

North Carolina Association of Municipal Clerks  
Board of Directors Meeting  
March 10, 2000

The Board of Directors meeting was held on March 10, 2000 at 10:00 a.m. in the Board Room of the North Carolina League of Municipalities Building in Raleigh.

The meeting was called to order by President Beth Hamrick. In attendance were Janice Thomas, Immediate Past President; Pat Brunell, Second Vice President; Kim Hibbard, Corresponding Secretary/Treasurer; and Wanda Elks, Recording Secretary; along with Board Members Dianne Pierce (District 1), Eva Brown (District 2), Diane Ward (District 3), Michelle Dawson (District 4), Kim Harrison (District 5), Joyce Wilson (District 6), Vickie Wilder (District 7), Nancy Huntley (District 8), Kim Scott (District 9), Kay Cox (District 10), Thelda Rhoney (District 11), and Janet Anderson (District 12). Also in attendance were Past Presidents Connie Spell, Mary Lou Rand, Betty Fortner, and Gail Smith; Kim Worley and Rita Thompson.

ADDITION, DELETION OR ARRANGEMENT OF AGENDA ITEMS

The consensus of the Board was that the agenda was in order as written, with no additions or deletions.

APPROVAL OF MINUTES

Motion was made by Thelda Rhoney and seconded by Joyce Wilson to approve the minutes of the December 17, 1999 Board of Directors meeting. Motion carried unanimously.

ACCEPTANCE OF RESIGNATION OF PAT SIMMONS AS FIRST VICE PRESIDENT;  
CONFIRMATION OF SUCCESSION OF PAT BRUNELL TO OFFICE OF FIRST VICE  
PRESIDENT

President Hamrick referred the Board to the letter of resignation that had been submitted by First Vice-President Pat Simmons, which stated that she felt that she may not be fully able to carry out the duties and responsibilities that would come with the office of President.

Motion was made by Joyce Wilson and seconded by Janet Anderson to accept the resignation of Pat Simmons as Second Vice-President and to confirm the succession of Pat Brunell to that office. Motion carried unanimously.

ELECTION OF SECOND VICE-PRESIDENT, FIRST VICE-PRESIDENT, RECORDING  
SECRETARY, AND DISTRICT 2 DIRECTOR

Because Pat Brunell had become First Vice-President, nominations were solicited for a Second Vice-President. Nomination was made by Janice Thomas and seconded by Nancy Huntley for Wanda Elks as Second Vice-President. There being no further nominations, motion was made by Vickie Wilder and seconded by Joyce Wilson to close the nominations, making Wanda Elks the new Second Vice-President. Motion carried unanimously.

Because Wanda Elks had become Second Vice-President, nominations were solicited for a Recording Secretary. Nomination was made by Joyce Wilson and seconded by Dianne Pierce for Eva Brown as Recording Secretary. There being no further nominations, motion was made by Janice Thomas and seconded by Michelle Dawson to close nominations, making Eva Brown Recording Secretary. Motion carried unanimously.

The oath of office was administered to Eva Brown (Recording Secretary) by IIMC President Mary Lou Rand.

The oath of office was administered to Pat Brunell (First Vice-President) and Wanda Elks (Second Vice-President) by IIMC President Mary Lou Rand.

Because Eva Brown had become Recording Secretary, her position as District 2 Director was vacant. Nomination was made by Eva Brown and seconded by Michelle Dawson for Beverly Bigley for the District 2 Director. Motion was made by Vickie Wilder and seconded by Diane Ward to close the nominations. President Hamrick telephoned Beverly Bigley to find out if she was willing to serve, and she was. Beverly Bigley will be sworn in at the June Board meeting as the District 2 Director.

### TREASURER'S REPORT

Kim Hibbard, Corresponding Secretary/Treasurer, presented a financial report for the period of February 1 to February 29, 2000. Kim reported that the reason the minute indexing expenditures have exceeded the amount budgeted almost twofold is because two years of minutes were sent to be indexed. Everything else appears to be fine. The financial report is attached to these minutes.

Motion was made by Michelle Dawson and seconded by Thelda Rhoney to approve the treasurer's report as presented. Motion carried unanimously.

### REPORT ON CITY/COUNTY CLERK'S SCHOOL

President Hamrick stated that since the 2000 City/County Clerk's School had to be cancelled due to the snowstorm, the Institute of Government will be sending out notebooks containing the handouts to the people who were registered to attend and making a refund of \$75.

