

MINUTES OF THE NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS ANNUAL MEETING HELD ON FRIDAY, AUGUST 16, 1991, AT THE HOWARD JOHNSON HOTEL, BURLINGTON, NORTH CAROLINA

President Pat Sharkey called the meeting to order at 10:45 a.m. and called for the first item of business.

APPROVAL OF MINUTES

The minutes of June 14, 1991 were approved as presented after a motion from Geraldine Alphin, seconded by Terri Pope. The motion was unanimously carried.

TREASURER'S REPORT

Andy Romenet had copies available for the membership of a Treasurer's Report ending July 31, 1991. The Treasurer's Report is attached hereto and made a part of these minutes by incorporation. It was pointed out that the cost for the Burlington Conference and Advanced Academy had not been paid at this time so the balance would be less than what is shown on the report. He stated a year-end report would be prepared and would be available soon.

CONTRIBUTION TO KELLY KINCAID MEMORIAL FUND

President Sharkey reported the association had submitted \$25.00 to Faith Lutheran Church for the Kelly Kincaid Memorial Fund. Kelly Kincaid was the husband of Francis Kincaid.

REPORTS FROM COMMITTEES - BUDGET/FINANCE

Corinne Geer stated to form a Finance Committee a Constitutional Amendment would need to be approved by the membership. The proposed Constitutional Amendment was published in the June/July Minute by Minute newsletter, therefore, President Sharkey ask that we waive reading the proposed amendment.

Corinne Geer moved for the adoption of the Constitutional Amendment establishing a Finance Committee. Bobbie Joyner seconded the motion and it carried unanimously.

Corinne Geer stated this would be the first year the association had a budget. The budget will provide guidance and give members a better understanding of their association.

Motion was made by Julius Woody, seconded by Glenda Sansosti and unanimously carried to adopt the proposed 1991-92 Budget.

MEMBERSHIP

Janie Revels reported that her committee had contacted people for membership. She thanked Mary Quidley for her outstanding work on the membership directory that has been sent to all members.

PROGRAM/EDUCATION

Peggy Boone reported that the program/education committee had a successful year with the January School, four Regional meetings, Annual Conference and two Advanced Academy sessions. She recognized and thanked her committee for the support she received during the year.

SCHOLARSHIPS

President Sharkey reported that the following people will be awarded a \$150 scholarship for the Certification School:

| | |
|--------------------|------------------|
| Janet Anderson | Arnetha Ford |
| Linda Bethune | Beth Hamrick |
| Lisa Blue | Mary Jackson |
| Debra Bryant | Phyllis McLure |
| Patti Sue Chandler | Phyllis Register |
| Kay Cox | Patricia Simmons |
| Melanie Curtis | Janice Thomas |
| Kim Worley | |

PAST PRESIDENT'S REPORT

Jean Bailey went over the different projects that the Past President's Committee worked on this year. They assisted Pat Sharkey with arrangements for the IIMC Region III meeting which was held in Charlotte. The WSOS (Mentoring Program) was activated this year. She reported the committee had also done further study on the State Accreditation Program. Mr. Jake Wicker from the Institute of Government has agreed to assist with the development of an examination for the accreditation program after his retirement from the Institute of Government.

A written copy of the Past Presidents Report is attached to the minutes.

NOMINATING COMMITTEE REPORT

Jean Bailey presented the following slate of officers and directors for 1991-92:

Corinne Geer, President
Peggy Boone, Vice-President
Glenda Sansosti, Recording Secretary
Andrew Romanet, Jr., Secretary/Treasurer

Board of Directors:

District 2, Subrina McMurtrey
District 4, Geraldine Alphin
District 6, Esther McNally
District 8, Vickie Weant
District 10, Judy Mackie
District 12, Carol Hensley

President Sharkey called for nominations from the floor for the above listed positions. There were no nominations.

Connie Hardee moved that nominations be closed and accept the slate of officers and directors as presented. The motion was seconded by Bambi and was unanimously carried.

