

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING
SEPTEMBER 15, 2000**

The Board of Directors of the North Carolina Municipal Clerks Association held its quarterly meeting on Friday, September 15, 2000 at 11:00 A. M. in the Board Room of the David Reynolds Building located in Raleigh, North Carolina. Those attending were: President Pat Brunell, First Vice-President Wanda Elks, Second Vice-President Eva Brown, Corresponding Secretary/Treasurer Kim Hibbard, Recording Secretary Dianne S. Pierce, Immediate Past President Beth Hamrick, District I Director Leslie H. Eldredge, District III Director Josann A. Campanello, District IV Director Michelle C. Dawson, District V Director Judy M. Jefferys, District VI Director Joyce W. Wilson, District VII Director Phyllis Register, District VIII Director Nancy G. Huntley, District IX Director Lisa Vierling, District X Director Kaye Cox, District XI Director Anita H. Taylor, District XII Director Janet A. Anderson, Penelope Spicer-Sidbury and Gail Smith. District II Director Beverly Bigley being absent.

President Brunell opened the meeting by welcoming those attending. She asked those present to introduce themselves. Handbooks were passed out and President Brunell asked that each member study their handbook and become familiar with the Clerk's Constitution and By-laws.

ADDITION, DELETION OR ARRANGEMENT OF AGENDA ITEMS

President Brunell called for additions or deletions to the prepared agenda. It was the consensus of the Board to delete Item #8 (d) "Adoption of Retirement Resolutions" and (b) "Adoption of Death Resolutions".

APPROVAL OF MINUTES

President Brunell called for action regarding the minutes of June 16, 2000 meeting. A motion was made by Janet Anderson, seconded by Joyce Wilson to approve the minutes of June 16, 2000 as presented. Motion carried with all members voting in the affirmative.

TREASURER'S REPORT

Kim Hibbard, Secretary-Treasurer presented the Profit and Loss Statement for the period August 11, 2000 through August 31, 2000. (A copy of this Report is attached and hereby made a part of these minutes). Ms. Hibbard noted that the funds from the Silent Auction and the Book Fair were not included in this P&L Statement.

Ms Hibbard also presented a breakdown of the recent NCAMC Conference. She noted that the Silent Auction raised \$2,133.00 and the profit from the Book Fair produced \$254.00. The Expenditures for the conference were \$21,524.64 and the Revenue

received was \$24,582.00, thereby producing a net gain of \$3060.36 The MMC Academy also produced a net gain of \$2,174.41.

COMMITTEE REPORTS

Finance/Budget Committee

Chairwoman Janet Anderson advised that the financial situation of our association is in very good shape and that we owe the League's staff our gratitude for a job well done

NCAMC Membership Committee

In absence of Chairwoman Kim Worley, President Brunell advised that to date we have 385 clerks who have paid their dues. It is planned that each district director will be mailed a printout of those clerks within their district. It was suggested that the directors contact those clerks that are not members and encourage them to join our association.

Program/Education Committee

Chairwoman Joyce Wilson advised that she will be meeting with the representatives of the County Clerks on the 18th of this month and they would be deciding what concurrent classes will be offered at the annual clerk's school in January. It has been suggested that we might use the concurrent sessions that were planned for this past January's school.

Publicity Committee

Chairwoman Penelope Spicer-Sidbury reminded everyone that articles for the newsletter are due by the 10th of each month. Each director was asked to sign up for the month that they would be responsible for submitting an article for the newsletter.

Past Presidents Committee

Chair, Gail Smith stated that the history of the association has been updated. She is currently waiting for some CMC dates from IIMC. Congratulations were extended to Ms. Smith and the other members of the Past Presidents Committee for the excellent anniversary program that took place at the annual meeting. It was felt that all those attending enjoyed themselves immensely. Discussion ensued regarding the silver key chains/pendants that were given out at the anniversary occasion. There were some of the key chains left over and it was suggested to sell the remaining ones to those clerks wishing to purchase them. Following additional discussion, a motion was made by Beth Hamrick, seconded by Lisa Vierling to order additional ones and sell them to NC Clerks for \$5.00 each. Motion carried.

