

1/28/99 11:01 AM

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS  
BUSINESS MEETING  
JANUARY 28, 1999

**Call to Order**

President Thomas called the business meeting of the NC Association of Municipal Clerks to order at 1:20 p.m. in the Sheraton Imperial Hotel, Durham, NC, and welcomed everyone. She introduced the officers, directors, and committee chairs for the Association.

**Approval of Minutes**

Minutes of the August 8, 1998 business meeting were approved by motion of Joyce Smith, seconded by Pat Brunell, and unanimously carried.

**Treasurer's Report**

Kim Hibbard presented the Profit and Loss Statement for the month of December, 1998. A copy of the report is attached to these minutes and incorporated herein by reference.

**Committee Reports**

**Program/Education - Josann Campanello**

Josann announced the locations, host clerks, dates, and tentative agenda for the regional schools. The committee will meet again March 12.

**Membership - Freida Van Allen**

The membership committee has been working on a pictorial directory similar to the city/county managers directory. NC Department of Corrections will print 500 membership directories at a cost of \$2177. Freida will be making pictures for the directory today and tomorrow morning. She will also try to attend some regional meetings and make photos. Total membership currently includes 430 clerks, 65 assistants or deputy clerks, and 20 honorary members.

**Publicity - Penelope Spicer-Sidbury**

Penelope reminded everyone that information going into the March newsletter needs to be submitted to her by February 10.

**WSOS - Joanne Spencer**

Forms for mentors and new clerks were included in the October newsletter. Joanne said there are eight volunteers on the mentor list; she has matched mentors with all new clerks who have contacted her. She encouraged new clerks to participate in the program if they need help. President Thomas reminded new clerks that the membership fee is \$40 and includes a pin, a certificate, a MORE manual, and a Reference Guide.

**Past Presidents' - Connie Spell**

**Reception for Mary Lou**

Connie informed the membership that the main focus this year had been raising funds and planning a reception during the May IIMC conference for incoming IIMC President, Mary Lou Rand. The drawing for the raffle tickets will be held tomorrow morning following breakfast. Connie presented a brief description of IIMC and explained that this will be the first time a North Carolina clerk will be president. She encouraged North Carolina clerks to support Mary Lou and the NC Association by attending the conference in Ottawa. Jean Bailey stated that the reception will be casual; she has ordered long sleeved white mock turtle necks that can be purchased for around \$12.00 each; NC clerks are encouraged to wear one of the shirts at the reception. Shirt information will also be in the next newsletter. The Band of Oz will again provide the entertainment.

**IIMC - Dianne Pierce**

Jean Bailey addressed the membership on behalf of Dianne Pierce who had to leave because of illness. The IIMC regional meeting was held last week in Charleston, SC.

**NCLM Board Member - Vickie Weant**

President Thomas reported for Vickie that the League committee appointments had all been approved. She said that Jean Bailey had to push to get a clerk appointed as a member of the NCLM Board of Directors.

**College Scholarship - Gail Smith**

The last issue of Minute by Minute contained an application form for the \$500 college scholarship. The scholarship is not necessarily tied to a city clerk or city clerk's family; anyone can apply. The scholarship is for higher education, not to attend the certification school. Applications must be in by March 15, 1999.

**Clerks' Internet Home Page - Pam Smith**

Pam is working with Susan Dunn at the Institute of Government. The clerks' page is attached to the IOG page. To access the clerks' page, use the IOG web page address and go to clerk net.

**Nominating - Sabrina Guy**

Sabrina encouraged clerks to get more involved in their Association. Clerks interested in Board appointment should contact Sabrina; clerks interested in appointment to a committee should contact Beth Hamrick. Members of the Board of Directors serve two year terms, representatives of even numbered districts and odd numbered districts are appointed in alternate years. Serving as an officer of the Association requires one previous term on the Board of Directors. An officer does not have to be certified, but certification is preferable. Gail Smith pointed out that it is not necessary to be certified to serve on the Board, but to be certified, a clerk must be a member of IIMC.

