

A G E N D A

September 20, 1991

COMMITTEE MEETINGS 10:00 AM
BOARD MEETING - CALL TO ORDER 12:00 NOON
INVOCATION
LUNCH
MINUTES - AUGUST 16, 1991 - GLENDA W. SANSOSTI, SECRETARY
FINANCIAL REPORT - ANDREW ROMANET, NCLM

MONEY FOR FLORIDA

ELECTION OF EXECUTIVE COMMITTEE -- TWO BOARD MEMBERS
SELECTION OF NCLM REPRESENTATIVE - FOUR RESUMES ATTACHED
CONFERENCE SITE SELECTION COMMITTEE - DISCUSS THREE YEAR PLANNING
PROGRAM COMMITTEE REPORT
PUBLICITY COMMITTEE REPORT
MEMBERSHIP COMMITTEE REPORT
PAST PRESIDENTS COMMITTEE REPORT
WSOS COMMITTEE REPORT
CERTIFICATION COMMITTEE REPORT
UNFINISHED BUSINESS - CAMPAIGN: IIMC REGIONAL DIRECTOR RAND
CAMPAIGN: IIMC CONFERENCE- 1997 - MARIE MATTHEWS
NEW BUSINESS - CONSIDERATION SECOND VICE PRESIDENT
HANDBOOK REVIEW

PLEASE BRING THIS AGENDA AND YOUR HANDBOOK TO THE MEETING

MINUTES
NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS
SEPTEMBER 20, 1991

The NCAMC Board of Directors met on Friday, September 20, 1991 at 12:00 Noon in the Albert Coates Building in Raleigh, with President Corinne Geer presiding. Those in attendance were:

Officers

President Corinne Geer
Vice President Peggy D. Boone
Treasurer Andy Romanet
Recording Secretary Glenda W. Sansosti

Directors

Sabrina M. McMurty - District 2
Pat Brunell - District 3
Geraldine L. Alphin - District 4
Deborah Pearce - District 5
Esther McNally - District 6
Eleanor Ogletree - District 7
Vickie Weant - District 8
Judy Mackie - District 10
Frances Hildebran - District 11

Past Presidents

Pat Sharkey
Jean Bailey
Mary Lou Rand
Betty Fortner

Others Present

Julius Woody - Membership Chairman
Marie Matthews
Connie Spell
Nonnie Maness - Budget & Finance Chairman
Elmar Holmes - Program/Education Chairman

Absent

Mary Quidley - District 1
Martha Huffman - District 9
Carol Hensley - District 12

MINUTES - NCAMC BOARD MEETING
SEPTEMBER 20, 1991
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President Geer called to the meeting to order at 12:30 PM. Julius Woody offered the Invocation.

OATH OF OFFICE

Past President Pat Sharkey administered the oath of office to Esther McNally and Subrina McCurty.

APPROVAL OF MINUTES

Upon motion of Gerladine Alphin, seconded by Jane Ogletree and unanimously passed, Minutes of the Annual Meeting on August 16, 1991 were approved with the following amendment: Page 3, add Bambi (Markham) last name.

FINANCIAL REPORT

Andrew Romanet, Treasurer, distributed copies of the Treasurer's report ending August 31, 1991 and the Annual Conference held in Burlington. The breakdown on the conference is as follows: Revenues- \$9, 156.77 Expenses - \$6,519.58 with a conference net of \$2,637.19. As of August 31, 1991 the ending balance is \$27,274.57 invested as follows:

Wachovia Checking - \$ 507.66
Money Market Acct.- \$ 26,766.91

Andy also reviewed the cost for League services and gave comparisons for other affiliate organizations.

BUDGET AND FINANCE COMMITTEE REPORT

Nonnie Maness, Chairman, reported on their meeting and stated the committee would be monitoring the services/cost provided by the League. This committee will use this years experience as a guide to begin fiscal year budget in July, 1992. The Budget and Finance Committee (along with Vickie Weant) will study and develop a policy for travel, memorials and other remembrances.

The Budget and Finance Committee will study and make recommendations regarding Scholarships awarded by the Association.

Non-Profit income tax will be filed when figures are provided.