WSOS Committee

Chairwoman Kay Cox advised that there have been no new clerks seeking mentorship yet. Brochures have gone out and she is planning to include information regarding the WSOS Program in the next newsletter. She also plans to have brochures at the January school for those wishing to participate in the program.

2001 Site Selection

Chair, Janet Anderson stated that the 2001 Annual Conference will be held on August 9 - 11, 2001 in Cherokee. A slate of 100 rooms have been reserved at the Holiday Inn with the Hampton Inn being located right next door. Ms. Anderson advised that Cherokee is a Federal Reserve and has a tribe. Do we want to get their Clerk involved? It was felt that we would be remiss if we didn't include their clerk. It was suggested that possibly we would be able to obtain members of the tribe to perform some of their native dances.

NCLM Board Member

No report was forthcoming due to Board member Connie Spell being absent.

UNFINISHED BUSINESS

IIMC Regional III Committee

President Pat Brunell read a letter from Chairwoman Janice Thomas who was unable to attend, regarding the IIMC Regional III meeting to be held in Asheville on January 14-16, 2001. On Sunday a candlelight tour of the Biltmore House with transportation and dinner has been planned. Monday will include a continental breakfast, two breaks, lunch and hopefully a MMC seminar with Laura Hamilton and finally on Tuesday, a continental breakfast with the business meeting following before adjournment. It was noted that Dale Barstow, Municipal Code is contributing \$1,000, which will help sponsor the Monday luncheon or one of the breakfasts. It was asked if anyone could obtain additional sponsors that would greatly help with the costs. There will be door prizes and a small gift commemorating the occasion. Following discussion regarding our Treasurer signing the contracts for this meeting and the \$10.00 fee that the League will charge, a motion was made by Janet Anderson, seconded by Josann Campanello to authorize Kim Hibbard to sign the needed documents and further moved to approve the NCLM's fee of \$10.00 per participant for the IIMC Regional III meeting. Motion carried.

A motion was made by Phyllis Register, seconded by Nancy Huntley to approve placing an invitation in each state's newsletter inviting and encouraging clerks to attend the IIMC Regional III meeting. Motion carried.

Goody/gift bags were discussed. Several ideas were put on the table. It was the consensus of the Board to have Anita Taylor work on obtaining cloth bags, contingent on the price per bag. After more discussion and review, a motion was made by Lisa Vierling, seconded by Joyce Wilson to allow Anita Taylor to negotiate the purchase of cloth bags; and further moved to go with a gift for each participant not to exceed \$5.00. Motion carried.

Site Selection Committee – 2002 Conference

President Brunell spoke, in absence of Chairwoman Beverly Bigley, regarding the selection of a date for the 2002 Conference. The Conference is scheduled to be held in Atlantic Beach. A motion was made by Nancy Huntley, seconded by Wanda Elks to approve the dates of August 24 – 26, 2002 for the Annual Conference to be held in Atlantic Beach. Motion carried.

Site Selection Committee - 2003 Conference

Michelle Dawson stated that she was having a little difficulty getting hotels to make a commitment, but she is continuing to work on this. She expressed her concern about the time conflict with school starting. Following discussion, a motion was made by Joyce Wilson, seconded by Josann Campanello to hold the 2003 Conference the second week in August in the Central Piedmont area. Motion carried.

NEW BUSINESS

President Brunell stated that according to Article VI, Section 7 of the NCAMC Constitution, the Executive Committee shall be comprised of the President, First Vice-President, Second Vice-President, Recording Secretary and two members of the Board of Directors, elected by vote of the Board of Directors, to serve one-year terms. President Brunell opened the floor for nominations for these two positions. Beverly Bigley and Kay Cox were nominated. Michelle Dawson moved that the nominations be closed. A motion was made by Eva Brown, seconded by Lisa Vierling to appoint Beverly Bigley and Kay Cox as members of the Executive Committee. Motion carried.

