

North Carolina Association of Municipal Clerks
Board of Directors Meeting
June 16, 2000

The North Carolina Association of Municipal Clerks Board of Directors met in the Board Room at the N.C. League of Municipalities in Raleigh on Friday 16, 2000 at 10:00 A.M.

The Officers and Board Members in attendance were: Beth Hamrick, President; Pat Brunell, Vice President; Wanda Elks, Second Vice President; Janice Thomas, Immediate Past President; Kim Hibbard, Corresponding Secretary/Treasurer; Eva Brown, Recording Secretary; and Board Members Vickie Wilder, Kay Cox, Nancy Huntley, Janet Anderson, Beverly Bigley, Dianne Pierce, Thelda Rhoney and Michelle Dawson. Other members in attendance were Janet Chamblee, Rita Thompson and Fleming Bell, IOG. Past Presidents present were: Mary Lou Rand, Vick Weant, Betty Fortner and Gail Smith.

CALL TO ORDER

President Beth Hamrick called the meeting to order and welcomed everyone in attendance.

ADDITION, DELETION OR ARRANGEMENT OF AGENDA ITEMS

By consensus of the Board, it was agreed to add (401k) to the agenda for discussion under New Business, #8b.

OATH OF OFFICE FOR BEVERLY BIGLEY, DISTRICT 2 DIRECTOR

President Beth Hamrick administered the Oath of Office to Beverly Bigley for District 2 Board of Director.

APPROVAL OF MINUTES

A motion was made by Vicky Wilder, seconded by Janet Anderson to approve the minutes for March 10, 2000. The motion was unanimously carried.

TREASURER'S REPORT / KIM HIBBARD

Kim Hibbard, Corresponding Secretary/Treasurer, presented the Profit and Loss Statement for the period of May 1, 2000 to May 31, 2000. (A copy of this report is attached and hereby made a part of these minutes.)

Kim Hibbard informed the Board of forty-five new clerks being added to NCAMC membership, which bring the total up to 430 members.

Ms. Hibbard also stated there were 195-200 clerks in attendance for the Regional Meetings.

Kim Hibbard gave out the new NCAMC pins to all clerks present and stated that the remaining pins will be given out at the August Conference.

A motion was made by Thelda Rhoney, seconded by Pat Brunell to accept the Profit and Loss Statement Report as presented. The motion was unanimously carried.

COMMITTEE REPORTS

President Beth Hamrick informed the Board that seven College Scholarship Applications have been submitted and seven applications for IIMC Certification.

NCAMC MEMBERSHIP

Janice Thomas stated that IIMC has 10,418 members, 367 of those being from North Carolina. North Carolina is now eighth in the nation as far as membership. There is also 191 Certified Municipal Clerks and 5 MMC Clerks.

NOMINATING COMMITTEE

Janice Thomas stated that the Nominating Committee had met and made the following nomination for the year 2000/2001.

District 1	Leslie Eldredge – Kill Devil Hills
District 3	Josann Campanello – Bald Head Island
District 5	Judy Jeffreys – Bunn
District 7	Phyllis Register – Hope Mills
District 9	Lisa Vierling – Oak Ridge
District 11	Anita Taylor – Lake Lure

Recording Secretary	Dianne S. Pierce- Elizabeth City
Second Vice President	Eva C. Brown-Richlands

PAST PRESIDENT/SILVER ANNIVERSARY CELEBRATION

Gail Smith gave an update for the Past President/Silver Anniversary Celebration for the August Conference in High Point. The Reception dinner and entertainment has been scheduled for Friday Night. There will be a \$30.00 fee added to registration to help cover the cost. A gift will be given to each Clerk that attends. Everyone is asked to dress semi-formal if all possible. She also asked for any information that anyone may have pertaining to Retired Clerks, past Clerks or anyone who would be interested in the Celebration. This information may be sent to Janice Thomas, Peggy Boone, Gail Smith and Kim Hibbard.

PROGRAM/EDUCATION COMMITTEE

Thelda Rhoney stated that the Committee will meet today and hopefully, everything will be finalized for our August Conference so that the Registration Packages can be mailed next week.

