$60.00	<u>\$2,220.00</u>
Total Academy Revenue	\$2,220.00

EXPENSES

Bobbie Brown * Starwinning (fee)	\$1,000.00
Bobbie Brown * Starwinning (expenses)	91.00
Radisson Hotel Asheville (dinner)	427.58
Refunds	<u>120.00</u>
Total Academy Expenses	\$1,638.58
Advanced Academy Net	\$581.42
Total Net	\$2,270.21

FINANCE/BUDGET COMMITTEE

PURPOSE

To prepare a balanced operating budget for the Association, arrange for an annual audit, establish a policy for expenditures and assist the corresponding secretary/treasurer in administering and accounting for all financial affairs of the Association.

GENERAL DUTIES

It shall be the duty of the Finance Committee to prepare a balanced operating budget of estimated revenues and expenditures for the Association. This committee shall arrange for an audit to be conducted following the close of the fiscal year ending June 30. With the aid and cooperation of the corresponding secretary/treasurer a quarterly report of financial activity shall be presented to the Board of Directors and published in the Minute by Minute for review by the general membership of the Association.

CONSTITUTIONAL AMENDMENT

Article VIII, Section 2, new item (f)

- (f) Finance Committee. The Finance Committee shall be composed of four members, one member shall be the Secretary/Treasurer of the Association, one member of the Board of Directors and two members of the Association at large, all of which shall be selected by the President with approval of the Board of Directors.

RECOMMENDATIONS CONSTITUTIONAL REVISION
DRAFT 11/17/92

1. NUMBER PAGES
2. PAGE 1 ARTICLE I SECTION 2, CONTRACT NOW PROVIDES
3. PAGE 2 ARTICLE V SECTION 2, CHANGE MUST TO SHALL
4. PAGE 4 SECTION 4, ELIMINATE ALL OTHER PAST etc.
5. PAGE 5 ARTICLE VI SECTION 1, CHANGE HE TO THE PRESIDENT
ADD NEW SECTION 3, RENUMBER 3-7 TO 4-8
SEE ATTACHED SECOND VICE PRESIDENT
6. PAGE 7 ART VIII SECTION 2, COMMITTEES AND DUTIES
SEE ATTACHED ITEM (f) Finance Committee
adopted when Pat Sharkey was president (C. GEER, N. MANESS,
L. Bethune did first budget) Recommend as rewritten in
attachment
7. PAGE 7 (d) INSERT IN FIRST SENTENCE: COMPOSED OF THE
APPROPRIATE REGIONAL DIRECTORS AND THE SECRETARY/TREASURER
OF THE ASSOCIATION
8. PAGE 8 ARTICLE IX SECTION 1, DELETE AT THE IOG
9. PAGE 9 SECTION 4, DELETE PAST PRESIDENTS
SECTION 5, DELETE PAST PRESIDENTS

DRAFT PROPOSED NCAMC CONSTITUTION UPDATE
11/17/92

ARTICLE VI

DUTIES

SECTION 1. President. The President shall be the chief executive officer of the Association and the Chairman of the Executive Committee. The President shall preside at all meetings of the Association and shall be Chairman of the Board of Directors. The President shall issue the call for regular or special meetings of the Association. The President shall appoint all committees and designate their chairmen.

SECTION 2. Vice President. If for any reason the President is unable to fulfill the duties of the office, the Vice President shall occupy this position and fulfill the duties having the same authority as the President. The Vice President shall serve to assist the President as may be requested. In addition, the Vice President shall serve as advisor of the Program/Education Committee.

SECTION 3. Second Vice President. The Second Vice President shall serve to assist the President as may be requested. The Second Vice President shall serve as a member of the Finance Committee, serving as chairman to oversee the activities of this committee.

- (f) Finance Committee. The Finance Committee shall prepare a balanced operating budget for the Association, arrange an annual audit and assist the corresponding secretary/treasurer in administering and accounting for all financial affairs of the Association. The Second Vice President shall be chairman of the Finance Committee that shall be composed of four other members. One member shall be the Secretary/Treasurer of the Association. The President with approval of the Board of Directors will select one member from the Board of Directors and two members of the Association at large. (See handbook for budget preparation, presentation, adoption)

Handbook

FINANCE/BUDGET COMMITTEE

PURPOSE

To prepare a balanced operating budget for the Association, arrange for an annual audit, establish a policy for expenditures and assist the corresponding secretary/treasurer in administering and accounting for all financial affairs of the Association.