REGION III DIRECTOR NOMINEE

Jean Bailey reported that 73 people voted in the election for Region III Director representative. Mary Lou Rand received 38 votes and Betty Fortner received 35 votes. Mary Lou Rand will be North Carolina's candidate for IIMC Region III Director.

MENTOR PROGRAM REPORT

Mary Lou Rand, Chairman of the WSOS Committee, reported this was the first year of our Mentor Program (WSOS). Interest forms for both volunteers and those wanting a mentor were received from a total of 41 clerks. Fifteen clerks were paired for a period of one year. After the one year period, a survey will be sent out by the WSOS Committee to get comments/suggestions for ways to make the program more meaningful.

BIDS ON IIMC CONFERENCE/1997

Marie Matthews reported that the City of Winston-Salem was interested in making another bid for the IIMC International Conference to be held in 1997.

After discussion, Motion was made by Terri Pope, seconded by Jackie Paylor for the North Carolina Association of Municipal Clerks to support Winston-Salem's bid for the 1997 IIMC International Conference. The motion was unanimously carried.

REPRESENTATIVE TO SERVE ON NC LEAGUE BOARD OF DIRECTORS

Betty Fortner stated her term will be up in December as the representative to serve on NC League Board of Directors. President Sharkey ask if anyone present was interested in serving on the NC League Board. The following people stated they would be interested:

Julius Woody, Terri Pope, Marie Matthews, Jane Ogeltree, Mary Lou Rand.

President Sharkey ask that notification be placed in the next Minute by Minute for other members who may be interested in this position and if they are interested, they should contact President elect-Corinne Geer.

IIMC 1993 CONFERENCE

Jean Bailey stated the 1993 IIMC Conference will be held in Orlando, Florida and she had received a call from Linda Davidson asking if the North Carolina association would give them support for the conference. Jean ask the association to think about ways we could raise money to give to Florida. She stated that Linda would like for all states in Region III to support them for this conference.

IIMC MEMBERSHIP

Peggy Boone encouraged everyone to join IIMC if they are not a member. She reported that North Carolina has 249 members, 67 CMC Clerks and 21 AAE Clerks.

OTHER BUSINESS

Jean Bailey reported that Neil Noelker, Chief Executive Officer and Shire Secretary of the Shire of Swan Hill, Victoria, Australia will be visiting the United States on a study tour in September. He has requested an opportunity to meet some of North Carolina's clerks. He read about us in the article "Hub of the Wheel" published in Popular Government last year.

She stated she would have a pig pickin' at her home if the association would underwrite the expense.

Motion was made by Julius Woody, seconded by Mary Lou Rand for the association to support a pig pickin' on September 8, 1991, at Jean Bailey's home in Rocky Mount, for the visitor from Australia, in the amount not to exceed \$300.00. The motion was unanimously carried.

There being no further business, the meeting was adjourned at 11:40 a.m.

Connie Spell

Connie Spell, CMC/AAE
Recording Secretary

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
PAST PRESIDENT'S COMMITTEE REPORT
AUGUST 16, 1991**

The Past President's Committee spent the year of 1990-91 following up on and refining two projects which were begun in 1989-90 and assisting President Pat Sharkey with arrangements for the IIMC Region III meeting which was held in Charlotte in January. Each activity is briefly outlined below.

IIMC REGION III MEETING. On January 10, 11 and 12, 1991, NCAMC hosted the IIMC Region III meeting in Charlotte at the Hyatt Charlotte at South Park. The Past Presidents Committee served as the planning committee. IIMC President, Margery Price and representatives of all five states of Region III, Georgia, Florida, Alabama, South Carolina and North Carolina attended.

WSOS (MENTORING PROGRAM). WSOS, the mentoring program for new clerks which was designed and launched by the Past President's Committee in 1989-90, was activated this year with Mary Lou Rand as Chairman of the Committee. Other members are Vickie Johnson, New Bern, Elmar Holmes, Louisburg, Ann Bradsher, Reidsville and Lynn Martin, Lenoir.