**Committee Members - Beth Hamrick**

Beth will start lining up her committees this spring for next year; she asked for everyone's help. Committee forms will be published in the March issue of Minute by Minute.

**1999 NCAMC Annual Conference - Janet Chamblee**

The 1999 conference will be held at Sea Trail Plantation in Sunset Beach August 12-14. Sunset Beach is about 15 miles from Myrtle Beach; great educational sessions and a trip to Alabama Theatre are being planned. Accommodations are different this year; reservations will be for villas, so clerks were encouraged to share a villa with other clerks and multiply the fun.

**2000 NCAMC Annual Conference**

The 2000 conference will be held in High Point. President Thomas explained how conference sites alternate between the coast, the piedmont, and the mountains.

**2001 NCAMC Annual Conference - Janet Anderson**


Cherokee will be the site of the 2001 conference. Janet Anderson revealed that housing for the conference will be in the Holiday Inn, with overflow in the Hampton Inn.

**Other Business**

President Thomas shared that the Association had nominated three North Carolina clerks for IIMC awards, Betty Fortner and Betty Childress, for the IIMC Quill Award, and Wanda Elks for the Technology and Records Management Award.

There was no other business and the meeting was adjourned at 2 p.m. by proper motion.

Respectfully submitted,

  
Janet Chamblee  
Recording Secretary

**Profit & Loss Statement**  
For the period December 1, 1998 to December 31, 1998

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
<b>Revenue</b>				
Membership Dues	\$80.00	\$16,000.00	\$16,000.00	100.00
Education - Training				
Annual Conference	\$27.00	\$21,000.00	\$19,017.00	90.56
Regional Meetings	.00	4,500.00	20.00	.44
Advanced Academy	.00	5,000.00	4,260.00	85.20
Scholarship Fund	.00	1,500.00	1,536.00	102.40
Investment Income	55.27	800.00	393.91	49.24
Fundraising Sales	34.15	200.00	44.52	22.26
IIMC Reception Fundraising	1,025.00	12,500.00	4,841.00	38.73
Annual Conference Sponsorships	.00	2,000.00	1,650.00	82.50
Appr From Fund Balance	.00	300.00	.00	.00
<b>Total Revenue</b>	<b>1,221.42</b>	<b>63,800.00</b>	<b>47,762.43</b>	<b>74.86</b>
<b>Expenditures</b>				
Education - Training				
Annual Conference	\$0.00	\$23,000.00	\$14,997.25	65.21
Regional Meetings	.00	3,500.00	.00	.00
Advanced Academy	.00	4,500.00	636.00	14.13
Scholarship Fund - Clerks	.00	1,000.00	.00	.00
Scholarship Fund - College	.00	500.00	500.00	100.00
Operating Expnses				
Printing Expense	\$0.00	\$3,500.00	\$2,157.63	61.65
Postage Expense	.00	4,000.00	1,763.43	44.09
Professional Services	1,220.00	7,000.00	1,828.00	26.11
Travel/President & Staff	.00	2,500.00	620.48	24.82
Boards/Committee Meetings	323.61	1,000.00	378.18	37.82
Gifts & Awards	.00	500.00	212.90	42.58
Miscellaneous Expense	1.00	500.00	21.50	4.30
Minute Indexing	.00	300.00	.00	.00
IIMC Expenditures	.00	12,000.00	.00	.00
Fundraising Purchases	249.10	.00	749.10	.00
<b>Total Expenditures</b>	<b>1,793.71</b>	<b>63,800.00</b>	<b>23,864.47</b>	<b>37.41</b>
Excess Revenue Over Expend.	(572.29)	.00	23,897.96	.00

Account balances as of 12/31/98:

Share Account	\$14,952.71
Checking Account	8,812.16
Money Market Account	7,639.23