

NCAMC
BOARD OF DIRECTORS

June 14, 1991
Raleigh, N.C.

ITEM NO.

1. Call meeting to order.
2. Consider approval of minutes of meeting of January 17, 1991 held in Chapel Hill.
3. Actions taken by Executive Committee:
 - (a) purchase of sweat shirts.
 - (b) purchase of membership and tar heel pins.
 - (c) room for one night for Fleming Bell to attend IIMC Region III meeting in Charlotte.
 - (d) endorsement of Mary Wrixon of Charleston, South Carolina, to fill unexpired term as Director of Region III.
 - (e) \$100.00 for John Hunnewell retirement.
4. Action taken by Board of Directors
 - (a) \$500.00 for Jake Wicker scholarship fund.
5. Constitutional Amendment - Finance and Budget Committee.
6. Committee Reports.
7. New business.
8. Unfinished business.
9. Adjournment.

MINUTES OF THE NC ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING HELD ON JUNE 14, 1991,
LOCAL GOVERNMENT CENTER, RALEIGH, NC

A meeting of the Board of Directors of the North Carolina Association of Municipal Clerks was held at 10:30 a.m. on June 14, 1991, at the Local Government Center in Raleigh, NC.

OFFICERS AND DIRECTORS PRESENT

President Pat Sharkey, Vice President Corinne Geer, Recording Secretary Connie Spell, Secretary/Treasurer Andy Romenet, Immediate Past President Gail Smith, Directors, Mary Quidley, Jackie Paylor, Pat Brunell, Geraldine Alphin, Terrie Pope, Jane Ogletree, Vickie Weant, Martha Hoffman, Judy Mackie, Francis Hildebran.

President Sharkey called the meeting to order. Motion was made by Geraldine Alphin, seconded by Terrie Pope and unanimously carried for approval of Minutes of the January 17, 1991 meeting, with the following amendment:

Special Services Report, President Sharkey requested the Past Presidents Committee assist the Special Services Committee and to be included in all their meetings.

ACTIONS TAKEN BY EXECUTIVE COMMITTEE/BOARD OF DIRECTORS

President Sharkey stated several actions had been taken by the Executive Committee and the Board of Directors by phone and she requested the items be recorded in the minutes so there would be a record of such actions. They are as follows:

- (a) Purchase of sweat shirts
- (b) Purchase of membership and tar heel pins
- (c) Room for one night for Fleming Bell to attend IIMC Region III meeting in Charlotte.
- (d) Endorsement of Mary Wrixon of Charleston, South Carolina, to fill unexpired term as Director of Region III
- (e) \$100.00 for John Hunnewell retirement.

Action taken by Board of Directors

- (a) \$500.00 for Jake Wicker scholarship fund

CONSTITUTIONAL AMENDMENT - FINANCE AND BUDGET COMMITTEE REPORT

Corinne Geer discussed that the Association had grown over the years, and the President had asked her to look into the financial situation of the Association. There has never been a formal budget adopted by the association. She stated that her committee

made recommendations at the January meeting and since that time they have prepared a Constitutional Amendment for the Board to consider. It is as follows:

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.

Jean Bailey stated it was her understanding in the research of the association, one of the conditions to be an affiliate member with the League was that the corresponding secretary/treasurer be a member of the League staff. She stated we may be able to appoint a treasurer but we would still need the corresponding secretary/treasurer.

Corinne Geer ask that since the amendment was on the floor, we should hear from the Special Services Committee since their information would have bearing on this situation.

President stated we would hear from the Special Services Committee.

Terrie Pope presented the Board with a report she had prepared for the Special Services Committee. The report is attached and incorporated as part of the minutes.

President Sharkey stated the Association accept Terrie's report and hold off taking action until the Past Presidents meet with the committee and have a opportunity to go over the report and get input from everyone.