### COMMITTEE REPORTS

#### Program/Education Committee

Thelda Rhoney stated that the regional schools have been scheduled as follows: Region 1—May 3 in Wilmington, Region 2—May 1 in Raleigh, Region 3—May 4 in Laurinburg, and Region 4—May 5 in Lake Lure.

The Annual Conference in High Point has been scheduled for August 10 through 12. The Committee will be meeting after lunch to discuss this. They are going to try to incorporate the January City/County Clerks School topics into the Regional Meetings and the Annual Conference.

#### Finance/Budget Committee

Janet Anderson stated that funds need to be added to the budget for the IIMC Regional Meeting to be held in North Carolina. She asked for guidance on if anything special will be done for the 25<sup>th</sup> anniversary. Discussion occurred about whether souvenirs will be given, and the consensus was that if the Board decided that souvenirs were desired, the past presidents would come up with some ideas after they poll people and get an amount of money that will be available.

After discussion about whether to update the history of the Association, the consensus of the Board was to update the history every 10 years.

Kim Hibbard stated that there is approximately \$4600 left over in a share account from funds raised for Mary Lou Rand's party.

Gail Smith asked if the costs of the Friday night celebration would be included in the registration fee, and the consensus of the Board was to have the Friday night event listed separate from the registration fee.

#### NCAMC Membership Committee

Kim Worley informed the Council that the membership brochure has been updated, and the Committee has decided to update the pages in the membership book instead of having it totally reprinted. E-mail addresses will be published in the directory, and Kim Worley asked that the members review their information for accuracy. The NCAMC has 37 new members.

#### IIMC Membership Committee

Janice Thomas reported that IIMC has 10,364 members, 361 of those being from North Carolina. North Carolina is now ninth in the nation as far as membership. The IIMC has 4 new North Carolina members out of a total of 67 new members.

#### Publicity Committee

Penelope Spicer-Sidbury was not present to give the report. President Hamrick reminded the Board that the 10<sup>th</sup> of the month is the deadline for publication of articles in the Minute-by-Minute. She asked that the Annual Report information be provided to Juanita Cooper by the middle of April or the first of May and that scrapbook materials be sent to Debbie Cockman.

President Hamrick presented the Board with a request that had been received by Kim Hibbard for the International City/County Management Association to run an advertisement in the Minute-by-Minute for an ADA assistance kit. After discussion, the consensus of the Board was to not open up the newsletter to outside advertising; however, the Board did agree to put the information at the registration desk at the Annual Conference if the ICMA provides the copies.

#### Past Presidents Committee

Gail Smith introduced Corinne Geer, a past President of the Association, who is now a Town Administrator.

Gail Smith stated that the Committee is planning a special event for Friday night for the Annual Conference.

#### NCLM Hurricane Floyd Relief Fund

Gail Smith stated that the packets for the towns have been mailed to City Managers. Approximately \$60,000 was raised, and the fund is still open for tax deductible donations. The Committee will meet next week to distribute the funds.

### WSOS Committee

Kay Cox stated that many people have contacted her for assistance. She thanked all board members who are mentors.

### Site Selection Committee for 2000

President Beth Hamrick reported that the Committee will be getting together in about 30 days. The Annual Conference will be held at the Radisson in High Point.

### Site Selection Committee for 2001

Janet Anderson reported that the Committee will start soliciting funds in January. She stated that they will need help obtaining door prizes.

### Legislative Committee

Connie Spell stated that the Committee has not met since she became a member.

### NCLM Board Member

Connie Spell stated that the Committee did not meet when it was scheduled to in January because of the snow. There will be an orientation meeting on March 13 and a board meeting on March 14.

### Nominating Committee

Janice Thomas stated that the Committee met this morning. There are several people interested in being officers and directors. A more detailed report will be available in June.

### Scholarship Committee

President Hamrick stated that this Committee has not met. March 15 is the deadline for applications for scholarships. College scholarships will be reported on at the June meeting.

### 2001 IIMC Region III Meeting to be Held in Asheville

President Hamrick stated that this Committee consists of Janice Thomas and Glenda Sansosti as Co-Chairs, Freida Allen, Maggie Burleson, Pat Brunell, Mary Lou Rand and Betty Fortner. She has checked with the Grove Park Inn, who has given her rates of \$235 per night for December 14-17 and \$170 per night on January 11-14. She suggested that better rates could be obtained for January 8-10, which is a Sunday through Tuesday (different days than in the past). The Board asked that President Hamrick pursue January 8-10 as dates for the conference.