ELECTION OF EXECUTIVE BOARD (2 MEMBERS)

The Executive Committee consists of the President, Vice President, Recording Secretary and two Board Members. The following board members were nominated: Geraldine Alphin nominated by Subrina McMurty and Jane Ogletree nominated by Pat Sharkey. Upon motion of Vickie Weant, seconded by Subrina McMurty and unanimously passed, nominations were closed. Upon motion of Vickie Weant, seconded by Subrina McMurty and unanimously passed, Geraldine Alphin and Jane Ogletree were elected as members to the Executive Board.

SELECTION OF REPRESENTATIVE TO NCLM BOARD

Four candidates were considered for the NCLM Board, to wit: Julius Woody, Jane Ogletree, Terrie Pope and Mary Lou Rand. Ballots were distributed to the Officers and Board Members for voting. Mary Lou Rand was elected to represent the Clerk's on the NCLM Board. Jane Ogletree will serve as alternate member.

CONFERENCE SITE SELECTION

Subrina McMurty reported in the absence of Mary Quidley. The Site Selection Committee will meet again in New Bern on November 8, 1991. The Committee will solicit invitations from towns as possible sites.

EDUCATION/PROGRAM COMMITTEE REPORT

Elmar Holmes, Chairman, reported the January school date may be changed (possibly January 22, 23 and 24, 1992). The school will not be held at the Institute this year. Different sites are being looked into. The Committee will meet October 1 in Chapel Hill to finalize the program.

An Advanced Academy will also be held during the January School. Elmar stated the Committee hopes to have Laura McLamb conduct the Academy.

Regional meeting dates will be scheduled and confirmed with the League.

MEMBERSHIP COMMITTEE REPORT

Chairman Julius Woody stated the membership committee was considering a pictorial directory. Julius also reported they were discussing the possibility of utilizing a looseleaf notebook directory and updating this rather than reprinting the entire directory each year.

PUBLICITY COMMITTEE REPORT

President Geer reported in the absence of Mary Quidley. Mary continues to edit the "Minute by Minute" and encourages members to submit articles. Each Director has also been asked to contribute an article. Judy Mackie is coordinating news releases for officers. Geraldine Alphin is looking into developing a birthday/events calendar.

PAST PRESIDENTS COMMITTEE REPORT

Jean Bailey reported on activities of this committee and stated their agenda was pretty well set for the coming year. The Past Presidents Committee will continue work on the State Certification with the assistance of Jake Wicker. An update of the Association's History is being undertaken by the Committee. The Committee will also study the Constitution and give a report in January with an overview of the areas which need amending. Also referred to this committee is consideration of a second vice president.

Jean reported approximately 20 clerks attended the welcome reception for Neil Noelker. Appreciation was extended to Jean for holding this reception at her residence.

Mary Lou Rand reported briefly on the WSOS Program.

CAMPAIGN: IIMC REGIONAL DIRECTOR

Mary Lou Rand, North Carolina's candidate for IIMC Regional Director reported the filing deadline for declaring candidacy with IIMC is the end of January. Jean Bailey will write to Florida and let them know it is North Carolina's turn to run on the rotation. If Mary Lou has any opposition, campaign plans will then be implemented.

CAMPAIGN: IIMC CONFERENCE — 1997

Marie Matthews, President Geer, Jean Bailey and Tom Posner will present Winston-Salems bid for the 1997 IIMC Conference. The presentation theme for the luncheon is "We're not Clowning Around". Beautiful clown centerpieces have been made by some of our Clerks. Board members were encouraged to write letters to the IIMC Board of Directors soliciting their support for North Carolina.

ASSOCIATION MEETING

A meeting of the Association will be held at the NCLM Conference on Sunday afternoon at 4:40 P.M.

CONSIDERATION OF SECOND VICE PRESIDENT

Referred to Past President's Committee.

NCLM POLICY COMMITTEE

Andy Romanet explained the League Bylaws provisions for representation of affiliate organizations on the League's four standing policy committees. Each affiliate organization is entitled to one seat on the policy committee of its choice, but not more than four affiliate representatives may serve on a committee. The League suggests that each organization submit two or three nominees, with order of preference specified, and also with the preferred League committee specified. The Board recommended the Committees of preference as : 1) FAIR, 2) EENR and 3) TCPS. Elected by ballot were the following representatives: 1) Jane Ogletree, 2) Julius Woody and 3) Connie Spell.