Motion was made by Vickie Weant, seconded by Geraldine Alphin to place the Constitutional Amendment into the Minute by Minute and vote on the amendment at the Annual Conference in August. Motion was unanimously carried.

REPORT FROM PAST PRESIDENTS COMMITTEE

Jean Bailey reported that they were continuing on the State Certification program. She has ask Jake Wicker with the Institute of Government, to assist her with preparing an exam for this program. He has stated he would be glad to assist her after the first of the year.

PROGRAM AND EDUCATION

Peggy Boone reported the four regional meeting were very successful with 130 in attendance. She stated her committee would be making the final plans for the annual conference after the meeting today.

BURLINGTON CONFERENCE REPORT

Terrie Pope reported the Annual Conference will be held August 15-17, 1991, at Burlington.

President Sharkey stated she had invited Jake Wicker to attend the conference so the Association could present him with the \$500 check for the Jake Wicker scholarship fund and present him with an Honorary Life Membership to the Clerk's Association.

Motion was made by Geraldine Alphin, seconded by Jackie Paylor to pay Mr. Wicker's expenses for the conference. Motion was unanimously carried.

SPECIAL SERVICES COMMITTEE

Terrie Pope discussed her report that had been earlier presented. She further discussed her recommendations on the different options the Association may consider. These recommendations are outlined in her report.

After a discussion on the recommendations, President Sharkey suggested that the Board of Directors receive the report as information, and the committee including the Past Presidents meet and discuss the report and defer action on the report for one year.

Jean Bailey stated she thought the Board would need to engage with the League for affiliate services next year, but continue to

look at the different possibilities the Association has and analyze the situation. There are a lot of unanswered questions at this time.

Motion was made by Mary Quidley, seconded by Jackie Paylor to receive the report from the Special Services Committee with the condition that it be sent to all Board of Directors who are not present and for the Special Services Committee to review the report and give a recommendation at the January business meeting. Motion was unanimously carried.

Gail Smith stated that preparing a budget for the association would help us. Once we have a budget we will know how it works, how much money we have, what we spend it for and can evaluate the situation better and know what to do with the League contract.

RECOMMENDED BUDGET

Corinne Geer presented the proposed budget for fiscal year 1991/92. After a discussion on the proposed budget, motion was made by Judy Mackie, seconded by Vickie Weant not to adopt the budget now, but ask Corinne to present a revised budget at the August Conference. Motion was unanimously carried. Corinne stated she would publish the revised proposed budget in the Minute by Minute prior to the August meeting.

LEAGUE SERVICE AGREEMENT

President Sharkey informed the Board that the Service Agreement with the League was due July 1, 1991. Motion was made by Jackie Paylor, seconded by Geraldine Alphin to authorize the President to sign the Service Agreement Contract with the NC League. Motion was unanimously carried.

MEMBERSHIP REPORT

Mary Quidley reported that the membership directory is ready for print and soon will be distributed.

ADOPTION OF RESOLUTION

President Sharkey drew up a resolution on behalf of the Association for Lois Worthington upon her retirement as City Clerk for the City of Greenville. She ask that the Resolution be entered into the minutes.

(Resolution is attached and incorporated as part of the minutes)

HONORARY MEMBERSHIP

Motion was made by Vickie Wrent, seconded by Judy Mackie to award Jake Wicker and Loia Worthington honorary life membership into the association. Motion was unanimously carried.

CHANGE DEPOSITORY

Motion was made by Corinne Geer, seconded by Mary Quidley to change the Association's depository to the Credit Union. Motion was unanimously carried.

MEMBERSHIP DUES

President Sharkey stated she had been asked if there was a cut-off where the membership dues are reduced. Dues for the year are \$40.00. After a discussion, it was the decision of the Board for the membership dues to remain at \$40.00 no matter when anyone joined. The Board discussed that it was hard to know who were new members because the membership was in the town/city name. It was suggested that the membership committee for next year look into this matter.