President Brunell advised that she had received a letter from Ellis Hankins, Executive Director of the NCLM requesting nominations for the League's Board of Directors and Policy Committees. There are four standing policy committees: FAIR, CED, EENR and TCPS. A motion was made by Beth Hamrick, seconded by Phyllis Register to appoint Connie Spell to a second term on the NCLM Board of Directors with Janice Thomas serving as an alternate. Motion carried.

A motion was made by Kay Cox, seconded by Lisa Vierling to appoint Janet Anderson to serve as a member of the FAIR Committee. Motion carried.

A motion was made by Eva Brown, seconded by Joyce Wilson to appoint Michelle Dawson to serve a term on the CED Committee. Motion carried.

A motion was made by Beth Hamrick, seconded by Janet Anderson to appoint Eva Brown to serve as a member of the EENR Committee. Motion carried.

A motion was made by Nancy Huntley, seconded by Janet Anderson to appoint Lisa Vierling and Penelope Spicer-Sidbury as an alternate member of the TCPS Committee. Motion carried.

OTHER BUSINESS

Beth Hamrick stated that there was funds left over that were raised to help with the costs of the reception when Mary Lou Rand became President of IIMC. She felt that we should contribute \$5000 toward the IIMC Regional III Conference. A motion was made by Beth Hamrick, seconded by Phyllis Register to approve the \$5000 contribution to the IIMC Regional III Conference. Motion carried.

Kim Hibbard spoke regarding the update of the Clerk's Reference Guide. She asked for consideration of having a legal intern prepare the preliminary update with herself overseeing the procedure. This would cut down on the cost for the proposed update. Following discussion, a motion was made by Michelle Dawson, seconded by Leslie Eldridge to approve the use of a legal intern in preparing the preliminary update of the Clerk's Reference Guide. Motion carried. President Brunell asked each director to review the Reference Guide and if there are any suggestions or recommendations to please let her or Kim know.

There being no further business to come before the Board at this time, a motion was made by Joyce Wilson, seconded by Lisa Vierling to adjourn. Motion carried.

President Brunell adjourned the meeting at 12.45 p.m.

Dianne S. Pierce, CMC
Recording Secretary

Patricia Brunell
President

**NORTH CAROLINA ASSOCIATION OF
MUNICIPAL CLERKS**

2000-2001 Officers

| | |
|-----------------------------------|--|
| President | Patricia H. Brunell, CMC – Oak Island |
| Vice-President | Wanda T. Elks, CMC - Greenville |
| Second Vice-President | Eva C. Brown, CMC - Richlands |
| Recording Secretary | Dianne S. Pierce, CMC – Elizabeth City |
| Corresponding Secretary/Treasurer | Kimberly S. Hibbard, NCLM |
| Immediate Past President | Beth Q. Hamrick, CMC – Mint Hill |

2000-2001 Board of Directors

Region I

| | |
|------------|---------------------------------------|
| District 1 | Leslie H. Eldredge – Kill Devil Hills |
| District 2 | Beverly Bigley – Indian Beach* |
| District 3 | Josann A. Campanello, CMC – St. James |

Region II

| | |
|------------|--------------------------------------|
| District 4 | Michelle C. Dawson, MMC – Farmville* |
| District 5 | Judy M. Jeffreys, CMC - Bunn |
| District 6 | Joyce W. Wilson, CMC – Wake Forest |

Region III

| | |
|------------|------------------------------------|
| District 7 | Phyllis Register, CMC – Hope Mills |
| District 8 | Nancy G. Huntley – Wadesboro* |
| District 9 | Lisa Vierling, CMC – Oak Ridge |