### NORTH CAROLINA LEAGUE OF MUNICIPALITIES REPORTS

#### Finance, Administration and Intergovernmental Relations (FAIR)

Janet Anderson stated that this Committee has not met yet, but will be meeting on March 23.

#### Community and Economic Development (CED)

Wanda Elks stated that this Committee has not met yet, but will be meeting on March 22.

### Energy, Environment and Natural Resources (EENR)

Eva Brown reported that this Committee has not met yet, but will be meeting on March 30.

### Transportation, Communications and Public Safety (TCPS)

Janice Thomas stated that this committee met this week and talked about metropolitan planning organizations and rural planning organizations. Since the 2000 Legislature will be a short session, the committee is limited to the types of bills that are eligible for consideration.

### NEW BUSINESS

#### Presentation of Revised Membership Brochure and Membership Pins

Janice Thomas stated that Kim Worley provided the information for the brochure and the membership provided ideas. The membership pins are not in. The pins will not be what the board voted on, because they can not be done that way. They will have gold lettering on blue. One thousand have been ordered, and they can be sold.

#### Waiver of First Business Meeting as Required by Constitution

President Hamrick stated that the constitution requires two business meetings a year. Because of the snow storm and the cancellation of the Clerk's School, the January meeting was not held. She suggested having it waived.

Motion was made by Janice Thomas and seconded by Michelle Dawson to waive the first business meeting in 2000. Motion carried unanimously.

### OTHER BUSINESS

#### Report from IIMC Region III Meeting Held in Orlando, Florida in January 2000

Mary Lou Rand reported that Betty Fortner will be the Region 3 Director.

There were approximately eight North Carolina Clerks at the IIMC Region 3 meeting in January.

#### Letter from Pierre Page Informing NCAMC of His Candidacy for Second Vice-President of NCAMC

President Hamrick referred the Board to a letter written by Pierre Page informing the Association of his candidacy for Second Vice-President of IIMC.

Mary Lou Rand announced that no one is running against him.

#### 2000 IIMC Annual Conference in Rotterdam

Mary Lou Rand announced that 22 North Carolina Clerks are registered for the IIMC Annual Conference. There are a total of 432 delegates registered, down from 800+ in previous years.

Adjourn

There being no further business to discuss, motion was made by Joyce Wilson and seconded by Kim Harrison to adjourn the meeting at 12:30 p.m. Motion carried unanimously.

Respectfully submitted,

*Wanda J. Elks*

Wanda T. Elks, CMC  
Recording Secretary



CITY OF HIGH POINT  
NORTH CAROLINA

January 3, 2000

Mrs. Beth Hamrick, President  
North Carolina Association  
Of Municipal Clerks  
Town of Mint Hill  
Post Office Box 23457  
Mint Hill, North Carolina 28227

Dear Beth:

After much thought and many prayers, I feel that I must tender my resignation as Vice President of the North Carolina Association of Municipal Clerks for personal reasons.

One of the most rewarding experiences of my life has been as a member of this Association, and the many benefits derived therefrom. At the top of my list are the many friendships formed through NCAMC -- I love each and every one of you. I shall always treasure the memories and the many friends I have made over the years. All of you have been so very special to me, and so shall you remain.

At this point in my life I feel that it is unfair to you and our Association for me to continue as Vice President knowing that I may not be able to fully carry out the duties and responsibilities which will come with the Office of President. I discussed my intentions with the Mayor last week, and while disappointed that I intend to resign, he certainly understands and respects my decision.

I honestly feel that this is best for our Association and for me under the circumstances. I truly regret that I must resign, but if I have interpreted Article V of our Constitution correctly -- if a vacancy occurs more than ninety days prior to our annual meeting, the Board of Directors will be able to fill the vacancy. This letter will give the Board sufficient time to take appropriate action.

For as long as I remain a City Employee I would like to be a member of the Association, and I hope that I will be welcome. I will continue to help with the conference here in August, and do whatever I can to help you and Pat. All you have to do is let me know.