PUBLICITY COMMITTEE

Penelope Spicer-Sidbury was not present to give the report. President Hamrick reminded everyone to send in their pictures for the Annual Report to Juanita Cooper and pictures for the Scrapbook to Debra Cockman.

WSOS COMMITTEE

Kay Cox stated that she really didn't have anything new to add. Everything was about the same.

SITE SELECTION COMMITTEE – 2000

Thelda Rhoney reported to the Board that the Radisson Hotel in High Point has been reserved for August 10th thru August 12, 2000 for our Annual Conference. The rates for the rooms will be \$79.00 per night, plus 9% occupancy tax and \$4.00 per day for parking. The MMCA Class will be held Thursday, August 10, 2000.

SITE SELECTION COMMITTEE – 2001

Janet Anderson gave an update on the Annual Conference for 2001 in Cherokee North Carolina.

SITE SELECTION COMMITTEE – 2002

Beverly Bigley reported to the Board that she had contacted Sheraton Hotel in Atlantic Beach concerning room rates for the 2002 Annual Conference and the Board should act on selecting dates for the conference. President Hamrick suggested that the Site Selection for 2002 be put on the Agenda for our September Board Meeting.

IIMC REGION III MEETING

Janice Thomas reminded the Board that the IIMC Region III Meeting will be hosted by North Carolina.

FINANCE/BUDGET COMMITTEE

Janet Anderson presented the Proposed Budget for Fiscal Year July 1, 2000 – June 30, 2001. She stated that the budget was a little high due to \$20,000 being appropriated to host the IIMC Region III Meeting. A motion was made by Beverly Bigley, seconded by Thelda Rhoney to adopt

the Proposed Budget for the Fiscal Year July 1, 2000 – June 30, 2001, per attached. The motion was unanimously carried.

NORTH CAROLINA LEAGUE OF MUNICIPALITIES BOARD/COMMITTEE REPORTS

NCLM BOARD

Connie Spell was not present for the meeting. Kim Hibbard stated that another NCLM Meeting is scheduled for next week.

CED

Wanda Elks reported to the Board that three meetings have been scheduled for June. June 22, June 26 and June 28, 2000 and the committee has received budget information from the Division of Community Assistance.

FAIR

Janet Anderson stated that we are trying to get retirement modified to be the same as the State, 1.81% and get 401(k) mandated for all governmental employees.

EENR

Eva Brown gave an update on the State's Stormwater Stakeholder process and explained several changes, including lengthening the time frame for the process until October. At the meeting, Kim Hibbard provided a legislative update, with a focus on legislation anticipated from the Environmental Review Commission. Some of the issues were Solid Waste, Stormwater Utility Fee, Floodplains Management and Delegation of Programs.

TCPS

Janice Thomas gave an update on TCPS discussion regarding (RPO) Rural Planning Organizations and (MPO) Metropolitan Planning Organizations.

CONSIDER MEMBER'S REQUEST FOR NCAMC TO SUPPORT LEGISLATION TO TRANSFER RESPONSIBILITIES OF GOING OUT BUSINESS SALES TO GOVERNMENT OFFICIAL ISSUING BUSINESS PRIVILEGE LICENSE; ACTION DEEMED APPROPRIATE

President Hamrick stated that Brenda Freeze, City Clerk of Charlotte has requested that the League give their full support in changing legislation to require that responsibilities for regulating Close Out Sales be placed upon the Privilege License Administrator as opposed to be done by the Clerk.

After a lengthy discussion, by consensus of the Board, it was agreed that the City of Charlotte should seek local legislation to handle the situation as it only affects a small number of municipalities.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Eva C. Brown, CMC/AAE
Recording Secretary