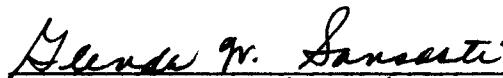
OTHER BUSINESS

Thank you letters were read from Lois Worthington, Frances Kincaid and Pat Simmons.

Appreciation was extended to Terrie Pope for her hard work on the Annual Conference in Burlington.

ADJOURN

With no further business, President Geer adjourned the meeting at 2:35 P.M.



Glenda W. Sansosti, CMC/AE
Recording Secretary

Minutes Approved:

North Carolina Association of Municipal Clerks
1991 Annual Conference, Burlington, NC

REVENUE

87 Clerks registered @ \$55	\$4,730.00
19 Spouses registered @ \$20	380.00
76 Saturday Banquet @ \$20	1,520.00
78 Outdoor Drama @ \$5	390.00
30 Advanced Academy @ \$50	1,500.00
1 Refund	-80.00
Silent Auction	716.77
 Total	 \$9,156.77

EXPENSES

Outdoor Drama	406.00
D. J. For Conference	100.00
Hospitality Room - Reception	160.40
Expenses: Bell & Romanet	121.52
Advanced Academy Lunch	325.56
Saturday Banquet	1,121.68
Hward Johnsons	
Comp. Breakfast, Buffet Breakfast, Lunch, Coffee & Drinks for breaks & lodging	2,261.90
Laura H. McLamb (Advanced Academy)	1,000.00
Plaques for Worthington-Wicker-Sharkey	174.52
Conference Management	848.00
 Total Expenses	 \$6,519.58
 Conference Net	 \$2,637.19

MONTHLY ACTIVITY REPORT
AUGUST 31, 1991

ACCOUNT NO	DATE	DESCRIPTION	ENTRY	POSTED?	SOURCE	REFERENCE	DEBIT	CREDIT
110		WACHOVIA CHECKING ACCOUNT						
		BEGINNING BALANCE					1,989.24	
	08/16/91	C645 BOARD MEETING	2	YES	M	434		286.18
	08/16/91	C646 IIMC BOARD OF DIR	4	YES	M	434		251.00
	08/16/91	C647 MEMORY KELLY KINCAI	6	YES	M	435		25.00
	08/16/91	TRANSFER FROM CASH INV.	9	YES	M	120	2,000.00	
	08/16/91	C645 BD.MEET	19	YES	M	434	286.18	
	08/16/91	CK646 IIMC	21	YES	M	434	251.00	
	08/16/91	C647	23	YES	M	435	25.00	
	08/16/91	TRANSFER FROM SAV.	28	YES	M	120		2,000.00
	09/17/91	C648 MISC. J.WICKER	38	YES	M	439		500.00
	09/17/91	C649 MCLAMB AA91	40	YES	M	423		750.00
	09/17/91	C650 MORT'S WORTHINGTON	42	YES	M	435		119.46
	09/17/91	C651 FINANCIAL MGMT.	43	YES	M	411	3,510.00	
	09/17/91	C651 PRINTING	46	YES	M	431		100.00
	09/17/91	C651 MAILING	48	YES	M	432		100.00
	09/17/91	C652 SWORD OF PEICE	50	YES	M	421		406.00
	09/17/91	C653 DJ ANNUAL CONF.	52	YES	M	421		100.00
	09/17/91	C654 HOWARD JOHNSON'S 91	54	YES	M	421		3,709.14
	09/17/91	C655 ROMANET EXP CONF.	56	YES	M	421		34.32
	09/17/91	C656 THUR 673 SCHOLAR AW	58	YES	M	424		2,250.00
	09/17/91	C674 LADY LAUR -SHARKEY	60	YES	M	421		55.06
	09/17/91	C675 HOSPITALITY ROOM 91	62	YES	M	435		160.40
	09/17/91	C676 F.BELL CONF.	64	YES	M	421		87.21
	09/17/91	TRANS TO CHECKING	71	YES	M	120	1,400.00	
	09/17/91	TRANS TO CHECKING	73	YES	M	120	9,000.00	
	09/17/91	REVERSE TRANACT	86		M	411		3,510.00
	09/17/91	C651	88		M	411		3,510.00
		ENDING BALANCE					507.65	