Region IV

| | |
|-------------|--------------------------------------|
| District 10 | Katherine (Kay) C. Cox, CMC – Sparta |
| District 11 | Anita H. Taylor, CMC – Lake Lure |
| District 12 | Janet A. Anderson, CMC – Franklin* |

*Regional Meeting Chairperson

Executive Committee

Chairperson:

Patricia H. Brunell, CMC – Oak Island

President

Committee Members:

Wanda Elks, CMC - Greenville

First Vice-President

Eva C. Brown, CMC - Richlands

Second Vice-President

Dianne S. Pierce, CMC – Elizabeth City

Recording Secretary

(Additional two members to be appointed by Board of Directors.)

Finance/Budget Committee

Chairperson:

Janet A. Anderson, CMC - Franklin

Committee Members:

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

Ethel Wells, CMC – Burgaw

Sandra S. Sartin, CMC – Aurora

Advisor:

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

IIMC Certification School/College Scholarship Committee

Chairperson:

Patricia H. Brunell, CMC, NCAMC President

Committee Members:

Beth Q. Hamrick, CMC, NCAMC Immediate Past President – Mint Hill

Wanda Elks, CMC, NCAMC First Vice-President - Greenville

Eva C. Brown, CMC, NCAMC Second Vice-President - Richlands

Joyce Wilson, CMC, Program/Education Chairperson - Wake Forest

Fleming Bell, Institute of Government

Legislative Committee

Chairperson:

Connie Spell, CMC/NCLM Board Member – Stedman

Committee Members:

Susan Crofts – Greensboro

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

Betty Fortner, CMC, IIMC Board Member - Clinton

Joyce A. Smith, CMC – Chapel Hill

Membership Committee

Chairperson:

Kim Worley, CMC – Franklinton

Committee Members:

| | |
|--|----------------------------------|
| Elizabeth (Libby) Jenkins – Robersonville | District 1 |
| Beverly Bigley – Indian Beach | District 2 |
| Barbara Cumbee, CMC – Boiling Spring Lakes | District 3 |
| Phyllis Harrison, CMC – LaGrange | District 4 |
| Sheila Taylor – Littleton | District 5 |
| Sabrina Oliver, CMC – Elon College | District 6 |
| Phyllis Register, CMC – Hope Mills | District 7 |
| Jean Page – Locust | District 8 |
| Swannetta Fink – Faith | District 9 |
| Yolanda Prince – Taylorsville | District 10 |
| Mary Flack, CMC – Lake Lure | District 11 |
| Janice (Jan) Sherlock, CMC – Fletcher | District 12 |
| Janice S. Thomas, CMC – Foxfire Village | IIMC Membership Committee Member |
| <u>Advisor:</u> Eva C. Brown, CMC – Richlands | NCAMC Second Vice-Pres. |

Nominating Committee

Chairperson:

Beth Q. Hamrick, CMC, NCAMC Immediate Past President – Mint Hill

Committee Members:

Eva C. Brown, CMC, NCAMC Second Vice-President – Richlands
Glenda Sansosti, MMC, NCAMC Past President - Brevard
Jean Bailey, CMC, NCAMC Past President – Rocky Mount
Joanne Spencer, CMC – Morehead City
Jondeen Terry, CMC - Burlington

Past Presidents Committee

Chairperson:

Gail Smith, CMC, Raleigh

Committee Members:

| | |
|-------------------------------------|---|
| Jean Bailey, CMC, Rocky Mount | Peggy Boone, Retired – Kinston |
| Betty Fortner, CMC, Clinton | Betty Childress, Retired – Laurinburg |
| Mary Lou Rand, CMC, Garner | Sabrina Guy, Retired – Jacksonville |
| Glenda Sansosti, MMC, Brevard | Connie Hardee, Retired – Nags Head |
| Connie Spell, CMC, Stedman | Marie Matthews, Retired – Winston-Salem |
| Janice Thomas, CMC, Foxfire Village | Lois Worthington, Retired – Greenville |
| Vickie Weant, MMC, Concord | |
| Beth Hamrick, CMC, Mint Hill | |

