

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS

A G E N D A

Thursday, January 17, 1991

Chapel Hill, North Carolina

1. Call meeting to order.
2. Consider approval of minutes of October 21, 1990 business meeting.
3. Committee Reports:
 - Membership
 - Program/Education
 - Mindex
 - Site Selection
 - Publicity
 - Past Presidents
 - Special Services
 - Budget Committee
 - WSOS
 - Others
4. New business.
5. Old business.
7. Adjournment.

MINUTES OF A MEETING OF THE NORTH CAROLINA ASSOCIATION OF
MUNICIPAL CLERKS HELD ON JANUARY 17, 1991, IN CHAPEL HILL, NC

President Pat Sharkey called the meeting to order at 11:15 a.m. and called for the first item of business.

APPROVAL OF MINUTES

Upon motion of Terrie Pope and a second by Vickie Weant, the minutes of the October 21, 1990 meeting were unanimously approved.

MEMBERSHIP COMMITTEE

Sabrina McMurtrey reported there were 170 clerks who were not members of the Association. She encouraged all non-members to join because of the many benefits we receive from the Association and we work as a team.

PROGRAM/EDUCATION COMMITTEE

Peggy Boone, Chairperson of the Program/Education Committee, gave a report on the action of this committee. She stated her committee will now begin planning the regional meetings and ask fellow clerks to contact her if they have suggestions for topics.

MINDEX COMMITTEE

Mary Lou Rand, Chairperson of the Mindex Committee, reported that her committee has not met.

SITE SELECTION COMMITTEE

Carol Hensley, Chairperson of the Site Selection Committee, reported that it was the recommendation of the Site Selection Committee to hold the 1992 Annual Conference in Asheville, NC. The conference will be August 6-9, 1992.

Motion was made by Mary Lou Rand, seconded by Jean Bailey and was unanimously carried, that the 1992 North Carolina Association of Municipal Clerks Annual Conference be held at Asheville, North Carolina.

PUBLICITY COMMITTEE

Elmar Holmes reported that Mary Quidley, Chairperson of the Publicity Committee, needed all clerks to send more information for the newsletter. She urged clerks to send information on any project in their towns/cities or personal interest items such as marriages, births, anniversaries and travel.

PAST PRESIDENTS COMMITTEE

Jean Bailey gave a report on the Past Presidents Committee. Jean reported that the committee was pleased that the WSOS program was up and going.

This committee assisted Pat Sharkey with the IIMC Region III meeting held in Charlotte, January 10-12, 1991. Jean stated there were approximately 85 people who attended this meeting and she thanked Pat for an outstanding job she did as host of this meeting.

She also stated that this committee will be working on the establishment of a State Certification Program for Clerks. More information will be given in August.

SPECIAL SERVICES COMMITTEE

Terrie Pope, Chairperson of the Special Services Committee, stated that additional information was needed by this committee before a recommendation could be made regarding the new recommended fees for affiliation and related services from the League of Municipalities.

President Sharkey suggested that the committee obtain additional information and make a recommendation to the Board of Director at the June meeting.

Jean Bailey stated that the Association does not want to rush into anything and the Association may not be ready to make a decision in June. She stated we have strength in our organization because of the level of service we are provided by the League of Municipalities.

BUDGET COMMITTEE

Corinne Geer reported the Association has never had a prepared budget. She presented a draft budget and recommendations for the Board of Directors to take into consideration at their next meeting.

The recommendations are as follows:

1. A fiscal year be established
2. The Board consider an amendment to the Constitution by adding Article VIII, Section 2, a new item (f) making the Finance and Budget Committee a standing committee.
3. Financial reports be made to the President and Board quarterly and this financial report be published in the Minute by Minute Newsletter.

4. That the level of service which is provided presently by the North Carolina League of Municipalities, as detailed in the report by the Special Services Committee dated 10/22/90, utilizing the maximum League projected fee on a trail bases for one year.

5. A travel expense policy for the President, IOG representative, and NC League of Municipalities representative be established by the Board.

6. That a pin, certificate of membership and a copy of the Organizations Constitution be presented upon payment of dues to new members.

President Sharkey stated the Board of Directors would take these recommendation into consideration.

WSOS COMMITTEE

Mary Lou Rand reported that the Association had 14 couples in the WSOS program at this time. She commended the Clerks who were a mentor. She also stated there were many other Clerks who have agreed to be a mentor. She encouraged all new Clerks that wanted help to sign up and a mentor would be assigned to them.

PIN COMMITTEE

Vickie Weant reported the status of the design of a new State pin for distribution at the IIMC Conference. The committee has chosen a metal gold tarheel foot and a NC shaped pin with a red cardinal bird and a dogwood. She stated if the Association ordered 5000 pins the cost would be \$1.05 each and an order of 2500 pins the cost would be \$1.10 each.

Motion was made by Jean Bailey, seconded by Julius Woody, and unanimously carried, for the Association to purchase 2500 gold tarheel foot pins and sell them to Clerks for \$1.00 each.

Vickie also reported if any member of the Association had not received a membership pin, to contact Andy at the League office.

IIMC MEMBERSHIP

Jean Bailey encouraged all members of the NC Association to join IIMC before March 15, 1991 to be counted in a contest IIMC is having. North Carolina is presently in second place in Region III with 234 members.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Connie Spell

Connie Spell
Recording Secretary