

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS HELD ON AUGUST 20, 1981, CHAPEL HILL, NORTH CAROLINA

President Sadie Whitfield called the meeting to order at 8:00 p. m. The following officers and directors were present:

Sadie Whitfield, President
Sandford Aydlett, First Vice-president
Lois Worthington, Second Vice-president
Patty Williams, Recording Secretary
Virginia Poole, Corresponding Secretary/Treasurer
Betty Covington, Director
Betty Fortner, Director
Ben Maree, Director
Julius Woody, Director
Grainger Barrett, Institute of Government

Virginia Poole gave the Treasurer's report. (copy attached) She stated that pins are being mailed out to members upon receipt of dues.

EDUCATION COMMITTEE: Grainger Barrett stated that it is possible that the IIMC Certification School will open to first year applicants next year and he hopes to have a decision by January.

HOSPITALITY COMMITTEE: Ben Maree said that 70 rooms have been reserved at the Holiday Inn and the Country Inn in Maggie Valley for the Spring Conference. There will be a hospitality room at the Holiday Inn. Room rates will be \$45.00 at the Holiday Inn and \$40.00 at the Country Inn. The bus trip to the World's Fair on Saturday will be \$18.00 per person, including admission to the fair.]

PROGRAM COMMITTEE: Ben Maree reported that the county clerks do not have an organization to handle their programs and registration for the Spring Conference. He said that the committee recommends that joint registration and a joint program be handled by Virginia Poole of the League with the county clerks paying their proportionate part of the expenses. Any left over funds could be prorated to the two organizations.

Following a discussion, Sandford Aydlett moved, seconded by Julius Woody that the recommendation of the Program Committee be approved. The motion carried unanimously.

Virginia Poole reported on the program for the League meeting which will be held in Charlotte November 8 - 10. The clerks have been invited to attend the Tuesday morning session on fiscal management along with the governing boards, managers and finance directors. She suggested that if the clerks choose to attend this session instead of having a separate program, then perhaps they could have a Monday morning continental breakfast which would cost \$3.00 per person.

Julius Woody moved, seconded by Betty Covington that the clerks attend the Tuesday morning session on fiscal management and that a continental breakfast for clerks be held on Monday morning, November 9. The motion carried unanimously.

With reference to the annual clerks school to be held at the Institute of Government on January 20 & 21, 1981, Grainger Barrett reported that the program will include legal matters, personnel, federal grants, clerks week, a business session and a banquet at the Country Squire.

✓ Ben Maree outlined the schedule for the Spring Conference at Maggie Valley. Registration will begin at noon on Thursday, May 6 with the educational programs beginning at 3:00 and continuing through Friday. There will be a business meeting on Friday afternoon and a banquet Friday night. Buses will leave for the World's Fair in Knoxville, Tennessee on Saturday morning.

MEMBERSHIP COMMITTEE: Virginia Poole said that she has received 129 renewals of membership to date, plus 16 new memberships. There are 54 outstanding renewals for a potential membership of 199.

PUBLICITY COMMITTEE: Patty Williams stated that the Publicity Committee has not met; however, she has written news releases on the 1981 Spring Conference at Wrightsville Beach and on Mary Lou Rand of Garner being selected Outstanding Clerk at the 1981 IIMC Certification School. Grainger Barrett suggested that Patty Williams and Ben Maree work out a yearly calendar for PR activities and set up a formal program.

✓ CLERKS MANUAL: Virginia Poole reported that Fred Baggett (NCLM) has reviewed the Clerks Manual and that there have been sufficient changes to warrant a supplement to the manual. She stated that the update could be handled by the League staff.

✓ After a discussion, Ben Maree moved, seconded by Betty Covington that the Association accept the offer of the League to update the Clerks Manual and that a letter of thanks be written to the League by the President. The motion carried unanimously.

✓ 1983 SPRING CONFERENCE: A discussion ensued with reference to selecting a site for the 1983 Spring Conference. Sadie Whitfield presented an invitation from the City of Greenville. } Sanford Aydlett said that the Association has also been invited to Nags Head.

✓ President Sadie Whitfield named the following to a site selection committee: Chairman Virginia Poole, Patty Williams, Opal Hawn, Julius Woody, Ben Maree, Bill Hemingway.

President Whitfield requested that the committee make a report at the League meeting in November.

✓ IIMC MEETING: President Whitfield gave a report on her trip to the IIMC meeting in Atlanta. She presented a sample manual for state clerks associations which gives the duties of officers, committees, etc. She appointed the following to a committee to draw up a manual for the North Carolina Association of Municipal Clerks: Betty Fortner, Betty Covington, Virginia Poole.

✓ There being no further business, the meeting adjourned subject to the call of the President.

Patty Williams
Patty Williams
Recording Secretary

The North Carolina Association of Municipal Clerks held a breakfast meeting on November 9, 1981 at the Radisson Plaza Hotel in Charlotte in conjunction with the annual convention of the North Carolina League of Municipalities.

City Clerk Ruth Armstrong of Charlotte welcomed the Association to Charlotte and introduced the speaker. Mrs. Kay Chitty of the Charlotte Psychological and Counseling Group gave a presentation on stress management on the job.

President Sadie Whitfield told the group about the Spring Conference which will be held in Maggie Valley on May 6, 7, and 8, 1982.

Patty Williams, Secretary, presented a Resolution of Appreciation to Grainger Barrett, formerly of the Institute of Government, who served as advisor to the Association for more than three years. Bill Hemingway then presented a watch to Grainger as a gift from the Association.


Recording Secretary