Program/Education Committee

Chairperson:

Joyce Wilson, CMC, Wake Forest

Committee Members:

Janet Anderson, CMC, Franklin

Josann Campanello, CMC, St. James

Janice Costner, CMC, Bessemer City

Sandy Hewett, Shallotte

Anita Hosack, CMC, Laurel Park

Lynn House, CMC, Rolesville

Thelda Rhoney, CMC, Hickory

Freida VanAllen, CMC, Boone

Dianne White, CMC, Henderson

Vickie Wilder, CMC, Lillington

Ex-Officio Members:

Kimberly S. Hibbard, NCLM

Fleming J. Bell, IOG

Advisor:

Wanda Elks, CMC, NCAMC First Vice-President - Greenville

Publicity Committee

Chairperson:

Penelope Spicer-Sidbury, CMC – Wilmington

Newsletter/Web Page Coordinator

Committee Members:

Juanita Cooper, CMC – Greensboro

Annual Report Coordinator

Stephanie Carouthers, CMC – Shelby

Birthday/Events Calendar Coordinator

Janie Revels, CMC – Lumberton

News Release Coordinator

Debra T. Cockman, CMC – Robbins

Scrapbook Coordinator

WSOS Committee

Chairperson:

Katherine (Kay) C. Cox, CMC – Sparta

Committee Members:

Loraine M. Carbone – North Topsail Beach

Region I.

Jondeen D. Terry, CMC – Burlington

Region II.

Lisa Vierling, CMC – Oak Ridge

Region III.

Mary Lee Kerley, CMC – Statesville

Region IV.

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

Pam Smith – Atlantic Beach

Joanne Spencer – Morehead City

Kimberly S. Hibbard, NCLM

2003 Site Selection Committee

Chairperson:

Michelle Dawson, CMC – Farmville

Committee Members:

Joyce Valley, CMC – Dunn

Gail Smith, CMC – Raleigh

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 Fortner, CMC – Clinton

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

| Description | Current Period Actual | Year To Date Budget | Year To Date Actual | % Budget |
|------------------------------------|--------------------------|------------------------|------------------------|--------------|
| REVENUE | | | | |
| Membership Dues | \$17,250.00 | \$20,150.00 | \$17,620.00 | 87.44 |
| Education - Training | | | | |
| Annual Conference | \$4,075.00 | \$23,500.00 | \$20,935.00 | 89.09 |
| Annual Conf. Sponsorships | 1,000.00 | 3,000.00 | 1,150.00 | 38.33 |
| Advanced Academy | 1,315.00 | 4,500.00 | 5,930.00 | 131.78 |
| Regional Schools | .00 | 5,000.00 | .00 | .00 |
| IIMC | .00 | 20,000.00 | .00 | .00 |
| Scholarship Fund | 1,979.00 | 1,500.00 | 1,979.00 | 131.93 |
| Other Revenue | | | | |
| Fundraising Sales | \$138.00 | \$1,000.00 | \$138.00 | 13.80 |
| Investment Income | 94.40 | 900.00 | 143.94 | 15.99 |
| Total Revenue | 25,851.40 | 79,550.00 | 47,895.94 | 60.21 |
| EXPENDITURES | | | | |
| Education - Training | | | | |
| Annual Conference | \$5,511.95 | \$26,500.00 | \$5,511.95 | 20.80 |
| Regional Schools | .00 | 3,000.00 | .00 | .00 |
| Advanced Academy | 2,000.00 | 3,000.00 | 2,000.00 | 66.67 |
| IIMC | .00 | 20,000.00 | .00 | .00 |
| Scholarship Fund - College | 500.00 | 500.00 | 500.00 | 100.00 |
| Scholarship Fund - Clerks | 800.00 | 1,000.00 | 800.00 | 80.00 |
| Operating Expenses | | | | |
| Printing Expense | \$979.50 | \$7,500.00 | \$979.50 | 13.06 |
| Postage Expense | 629.31 | 4,000.00 | 629.31 | 15.73 |
| Professional Services | 1.00 | 8,000.00 | 269.00 | 3.36 |
| Travel/President & Staff | .00 | 2,700.00 | .00 | .00 |
| Boards/Committee Meetings | .00 | 800.00 | .00 | .00 |
| Gifts & Awards | 345.57 | 500.00 | 345.57 | 69.11 |
| Miscellaneous Expense | .00 | 250.00 | .00 | .00 |
| Minute Indexing | .00 | 300.00 | .00 | .00 |
| Special Projects | .00 | 1,500.00 | .00 | .00 |
| Total Expenditures | 10,767.33 | 79,550.00 | 11,035.33 | 13.87 |
| Excess Revenue Over Expend. | 15,084.07 | .00 | 36,860.61 | .00 |