GENERAL DUTIES

It shall be the duty of the Finance Committee to prepare a balanced operating budget of estimated revenues and expenditures for the Association. This budget will be presented to the Board of Directors in March for their consideration. The budget shall be adopted by the Board of Directors by July 1, in order to fit in with the NCLM financial management arrangement. This committee shall arrange for an audit to be conducted following the close of the fiscal year ending June 30. With the aid and cooperation of the corresponding secretary/treasurer a quarterly report of financial activity shall be presented to the Board of Directors and published in the Minute by Minute for review by the general membership of the Association.

President Boone, Officers & Directors of the North Carolina Clerks Association

The Membership Committee met on November 12, 1992 with 12 members present.

1. The membership application has been reviewed and will be finalized by 11/30/92.

Target date for printing is mid-December. Appropriate colors will be decided on by phone poll.

2. Two letters have been drafted. These letters are to elected officials from the Membership Committee. One letter is thanks for allowing a clerk to be an association member; the other is encouraging the officials to allow membership in the association. The committee has decided that envelopes and the letters will be provided at the January Clerk's School, the spring regional meetings and the August Conference. A representative from the committee will be at each place to explain the intent of the letter. The League will charge the Association 3 cents per copy of the letter with a first run of 500.
3. New membership certificates have been designed, and will be sent to all association members this fiscal year. Cost to the Association is \$90.34 for the certificates. Committee members are now researching the cost of having each members name printed in calligraphy. Project to be complete by the end of the year.
4. The membership directory is being compiled with only an alphabetical listing of clerks and listing by municipality. The membership committee asks the Boards permission to do a mailout to every municipality in North Carolina inquiring as to who in their municipality is a member of the Association. It is the committee's firm belief that is is the only way to have accurate records. Andy Romenet and the committee have come to the conclusion that the present list of Association membership is inaccurate. The 1992/93 Membership Committee realizes our undertaking is quite massive, but logistics have been worked out with the League and we want to pursue this. There will be mailing and copying cost to the Association, but Andy states once the list is current, and several changes made on the Association's yearly dues invoice, the Association will have accurate records. The committee also asks that the Association fund the cost of typesetting of the membership directory. This project is to be complete by the end of 1992.
5. The League and Institute have agreed to furnish the Membership Committee with a roster of attendees at every function held for the municipal clerk. The committee feels this will enable us to check our membership listing on a frequent basis and pinpoint clerks that are not association members.

6. Ribbons for Association officials will be purchased and available for the January Clerk's School. Two sets of ribbons will be purchased at a cost of \$57.00.
7. Concern has been expressed by quite a few newer Association members that they never received an Association pin. Announcements will be made that pins may be received from Andy Romenet at all Association functions, or they may contact Pat Brunell from Long Beach or Judy Foy from Tryon.

The Membership Committee respectfully requests Board support in finalization of our 1992/93 goals.

Jane Dreher-Ogletree, CMC/AAE
1992/93 Membership Committee Chairman

The goal of the 1992/93 Membership Committee of the North Carolina Municipal Clerk's Association is to have an accurate listing of all member clerks. We have ascertained that the only way to accomplish our goal is by direct contact with each municipality. We ask that you complete this form and return it to us no later than December 15, 1992.

Respond with information that concerns only those individuals that have paid Association dues this year.

<u>Name</u>	<u>Title</u>	<u>Municipality</u>
1. _____		
CMC ____ YES ____ NO		AAE ____ YES ____ NO
2. _____		
CMC ____ YES ____ NO		AAE ____ YES ____ NO
3. _____		
CMC ____ YES ____ NO		AAE ____ YES ____ NO
4. _____		
CMC ____ YES ____ NO		AAE ____ YES ____ NO

Appropriate mailing address: _____

PLEASE RETURN ALL FORMS TO: Geneva Wilson
Town of Southern Pines
140 Memorial Park Court
Southern Pines, N.C. 28387