Profit & Loss Statement
For the period May 1, 2000 to May 31, 2000

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
Revenue				
Membership Dues	\$.00	\$20,150.00	\$20,580.00	102.13
Education - Training				
Annual Conference	\$.00	\$21,000.00	\$24,866.64	118.41
Regional Meetings	425.00	5,000.00	4,925.00	98.50
Advanced Academy	.00	4,500.00	4,500.00	100.00
Scholarship Fund	.00	1,500.00	1,129.00	75.27
Investment Income	67.34	900.00	803.76	89.31
Fundraising Sales	.00	1,000.00	360.00	36.00
Annual Conference Sponsorships	.00	1,500.00	3,550.00	236.67
Total Revenue	492.34	55,550.00	60,714.40	109.30
Expenditures				
Education - Training				
Annual Conference	\$.00	\$24,000.00	\$26,469.09	110.29
Regional Meetings	1,212.61	3,000.00	1,212.61	40.42
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	\$99.00	\$7,500.00	\$4,737.87	63.17
Postage Expense	730.95	4,000.00	3,776.35	94.41
Professional Services	.00	8,000.00	6,957.00	86.96
Travel/President & Staff	1,781.64	2,700.00	2,401.77	88.95
Boards/Committee Meetings	.00	800.00	601.24	75.16
Gifts & Awards	.00	500.00	158.11	31.62
Miscellaneous Expense	1.00	250.00	1,188.82	475.53
Minute Indexing	.00	300.00	659.80	219.93
Fundraising Purchases	.00	.00	.00	.00
Total Expenditures	3,825.20	55,550.00	51,037.11	91.88
Excess Revenue Over Expend.	(3,332.86)	.00	9,677.29	.00

Money Market	\$13,274.89
Savings	4,676.14
Checking	921.33

**NC Association of Municipal Clerks
Proposed Budget
Fiscal Year July 1, 2000 - June 30, 2001**


Revenue

Membership Dues	20,150.00	20,150.00
Education - Training		
Annual Conference	23,500.00	
Annual Conference Sponsorships	3,000.00	
Regional Meetings	5,000.00	
Advanced Academy	4,500.00	
Region III IIMC Meeting	20,000.00	
Scholarship Fund	1,500.00	
		57,500.00
Other Revenue		
Investment Income	900.00	
Fundraising Sales	1,000.00	
		1,900.00
TOTAL REVENUE		79,550.00

Expenditures

Education - Training		
Annual Conference	26,500.00	
Regional Meetings	3,000.00	
Advanced Academy	3,000.00	
Region III IIMC Meeting	20,000.00	
Scholarship - Certification	1,000.00	
Scholarship - College	500.00	
		54,000.00
Operating Expenses		
Printing Expense	7,500.00	
Postage Expense	4,000.00	
Professional Services	8,000.00	
Travel/President & Staff	2,700.00	
Boards/Committee Meetings	800.00	
Gifts & Awards	500.00	
Indexing Minutes	300.00	
Special Projects	1,500.00	
Miscellaneous Expense	250.00	
		25,550.00
Fundraising		
Fundraising Purchases	0.00	
		0.00
TOTAL EXPENDITURES		79,550.00

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Subject: FW: 2000 Legislation**Date:** Mon, 8 May 2000 11:24:32 -0400**Status:** Normal**From:** "Freeze, Brenda" <bfreeze@ci.charlotte.nc.us> 

Beth,

I've been trying to get our attorneys here at the City of Charlotte to put forth some legislation to have the responsibility of Going Out of Business Licenses transferred to the governmental entity that issues Business Privilege Licenses. As you can see below the City of Charlotte attorneys suggested that the NC League of Municipalities handle this next year in the long session as a State Wide Bill. As you can also see, Andy Romanet suggested that this be handled through the Clerk's Association so Clerks "would not perceive that some authority was being taken away from them".

In some cases in many towns, it may still be the Clerk that issues Business Privilege Licenses. But it makes sense to me that whoever issues the Privilege Licenses would have more knowledge and ability to keep track of this issue than an office that has nothing to do with Privilege Licenses. Besides here in Mecklenburg County, when we issue a Going Out of Business License, we have to send a copy of the license to the Tax Office where the Privilege License was issued.

Could you see what you can do to get this before the Clerk's Association to be able to move it forward to change State Legislation as described above for the Long Session next year?

Thanks for any help.

Brenda

> -----Original Message-----

> From: Gilbert, Nancy
 > Sent: Wednesday, April 19, 2000 2:43 PM
 > To: Freeze, Brenda
 > Subject: FW: 2000 Legislation

> Where in the world is Andy Romanet coming from on this?????

> -----Original Message-----

> From: Hagemann, Robert
 > Sent: Wednesday, April 19, 2000 2:40 PM
 > To: Freeze, Brenda
 > Cc: Gilbert, Nancy
 > Subject: RE: 2000 Legislation

> I did talk to Andy Romanet about this. Apparently this kind of a bill would not be eligible in the short session. Therefore, we won't be able to run something until 2001.