REIMBURSEMENT TO JEAN BAILEY

Jean Bailey traveled with Marie Matthews to Kentucky to plea for Winston Salem's bid for the IIMC Conference. Jean has ask if the Board would pay her airfare. Her airfare was \$251.00. Motion was made by Corinne Geer, seconded by Judy Mackie and unanimously carried to pay \$251.00 to Jean Bailey for her travel expense.

IIMC DIRECTOR

President Sharkey stated that North Carolina is suppose to be next on the list for appointment to the Board of Directors for IIMC for Region III. She informed the Board she had received letters from two North Carolina Clerks who are interested in running for IIMC Director. They are Betty Fortner and Mary Lou Rand.

The Association can only endorse one candidate. The Board ask Jean Bailey to discuss what would be the best way to handle this since both candidates are qualified. She suggested that since both candidates were qualified, that an election be held at the Annual Conference in Burlington. She also suggested that this information be placed in the Minute by Minute so members would be aware of the opportunity open and that the membership be involved in the selecting the nominee.

At the conference, a time will be given to all interested candidates to make a brief statement of their qualifications.

After a discussion, motion was made by Terrie Pope for the Board of Directors to make a decision in August on who they would like to endorse and not hold an election. The motion died for lack of second.

Motion was made by Mary Quidley, seconded by Jane Ogletree authorizing Jean Bailey to conduct an election at the August Conference for the purpose of electing a Director for Region III of IIMC. Terrie Pope opposed the motion. The motion was carried by the remaining Board of Directors.

There being no further business the meeting was adjourned at 1:20 p. m.

Connie Spell

Recording Secretary

RECOMMENDATIONS:

- 1) Appoint a Treasurer - The League would send out the membership renewal forms, collect the money and turn it over to the Treasurer.
- 2) Pay an appointed Treasurer - A supplement could be paid to the Treasurer for work performed by them.
- 3) Appoint a Treasurer Committee: (2 or 3 members to share responsibilities)
(Dual signatures on checks)
- 4) Private Conference Management: They plan the conference for you, decide your topics, recruit your speakers, and charge a percentage of the conference for handling registration fees. Registration fees would be approximately \$100.00 - \$150.00 per person. This charge exceeds the cost that the League would charge to do the same thing.
- 5) Go with the League - Let the League handle everything. (Rate sheet is attached.)
- 6) League and Treasurer -
 - 1) Let the League collect the membership dues and turn the money over to a Treasurer. This service would cost the Clerks \$3.00 per person in 1991, \$5.00 in 1992. The financial management being provided by a Treasurer will save the Clerks \$7.00 per person in 1991, and \$10.00 in 1992. (\$2,415 in 1991) (\$3,450 in 1992) (Based on 345 members)
 - 2) Let the League handle the conference management at \$8.00 per person in 1991, \$15.00 in 1992, by incorporating the fee for this service into the conference registration. Any additional monies that is left over from the conference will be turned over to the Treasurer. The Treasurer position would not have to collect any money for the membership dues or the conference. The League will collect the money and send the Treasurer a deposit slip for the amount of money collected, who it is from, and for what purpose. The Treasurer will only have to keep a running balance of funds and write checks as needed.

What the League is offering:

\$200.00 per organization for Affiliation Fee and Mailings

Plus:

\$3.00 (1991) Per Member

\$5.00 (1992) Per Member

Services Provided:

Membership Fee Collection

(League Collects - Turns money over to Clerk Treasurer)

\$10.00 (1991) Per Member

= \$3.00 Membership Management & \$7.00 Financial Management

\$15.00 (1992) Per Member

= \$5.00 Membership Management & \$10.00 Financial Management

Services Offered:

Membership Fee Collection

Financial Management

(League Collects - League Manages)

\$18.00 (1991) Per Conference Participant

= \$3.00 Membership Management & \$7.00 Financial Management

= \$8.00 Conference Management - Participants Only

\$30.00 (1992) Per Conference Participant

= \$5.00 Membership Management & \$10.00 Financial Management

= \$15.00 Conference Management - Participants Only

Services Offered:

Membership Fee Collection

Financial Management

Conference Management

(League Collects - League Manages)

ATTACHMENT #5

DESCRIPTION OF AFFILIATE SERVICES AND RECOMMENDED FEES

BASIC AFFILIATION

Description of Services

Every organization that becomes an affiliate member of the League will be eligible for the following services and privileges:

- (1) Use of the Albert Coates Local Government Center for meetings and for a permanent mailing address for the organization.
- (2) Membership on League policy committees as provided by the League's Bylaws.
- (3) Eligibility for affiliate organization positions on the League's Board of Directors as provided by the League's Constitution.
- (4) Designation of a League staff member as staff coordinator to coordinate communications with and delivery of services to the organization.
- (5) Participation in the League's Annual Convention.
- (6) Listing of organization events and activities in League calendars of events in publications as space and publications deadlines permit.
- (7) Storage of organization minute books at League offices.

Responsibilities of Staff Coordinator

The staff coordinator assigned to each affiliate organization shall carry out the following responsibilities:

- (1) Coordinate all League services provided to the affiliate organization.
- (2) Attend all affiliate organization board meetings if feasible and at least one per year.
- (3) Attend affiliate organization annual conference if requested.
- (4) Attorneys and Managers only: Record and transcribe minutes of board meetings. (This service has traditionally been provided for Attorneys and Managers and will be handled as a special project in the future.)

Responsibilities of Administrative Staff

The Director of Administration shall coordinate delivery of administrative services to all affiliate organizations, working closely with the staff coordinators assigned to each affiliate. Questions or problems concerning policies, procedures and delivery of services shall be directed to the Director of Administration.

Fee for Basic Affiliation

The fee for basic affiliation of qualifying organizations is \$100.00 per year.

PRINTING AND MAILING SERVICES

Description of Services

Affiliate organizations may contract with the League for printing and mailing services for up to four (4) general membership mailings per year, excluding mailings provided with membership, conference and financial management services. Mailings shall consist of not more than four sheets mailed in a standard #10 envelope.

Affiliate organizations are asked to provide camera-ready copy if possible, or typed final copy with detailed instructions on the material to be produced and mailed. All mailings for affiliate organizations shall be scheduled through the affiliate's designated staff coordinator with as much advance notice as possible and not less than three weeks prior to the requested mailing date.

The League will reproduce the material provided by the affiliate organization by either photocopy or offset press process as League time and resources permit, using standard papers and ink normally stocked by the League. The League will collate, staple, fold and insert the material into envelopes, stamp and seal the envelopes and deliver to the post office.

Fees for Printing and Mailing Services

The fees for the printing and mailing services described herein are as follows:

\$100.00 user fee to cover equipment depreciation, maintenance and supplies plus per copy and per impression print charges to be set annually and the actual cost of postage.

Special Projects

Printing and mailing projects other than routine membership mailings shall be considered special projects. Affiliate organizations may submit a request for League assistance with special projects that may include printing and mailing. See the description of Special Project Assistance.

MEMBERSHIP MANAGEMENT/DUES COLLECTION SERVICES

Description of Services

Affiliate organizations may contract with the League for membership management/dues collection services. For affiliate organizations utilizing these services, the League will:

- (1) Maintain a computerized membership list for the affiliate organization linked to the League's municipal data base.
- (2) Allow access to the League's municipal data base as a source for potential members and membership solicitations.
- (3) Produce and mail affiliate organization dues statements annually, and mail second and third notices of outstanding dues.
- (4) Update membership records as dues payments are received and produce computer listing of members as requested by affiliate organization president or designee.
- (5) Deposit dues receipts in designated bank account or forward to designated organization officer.
- (6) Produce mailing labels for affiliate mailings as requested by affiliate president or designee.