There are currently 32 mentors and 19 matches. The Chairman reports that responses received from the participants who have been paired have been very positive.

ACCREDITATION. This has been a year of pondering where to go next with the state accreditation program. During 1989-90, the criteria was developed. Although this was a thought-provoking process, the committee soon realized that the real work, development of an examination, was still ahead. Another challenge before the Committee was convincing the Institute of Government that this program would not be a duplication of or compete with programs already in place such as the IIMC Certification program.

The retirement of Jake Wicker from the Institute of Government has presented an option that was not available before. Early this year, Mr. Wicker was approached about the possibility of working with the Committee on the exam phase of the project. He graciously consented to assist us after he has fulfilled some prior commitments he has made to IOG. He anticipates being available in early 1992. His consent, however, carried a proviso that the Committee must settle the issue of duplication of programs with the IOG.

In that regard, members of the Committee met with Fleming Bell of the IOG on June 14, 1991 and after a lengthy and energy filled discussion, received his approval.

Plans now are to meet with Jake Wicker in late 1991 or early 1992 to begin the exam creation process. This will not be a hurried process for the Committee feels this to be the pivotal step in the successful development of the project.

NEXT YEAR'S GOALS. The Committee has set the following preliminary goals for next year:

- 1) Complete exam phase of accreditation program
- 2) Bring the history of NCAMC up to date.

The Committee also looks forward to specific assignments from the president.

Jean M. Bailey, CMC/AE
Chairman
August 16, 1991

REPORT ON MENTOR PROGRAM - 1990-91
WSOS

The first year of our Mentor Program (WSOS) got underway in October of 1990. Interest forms for both volunteers (Mentors) and those wanting a mentor were received from a total of 41 clerks. That was a wonderful turn-out.

Assignments were made based, as near as possible, on size of city/town and duties performed in the clerk's office. I tried to keep the matches close in proximity so office visits would be possible. Fifteen clerks were paired for a period of one year. The responses I have received have been positive thus far. These clerks have three more months of their one year assignment after which I will ask for a written summary of the year's activities and comments/suggestions for ways to make the program more meaningful.