> Andy suggested that you might want to run this through the Clerk's Association so that they don't perceive this as "taking away" something from them.

FYI - Revised list of Officers/Directors/Committee Members:

**NORTH CAROLINA ASSOCIATION OF
MUNICIPAL CLERKS**

1999-2000 Officers

President	Beth Q. Hamrick, CMC - Mint Hill
Vice-President	Patricia H. Brunell, CMC - Oak Island
Second Vice President	Wanda T. Elks, CMC - Greenville
Recording Secretary	Eva C. Brown, CMC - Richlands
Corresponding Secretary/Treasurer	Kimberly S. Hibbard, NCLM
Immediate Past President	Janice S. Thomas, CMC Foxfire Village

1999-2000 Board of Directors

<u>Region I.</u>	
District 1	Dianne S. Pierce, CMC - Elizabeth City
District 2	Beverly Bigley - Indian Beach
District 3	Diane B. Ward*, CMC - Tabor City
<u>Region II.</u>	
District 4	Michelle C. Dawson*, CMC - Farmville
District 5	Kimberly C. Harrison - Enfield
District 6	Joyce W. Wilson, CMC - Wake Forest
<u>Region III.</u>	
District 7	Vickie B. Wilder*, CMC - Lillington
District 8	Nancy G. Huntley - Wadesboro
District 9	Kim J. Scott, CMC - Eden
<u>Region IV.</u>	
District 10	Katherine (Kay) C. Cox*, CMC - Sparta
District 11	Thelda B. Rhoney, CMC - Hickory
District 12	Janet A. Anderson, CMC - Franklin

*Regional Meeting Chairperson

Executive Committee

<u>Chairperson:</u>	
Beth Q. Hamrick, CMC, Mint Hill	President
<u>Committee Members:</u>	
Patricia H. Brunell, CMC, Oak Island	First Vice-President
Wanda T. Elks, CMC, Greenville	Second Vice-President
Eva C. Brown, CMC, Richlands	Recording Secretary
Thelda Rhoney, CMC, Hickory	District Director

Finance/Budget Committee

<u>Chairperson:</u>	
Janet A. Anderson, CMC, Franklin	
<u>Committee Members:</u>	
Kimberly S. Hibbard, NCLM, NCAMC Corresponding Secretary/Treasurer	
Sandra S. Sartin, CMC, Aurora	
<u>Advisor:</u>	
Patricia H. Brunell, CMC, Oak Island, NCAMC First Vice-President	

IIMC Certification School/College Scholarship Committee

Chairperson:

Beth Q. Hamrick, CMC, Mint Hill, NCAMC President

Committee Members:

Janice S. Thomas, CMC, Foxfire Village, NCAMC Immediate Past President

Patricia H. Brunell, CMC, Oak Island, NCAMC First Vice-President

Wanda T. Elks, CMC, Greenville, NCAMC Second Vice-President

Thelda H. Rhoney, CMC, Hickory, NCAMC Program/Education Chairperson

Fleming Bell, Institute of Government

Legislative Committee

Chairperson:

Connie Spell, CMC, Stedman, NCLM Board Member

Committee Members:

Susan Crotts, Greensboro

Kimberly S. Hibbard, NCLM, NCAMC Corresponding Secretary/Treasurer

Mary Lou Rand, CMC, Garner, NCAMC Past President, IIMC President

Joyce A. Smith, Chapel Hill, CMC

Membership Committee

Committee Chairperson:

Kim Worley, CMC, Franklinton

Committee Members:

Dianne S. Pierce, CMC, Elizabeth City

District 1

Carolyn K. Custy, Emerald Isle

District 2

Josann A. Campanello, CMC, Bald Head Island

District 3

Rhonda Barwick, Kinston

District 4

Lisa B. Vincent, Roanoke Rapids

District 5

Donna F. Armbrister, CMC, Hillsborough

District 6

Carol Cleetwood, Carthage

District 7

Jeanne M. Deese, CMC, Monroe

District 8

Allison Lemons, Stoneville

District 9

Freida Van Allen, CMC, Boone

District 10

Mozelle H. Lingafeldt, CMC, Belmont

District 11

Tammie K. Drake, Hendersonville

District 12

Janice S. Thomas, CMC, Foxfire Village

IIMC Membership Committee Member

Advisor:

Wanda T. Elks, CMC, Greenville, Second Vice-President

Nominating Committee

Chairperson:

Janice Thomas, CMC, NCAMC Immediate Past President - Foxfire Village

Committee Members:

Patricia H. Brunell, CMC, Oak Island, First Vice-President

Janet H. Chamblee, CMC, Surf City

Nancy G. Huntley, Wadesboro

Connie Spell, CMC, NCAMC Past President - Stedman

Vickie C. Weant, MMC, NCAMC Past President - Concord

Past Presidents Committee

Chairperson:

Gail Smith, CMC, Raleigh

Committee Members:

Jean Bailey, CMC, Rocky Mount

Betty Fortner, CMC, Clinton

Mary Lou Rand, CMC, Garner

Glenda Sansosti, MMC, Brevard

Connie Spell, CMC, Stedman

Janice Thomas, CMC, Foxfire Village

Vickie Weant, MMC, Concord

Peggy Boone, Retired - Kinston

Betty Childress, Retired - Laurinburg

Sabrina Guy, Retired - Jacksonville

Connie Hardee, Retired - Nags Head

Marie Matthews, Retired - Winston-Salem

Lois Worthington, Retired - Greenville

Program/Education Committee

Committee Chairperson:

Thelda B. Rhoney, CMC, Hickory

Committee Members:

Linda C. Bethune, CMC, Caswell Beach

Eva C. Brown, CMC, Richlands

Dolores (Dee) A. Hammond, CMC - Laurinburg

Tina S. Lanier, CMC, Lexington

Susan McConnell, CMC, Pineville

Diane B. Ward, CMC, Tabor City

Joyce W. Wilson, CMC, Wake Forest

Dianne E. White - Henderson

Patricia W. Williams, CMC, Hickory

Josann A. Campanello, CMC, Bald Head Island

Ex-Officio Members:

Kimberly S. Hibbard, NCLM

Fleming J. Bell, IOG

Advisor:

Patricia H. Brunell, CMC, NCAMC First Vice-President, High Point

Publicity Committee

Committee Chairperson:

Penelope Spicer-Sidbury, CMC, Wilmington

Committee Members:

Juanita Cooper, CMC, Greensboro

Stephanie Carouthers, CMC, Shelby

Janie Revels, CMC, Lumberton

Debra T. Cockman, CMC, Robbins

Newsletter/Web Page Coordinator

Annual Report Coordinator

Birthday/Events Calendar Coordinator

News Release Coordinator

Scrapbook Coordinator

WSOS Committee

Chairperson:

Katherine (Kay) C. Cox, CMC, Sparta

Committee Members:

Loraine M. Carbone, North Topsail Beach

Jondeen D. Terry, CMC, Burlington

Lisa Vierling, CMC, Oak Ridge

Mary Lee Kerley, CMC, Statesville

Region I.

Region II.

Region III.

Region IV.

2000 Site Selection Committee

Chairperson:

Patricia P. Simmons, CMC, High Point

Committee Members:

Lois Oldham-Simonson, CMC, Sanford

Kim Worley, CMC, Franklinton

Kimberly S. Hibbard, NCLM

2001 Site Selection Committee

Chairperson:

Janet Anderson, CMC, Franklin

Committee Members:

Phyllis McClure, CMC, Waynesville

Jill Holland, Maggie Valley

Kimberly S. Hibbard, NCLM

2002 Site Selection Committee

Chairperson:

Beverly Bigley, Indian Beach

Committee Members:

Carolyn Custy, Emerald Isle

Kimberly S. Hibbard, NCLM

2001 IIMC Region III. Committee

Co-Chairpersons:

Janice Thomas, CMC, Foxfire Village

Glenda Sansosti, MMC, Brevard

Committee Members:

Freida VanAllen, CMC, Boone

Maggie Burleson, CMC, Asheville

Patricia Brunell, CMC, Oak Island

Mary Lou Rand, CMC, Garner

Betty Forner, CMC, Clinton