| | |
|--------------|-----------|
| Savings | 4,711.33 |
| Checking | 40,892.26 |
| Money Market | 9,372.45 |

**2000 NCAMC ANNUAL CONFERENCE
HIGH POINT, N.C.**

EXPENDITURES

| | |
|-------------------------------------|----------|
| Radisson Hotel | |
| Thursday reception | 1,612.23 |
| Friday continental breakfast/breaks | 858.05 |
| Friday lunch | 2,073.33 |
| Friday anniversary reception | 1,325.91 |
| Friday dinner | 4,261.17 |
| Saturday buffet breakfast | 1,712.03 |
| Saturday banquet | 3,066.71 |
| Saturday bartender | 75.00 |
| Audio-visual equipment | 236.38 |
| Comp rooms | 891.88 |
| Anniversary decorations | 364.53 |
| Anniversary delegate gift | 1,322.72 |
| Tour transportation | 435.00 |
| Life Skills Inc. (speaker's fee) | 500.00 |
| Entertainment | |
| RazzMaTazz | 500.00 |
| Gary Bass | 500.00 |
| Jim Person | 125.00 |
| NCLM staff expenses | 195.44 |
| NCLM conference management fee | 1,300.00 |
| Photocopies | 31.46 |
| Signs | 137.80 |

TOTAL: **\$21,524.64**

SILENT AUCTION **\$2,133.00**

ATTENDEES

| | |
|-------------------------|-----|
| Delegates | 128 |
| Spouses/Children/Guests | 44 |
| Comps | 7 |

TOTAL **179**

REVENUE

| | |
|---------------------------------|--------------------|
| Registration | 20,935.00 |
| Sponsorships | |
| Municipal Code | 2,500.00 |
| NCLM | 1,000.00 |
| <u>Ballard & Associates</u> | <u>150.00</u> |
| TOTAL: | \$24,585.00 |

| | |
|--------------------|--------------------|
| Total Revenue | \$24,585.00 |
| Total Expenditures | -21,524.64 |
| NET GAIN | \$ 3,060.36 |

**2000 AUGUST MMC ACADEMY
HIGH POINT, N.C.**

EXPENDITURES

| | |
|------------------------------------|----------|
| Winner in "U" Inc. (speakers' fee) | 2,000.00 |
| Radisson Hotel | |
| Break | 233.90 |
| Lunch | 1,198.64 |
| Audiovisual | 263.94 |
| Hotel room for speakers | 86.11 |

TOTAL: **\$3,782.59**

REVENUE

Registration **\$5,930.00**

\$5,930.00

ATTENDEES: **77**

| | |
|--------------------|-------------------------|
| Total Revenues | \$5,930.00 |
| Total Expenditures | <u>-3,782.59</u> |
| NET GAIN | \$2,147.41 |