Mary Lou Rand, CMC/AAE
Chairman, WSOS Committee

08/16/91 PERIOD 1

N. C. MUNICIPAL CLERKS ASSOC.
MONTHLY ACTIVITY REPORT
JULY 1991
TRIAL

PAGE 1

| ACCOUNT NO | DATE | DESCRIPTION | ENTRY | POSTED? | SOURCE | REFERENCE | DEBIT | CREDIT |
|------------|----------|-------------------------------|-------|---------|--------|-----------|-----------|----------|
| 110 | | WACHOVIA CHECKING ACCOUNT | | | | | | |
| | | BEGINNING BALANCE | | | | | 551.42 | |
| | 08/16/91 | C645 BOARD MEETING | 2 | | M | 434 | | 286.18 |
| | 08/16/91 | C646 IPMC BD MEETING | 4 | | M | 434 | | 251.00 |
| | 08/16/91 | C647 MEMORY KELLY KINCAI | 6 | | M | 435 | | 25.00 |
| | 08/16/91 | TRANSFER FROM CASH INV. | 23 | | M | 120 | 2,000.00 | |
| | | ENDING BALANCE | | | | | 1,989.24 | |
| 120 | | WACHOVIA MONEY MARKET ACCOUNT | | | | | | |
| | | BEGINNING BALANCE | | | | | 16,585.42 | |
| | 08/16/91 | INVESTMENT INCOME | 7 | | M | 330 | 87.47 | |
| | 08/16/91 | COOKBOOK SALES | 9 | | M | 342 | 487.00 | |
| | 08/16/91 | PINS SALES | 11 | | M | 343 | 24.00 | |
| | 08/16/91 | ANNUAL CONFERENCE | 13 | | M | 321 | 3,980.00 | |
| | 08/16/91 | MEMBERSHIP DUES | 15 | | M | 310 | 9,680.00 | |
| | 08/16/91 | ANNUAL CONFERENCE | 17 | | M | 321 | 5.00 | |
| | 08/16/91 | INVENSTHEN INCOME | 19 | | M | 330 | 2,000.00 | |
| | 08/16/91 | INVESTMENT INCOME | 21 | | M | 330 | 2,000.00 | |
| | 08/16/91 | TRANSFER FROM CASH INV. | 24 | | M | 110 | | 2,000.00 |
| | 08/16/91 | CORRECTING INT 21 | 26 | | M | 330 | | 4,000.00 |
| | | ENDING BALANCE | | | | | 28,848.89 | |
| 310 | | MEMBERSHIP DUES | | | | | | |
| | | BEGINNING BALANCE | | | | | | .00 |
| | 08/16/91 | MEMBERSHIP DUES | 16 | | M | 120 | | 9,680.00 |
| | | ENDING BALANCE | | | | | | 9,680.00 |
| 321 | | ANNUAL CONFERENCE | | | | | | |
| | | BEGINNING BALANCE | | | | | | .00 |
| | 08/16/91 | ANNUAL CONFERENCE | 14 | | M | 120 | | 3,980.00 |
| | 08/16/91 | ANNUAL CONFERENCE | 18 | | M | 120 | | 5.00 |
| | | ENDING BALANCE | | | | | | 3,985.00 |
| 330 | | INVESTMENT INCOME | | | | | | |
| | | BEGINNING BALANCE | | | | | | .00 |
| | 08/16/91 | INVESTMENT INCOME | 8 | | M | 120 | | 87.47 |
| | 08/16/91 | INVENSTHEN INCOME | 20 | | M | 120 | | 2,000.00 |
| | 08/16/91 | INVESTMENT INCOME | 22 | | M | 120 | | 2,000.00 |

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To: *Andy Rosencat* From: *Dancy High*

Co. Co.

Phone # 110 733 9519

08/16/91 PERIOD 1

N. C. MUNICIPAL CLERKS ASSOC.
MONTHLY ACTIVITY REPORT
JULY 1991
TRIAL

PAGE 2

| ACCOUNT NO | DATE | DESCRIPTION | ENTRY | POSTED? | SOURCE | REFERENCE | DEBIT | CREDIT |
|------------|----------|---|-------|---------|--------|-----------|------------------|------------------|
| | 08/16/91 | CORRECTING INT 21 ENDING BALANCE | 25 | | M | 120 | 4,000.00 | 87.47 |
| 342 | | NCAMC COOKBOOK SALES | | | | | | .00 |
| | 08/16/91 | BEGINNING BALANCE COOKBOOK SALES ENDING BALANCE | 10 | | M | 120 | | 487.00 487.00 |
| 343 | | NCAMC PIN SALES | | | | | | .00 |
| | 08/16/91 | BEGINNING BALANCE PINS SALES ENDING BALANCE | 12 | | M | 120 | | 24.00 24.00 |
| 434 | | BOARDS & COMMITTEE MEETINGS | | | | | | .00 |
| | 08/16/91 | BEGINNING BALANCE C645 BOARD MEETING | 1 | | M | 110 | 286.18 | |
| | 08/16/91 | C646 IIMC BD MEETING ENDING BALANCE | 3 | | M | 110 | 251.00 537.18 | |
| 435 | | GIFTS & AWARDS | | | | | | .00 |
| | 08/16/91 | BEGINNING BALANCE C647 MEMORY KELLY KINCAI ENDING BALANCE | 5 | | M | 110 | 25.00 25.00 | |
| | | TOTAL DEBITS AND CREDITS | | | | | 24825.65 | 24825.65 |