Sincerely,

Patricia Paris Simmons CMC/AE  
City Clerk

Copy: Mayor Koonce and  
Members of City Council

**Profit & Loss Statement**  
For the period February 1, 2000 to February 29, 2000

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
<b>Revenue</b>				
Membership Dues	\$40.00	\$20,150.00	\$20,580.00	102.13
Education - Training				
Annual Conference	\$ .00	\$21,000.00	\$24,866.64	118.41
Regional Meetings	.00	5,000.00	.00	.00
Advanced Academy	.00	4,500.00	4,500.00	100.00
Scholarship Fund	.00	1,500.00	1,129.00	75.27
Investment Income	84.16	900.00	593.30	65.92
Fundraising Sales	.00	1,000.00	360.00	36.00
Annual Conference Sponsorships	.00	1,500.00	3,550.00	236.67
<b>Total Revenue</b>	<b>124.16</b>	<b>55,550.00</b>	<b>55,578.94</b>	<b>100.05</b>
<b>Expenditures</b>				
Education - Training				
Annual Conference	\$ .00	\$24,000.00	\$26,469.09	110.29
Regional Meetings	.00	3,000.00	.00	.00
Advanced Academy	.00	3,000.00	1,374.45	45.82
Scholarship Fund - Clerks	.00	1,000.00	1,000.00	100.00
Scholarship Fund - College	.00	500.00	500.00	100.00
Operating Expenses				
Printing Expense	\$459.20	\$7,500.00	\$4,370.87	58.28
Postage Expense	326.92	4,000.00	3,045.40	76.14
Professional Services	.00	8,000.00	291.00	3.64
Travel/President & Staff	.00	2,700.00	620.13	22.97
Boards/Committee Meetings	.00	800.00	329.03	41.13
Gifts & Awards	.00	500.00	158.11	31.62
Miscellaneous Expense	1.00	250.00	100.32	40.13
Minute Indexing	528.00	300.00	528.00	176.00
Fundraising Purchases	.00	.00	.00	.00
<b>Total Expenditures</b>	<b>1,315.12</b>	<b>55,550.00</b>	<b>38,786.40</b>	<b>69.82</b>
<b>Excess Revenue Over Expend.</b>	<b>(1,190.96)</b>	<b>.00</b>	<b>16,792.54</b>	<b>.00</b>

Money Market  
Share Account  
Checking

\$21,117.03  
4,641.47  
229.11



January 11, 2000

Ms. Beth Q. Hamrick, CMC/AAE  
President  
North Carolina Association of Municipal Clerks  
Town Clerk of Mint Hill  
PO Box 23457  
Mint Hill, NC  
28227-0272 USA

Dear Ms. Hamrick:

I am pleased to inform you that I will be a candidate for the position of 2<sup>nd</sup> Vice- President at the 54<sup>th</sup> International Institute of Municipal Clerks Conference in Rotterdam.

I am the City Clerk of the City of Ottawa. I have been an employee of the Clerk's Office for 22 years, 18 with the Office of the City Clerk, eight of which has been as City Clerk. I also worked as Director of Committee Services, Economic Development Officer, Executive Assistant to the Policy Committee and Council Assistant. I hold two University degrees, one in Political Science and another in Sociology.

I became a member of IIMC in 1991 and have attended every conference beginning with Salt Lake City. I have served as Chairperson of the Records Management Committee and Big Cities Committee. I am currently Vice-Chair of the Conference Committee. I served on the Board of Directors representing Region X, from 1997 to 1999.

In 1999, I hosted the 53<sup>rd</sup> Annual Conference of the International Institute of Municipal Clerks and the Association of Municipal Managers, Clerks and Treasurers of Ontario. The conference hosted the largest number of delegates in IIMC history and a total of \$190,000 in cash and another \$60,000 in services-in-kind were raised for the conference.

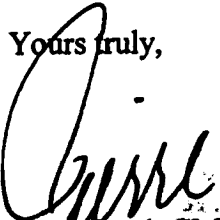
I am a fiscal conservative and commit to managing IIMC funds in a manner consistent with my beliefs. I am also a firm believer that the organization should remain focused on education and services to its members. Finally, the relationship between IIMC Headquarters and State/Provincial Associations is of great importance to me. I will do my utmost to continue to maintain and develop this relationship. It is not my intent to conduct an elaborate and expensive campaign. My approach will be to speak to as many members of IIMC prior and during the conference in Rotterdam.

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I would appreciate it if you could inform your members of my candidacy. Thank you in advance for any support provided. Should you or your members have questions or concerns, please do not hesitate to contact me at 613-244-5300, extension 3625, e-mail at [pagep@city.ottawa.on.ca](mailto:pagep@city.ottawa.on.ca)

My mailing address is: Office of the City Clerk, Bytown Pavilion, Ottawa City Hall, 111 Sussex Drive, Ottawa, Ontario. K1N 5A1. My fax number is 613-244-5417.

Yours truly,



Pierre Pagé, CMC, AMCT  
City Clerk,  
Ottawa