120		WACHOVIA MONEY MARKET ACCOUNT						
		BEGINNING BALANCE					28,848.89	
	08/16/91	INVESTMENT INCOME	7	YES	M	330	87.47	
	08/16/91	TRANSFER FROM CASH INV.	10	YES	M	110		2,000.00
	08/16/91	COOKBOOKS	11	YES	M	342	487.00	
	08/16/91	PINS SALES	13	YES	M	343	24.00	
	08/16/91	ANNUAL CONF.	15	YES	M	321	3,985.00	
	08/16/91	MEMBERSHIP DUES	17	YES	M	310	9,680.00	
	08/16/91	INVESTMENT INCOME	26	YES	M	330		87.47
	08/16/91	TRANSFER FROM SAV.	27	YES	M	110	2,000.00	
	08/16/91	COOKBOOK SALES	30	YES	M	342		487.00

MONTHLY ACTIVITY REPORT
AUGUST 31, 1991

ACCOUNT NO	DATE	DESCRIPTION	ENTRY	POSTED?	SOURCE	REFERENCE	DEBIT	CREDIT
	08/16/91	PINS SALES	32	YES	M	343		24.00
	08/16/91	ANNUAL CONF.	34	YES	M	321		3,985.00
	08/16/91	MEMBERSHIP DUES	36	YES	M	310		9,680.00
	09/17/91	INVESTMENT INCOME	65	YES	M	330	119.25	
	09/17/91	MEMBERSHIP DUES	67	YES	M	310	2,480.00	
	09/17/91	ANNUAL CONF	69	YES	M	321	4,861.00	
	09/17/91	TRANS TO CHECKING	72	YES	M	110		1,400.00
	09/17/91	TRANS TO CHECKING	74	YES	M	110		9,000.00
	09/17/91	PINS PIN SALES	75	YES	M	343	13.00	
	09/17/91	T-SHIRTS SALES	77	YES	M	344	120.00	
	09/17/91	COOKBOOK SALES	79	YES	M	342	8.00	
	09/17/91	ANNUAL CONFERENCE	81	YES	M	321	280.00	
	09/17/91	SILENT AUCTION	83	YES	M	324	716.77	
	09/18/91	REV.ENT.81 ANNUAL CONF.	90		M	321		280.00
		ENDING BALANCE					26,766.91	
310		MEMBERSHIP DUES						
		BEGINNING BALANCE						9,680.00
	08/16/91	MEMBERSHIP DUES	18	YES	M	120		9,680.00
	08/16/91	MEMBERSHIP DUES	35	YES	M	120	9,680.00	
	09/17/91	MEMBERSHIP DUES	53	YES	M	120		2,480.00
		ENDING BALANCE						12,160.00
321		ANNUAL CONFERENCE						
		BEGINNING BALANCE						3,985.00
	08/16/91	ANNUAL CONF.	16	YES	M	120		3,985.00
	08/16/91	ANNUAL CONF.	33	YES	M	120	3,985.00	
	09/17/91	ANNUAL CONF	70	YES	M	120		4,861.00
	09/17/91	ANNUAL CONFERENCE	82	YES	M	120		280.00
	09/18/91	REV.ENT.81 ANNUAL CONF.	89		M	120	280.00	
		ENDING BALANCE						8,846.00
324		SCHOLARSHIP DONATIONS						
		BEGINNING BALANCE						.00
	09/17/91	SILENT AUCTION	84	YES	M	120		716.77
		ENDING BALANCE						716.77
330		INVESTMENT INCOME						