Fees for Membership Management/Dues Collection Services

The fees for membership management/dues collection services described herein are as follows:

PLAN A: \$3.00 per member plus actual cost of postage

PLAN B: \$5.00 per member plus actual cost of postage

FINANCIAL MANAGEMENT SERVICES

Description of Services

Affiliate organizations may contract with the League for financial management services. For affiliate organizations utilizing these services, the League will:

- (1) Collect, disburse and account for all moneys of the affiliate organization, using a computerized double-entry bookkeeping system.

- (2) Provide quarterly financial statements to designated officers of the organization and to the membership as requested.
- (3) Invest surplus funds of the organization as directed by the treasurer or other designated board member.
- (4) Maintain support documents for all receipts, disbursements and financial transactions for a three-year period.
- (5) Coordinate an annual internal audit of the organization's financial records to be conducted by the treasurer or other designated board member of the organization within three months of fiscal year end.

Fees for Financial Management Services

The fees for the financial management services described herein are as follows:

PLAN A: \$ 7.00 per member

PLAN B: \$10.00 per member

CONFERENCE MANAGEMENT SERVICES

Affiliate organizations may contract with the League for conference management services for one annual affiliate conference. Conference management services are generally defined as those services required to implement the conference planned by the affiliate organization. The affiliate organization shall be primarily responsible for selecting the conference site, negotiating and executing a contract with the conference facility, planning the conference program and obtaining the conference program participants. The League staff coordinator will, on request, serve as a resource person to the individual or committee responsible for conference planning, attend conference planning meetings, and participate in the conference planning process. Once the conference is planned, the staff coordinator will then coordinate the following convention management services:

- (1) Produce and mail conference housing, registration and program information from camera-ready or typed final copy provided by the affiliate organization.
- (2) Provide advance registration of attendees, including collecting and depositing conference receipts, computerized reports on conference registration and advance ticket sales for meals and other conference functions, and revenue totals.
- (3) Prepare large-print badges for all attendees and provide badge ribbons for officers and special guests.

- (4) Print conference program on standard three-panel paper stocked by the League from final copy provided by the affiliate organization.
- (5) Prepare conference packages with badges, programs, meal tickets and other designated items for all attendees.
- (6) Assemble materials and supplies required for on-site registration at conference.
- (7) Provide registration coordination with assistance from affiliate organization members or on-site registration personnel obtained from host municipality or other source.
- (8) Provide post-conference final registration lists and revenue totals.

Fees for Conference Management Services

The fees for the conference management services described herein are as follows:

PLAN A: \$ 8.00 per attendee plus actual cost of postage

PLAN B: \$15.00 per attendee plus actual cost of postage

For conferences and meetings other than the annual conference, the League will provide limited registration service as follows: \$2.00 per attendee for large-type badges, registration list and program for maximum of two events per year. Any additional conference management services will be considered as special projects.

SPECIAL PROJECT ASSISTANCE

Any services requested by affiliate organizations that do not fall into the above-described service categories shall be considered special projects. Affiliate organizations may submit proposals to the League Executive Director for assistance and services in conjunction with special projects. Proposals should include a description of the relationship of the special project to goals of the organization, benefits of the project to members and/or local government in general, specific assistance and services requested from the League, costs estimates and method of financing the special project.

TO: Special Services Committee

DATE: June 7, 1991

RE: League Services

Beginning July 1, 1991, the League of Municipalities will begin charging each affiliation a fee for the services that are now being provided at a minimum charge. Our association needs to make a determination of what level of services we wish for the League to provide us with.

There are several recommendations that we should consider regarding the position of the League of Municipalities incorporating their new fees to the various affiliations. Attached to this memo are recommendations and explanations of services for each of you to look over. Hopefully, we can find a few minutes on Friday to discuss this.

Attached also is a list of services that the League is offering, what fee will be charged in 1991 and 1992 to provide these services, and a description of the services themselves.

If you have any questions please do not hesitate to call me at (919) 222-5026.


Terrie Pope