ACCOUNT NO	DATE	DESCRIPTION	ENTRY	POSTED?	SOURCE	REFERENCE	DEBIT	CREDIT
		BEGINNING BALANCE						87.47
	08/16/91	INVESTMENT INCOME	8	YES	M	120		87.47
	08/16/91	INVESTMENT INCOME	25	YES	M	120	87.47	
	09/17/91	INVESTMENT INCOME	66	YES	M	120		119.25
		ENDING BALANCE						206.72
342		NCAMC COOKBOOK SALES						
		BEGINNING BALANCE						487.00
	08/16/91	COOKBOOKS	12	YES	M	120		487.00
	08/16/91	COOKBOOK SALES	29	YES	M	120	487.00	
	09/17/91	COOKBOOK SALES	80	YES	M	120		8.00
		ENDING BALANCE						495.00
343		NCAMC PIN SALES						
		BEGINNING BALANCE						24.00
	08/16/91	PINS SALES	14	YES	M	120		24.00
	08/16/91	PINS SALES	31	YES	M	120	24.00	
	09/17/91	PINS PIN SALES	76	YES	M	120		13.00
		ENDING BALANCE						37.00
344		NCAMC T-SHIRT SALES						
		BEGINNING BALANCE						.00
	09/17/91	T-SHIRTS SALES	78	YES	M	120		120.00
		ENDING BALANCE						120.00
411		PROFESSIONAL SERVICES						
		BEGINNING BALANCE					.00	
	09/17/91	C651 FINANCIAL MGMT.	44	YES	M	110		3,510.00
	09/17/91	REVERSE TRANACT	85		M	110	3,510.00	
	09/17/91	C651	87		M	110	3,510.00	
		ENDING BALANCE						
421		ANNUAL CONFERENCE						
		BEGINNING BALANCE					.00	
	09/17/91	C652 SWORD OF PEICE	49	YES	M	110	406.00	
	09/17/91	C653 DJ ANNUAL CONF.	51	YES	M	110	100.00	
	09/17/91	C654 HOWARD JOHNSON'S 91	53	YES	M	110	3,709.14	
	09/17/91	C655 ROMANET EXP CONF.	55	YES	M	110	34.32	

MONTHLY ACTIVITY REPORT
AUGUST 31, 1991

ACCOUNT NO	DATE	DESCRIPTION	ENTRY	POSTED?	SOURCE	REFERENCE	DEBIT	CREDIT
	09/17/91	C674 LADY LAUR -SHARKEY	59	YES	M	110	55.06	
	09/17/91	C676 F.BELL CONF.	63	YES	M	110	87.20	
		ENDING BALANCE					4,391.72	
423		ADVANCED ACADEMY						
		BEGINNING BALANCE					.00	
	09/17/91	C649 MCLAMB AA91	39	YES	M	110	750.00	
		ENDING BALANCE					750.00	
424		SCHOLARSHIP AWARDS						
		BEGINNING BALANCE					.00	
	09/17/91	C656 THUR 673 SCHOLAR AW	57	YES	M	110	2,250.00	
		ENDING BALANCE					2,250.00	
431		PRINTING						
		BEGINNING BALANCE					.00	
	09/17/91	C651 PRINTING	45	YES	M	110	100.00	
		ENDING BALANCE					100.00	
432		POSTAGE						
		BEGINNING BALANCE					.00	
	09/17/91	C651 MAILING	47	YES	M	110	100.00	
		ENDING BALANCE					100.00	
434		BOARDS & COMMITTEE MEETINGS						
		BEGINNING BALANCE					537.18	
	08/16/91	C645 BOARD MEETING	1	YES	M	110	286.18	
	08/16/91	C646 IIMC BOARD OF DIR	3	YES	M	110	251.00	
	08/16/91	C645 BD.MEET	20	YES	M	110		286.18
	08/16/91	CK646 IIMC	22	YES	M	110		251.00
		ENDING BALANCE					537.18	
435		GIFTS & AWARDS						
		BEGINNING BALANCE					25.00	
	08/16/91	C647 MEMORY KELLY KINCAI	5	YES	M	110	25.00	
	08/16/91	C647	24	YES	M	110		25.00

MONTHLY ACTIVITY REPORT
AUGUST 31, 1991

ACCOUNT NO	DATE	DESCRIPTION	ENTRY	POSTED?	SOURCE	REFERENCE	DEBIT	CREDIT
	09/17/91	C650 MORT'S WORTHINGTON	41	YES	M	110	119.46	
	09/17/91	C675 HOSPITALITY ROOM 91	61	YES	M	110	160.40	
		ENDING BALANCE					304.86	
439		MISCELLANEOUS						
		BEGINNING BALANCE					.00	
	09/17/91	C648 MISC. J.WICKER	37	YES	M	110	500.00	
		ENDING BALANCE					500.00	
		TOTAL DEBITS AND CREDITS					71830.90	71830.90