

North Carolina Association of Municipal Clerks
Board of Directors Meeting
March 12, 1999

The March Board of Directors meeting, held in the Board Room at NC League of Municipalities office in Raleigh, was called to order at 10:05 am by President Thomas. Also present for the meeting were Beth Hamrick, First Vice President; Kim Hibbard, Secretary/Treasurer; Janet Chamblee, Recording Secretary; and Board Members Vickie Wilder, Kim Scott, Diane Ward, Janet Anderson, Kay Cox, Kim Harrison, Thelda Rhoney, Nancy Huntley, Wanda Elks, Dianne Pierce, and Pat Simmons; Past Presidents Connie Spell, Mary Lou Rand, Jean Bailey, and Gail Smith; Program/Education Chairman Josann Campanello; and Program/Education Committee Members Janet Thomas and Pat Brunell.

President Thomas welcomed everyone and encouraged the directors to contact members in their regions to invite them to attend the regional schools and the annual conference.

Approval of Minutes

Minutes of the December 11, 1998, Board of Directors Meeting were approved by motion of Nancy Huntley, seconded by Beth Hamrick, and unanimously carried.

Treasurer's Report

Kim Hibbard, Secretary/Treasurer, presented the Profit and Loss Statement for the month of February, 1999. A bill, approximately \$6,000 (\$15.00 per member), for the professional services contract with the League and applicable IIMC conference expenses will need to be paid out of the current budget. Payment for printing the annual report and directory will probably come out of next year's budget. Beth Hamrick recommended analyzing membership dues v expenditures (League fee, annual report and directory, and newsletter costs) to assure that membership dues cover expenses for each clerk. On February 28, the credit union share account balance was \$17,443.37, the checking account balance was \$6,108.25, and the balance in the money market account was \$7,683.46. The Profit and Loss Statement is attached to these minutes and incorporated herein by reference.

Committee Reports

Program/Education

Josann Campanello related that letters had been sent to committee members and Brunswick County clerks. She will be writing letters to mayors and administrators of towns in Brunswick County requesting a minimum donation of \$100 from each; the money will go toward the annual conference expenses and gifts for each attendee. An AAE class, in conjunction with the annual conference, is proposed for August 12. Approval is being requested from IIMC. Dates and locations for regional schools have been set and registration forms have been mailed out. The Morehead City meeting will have a panel for the privilege license session. The Program/Education Committee will meet following today's Board meeting to work on the annual conference topics.

Membership

Freida Van Allen has designated a person at the regional schools to make pictures. Kim Hibbard distributed a NCAMC membership inventory, with the number of clerks, deputy clerks, assistance clerks, honorary members, and miscellaneous membership classifications designated; total membership is 432. A copy of the document is attached to these minutes and incorporated herein by reference. If the membership dues for deputy clerks is discounted, Beth Hamrick recommended sending one copy of the newsletter and having the clerk share it with her deputy. President Thomas asked about adding to the data the year each clerk became a member of the association. This may be a project that the membership committee can work on. President Thomas requested that new members information be given to her, the membership chairman, and the director in each new clerk's area. Betty Childress is retiring and will be presented an honorary membership (as a past president) at the August conference. One other honorary member can be designated; President Thomas suggested conferring an honorary membership on Mary Jackson. Beth Hamrick moved that Mary Jackson be appointed an honorary member of the association. The motion was seconded by Vickie Wilder and unanimously carried. President Thomas announced that a member from District 2 is needed on the membership committee; Ann Crumpler resigned.

Dianne Pierce presented IIMC membership information; there is a total of 10171 members, 320 of whom are NC clerks. North Carolina ranks fifth in the United States with 179 certified clerks. Fifty-five North Carolina clerks have achieved their AAE designation, 29 clerks have achieved first sustaining status, 14 have achieved second sustaining status, and 4 have achieved third sustaining designation.

Publicity

Notice was again given that the deadline for publication in the monthly newsletter is the tenth of each month. Geneva Wilson from Whispering Pines has requested that committee reports, and a picture from each committee's meeting, be sent for inclusion in the annual report.

We Share Our Services

An updated list of new clerks was submitted by Joanne Spencer, Chairman of the WSOS Committee.

Finance/Budget

President Thomas will forward the financial and membership information to Michelle Creech Dawson, Chairman of the Finance/Budget Committee.

Web Page

Pam Smith is still working on how to keep the clerks' web page updated.

Past Presidents'

Mary Lou's Reception

Connie Spell announced that an additional \$2,900.00 toward Mary Lou's reception at the IIMC Conference was realized from the January raffle. Following today's Board meeting, the past presidents and other interested persons will meet to make final plans for the reception. Twenty-seven T-shirt orders have been received so far.

Quill Award

Two nominations, for Betty Fortner and Betty Childress, were submitted for the Quill Award. Due to her recent retirement, Betty Childress has resigned from the nominating committee; Glenda Sansosti was appointed to take Mrs. Childress's place on the committee.

NCLM Committees

CED-Community & Economic Development

Wanda Elks advised that the CED committee met two weeks ago.

FAIR-Finance, Administration & Intergovernmental Relations

Pat Brunell advised that the FAIR committee also met two weeks ago. It appears that deregulation will not go away. The committee will probably meet a lot this year; three more meetings are currently scheduled. The proposed separation allowance for law enforcement officers was a hot topic. If passed, the bill would increase the retirement multiplier to 2.3% (or 75%), opposed to 1% (or 53.1%) for other local government employees. The FAIR committee is not in favor of the proposal. When the bill comes up, the sponsor will probably recommend full benefits for law enforcement officers after 25 years instead of 30 years, also. No actuarial studies have been done; therefore, the cost is unknown. Clerks were encouraged to write their legislators and ask that they oppose the proposed bill.

EENR-Energy, Environment & Natural Resources

Eva Brown was unable to attend the Board meeting, and asked Kim Hibbard to report on the meeting. The first meeting was held recently. The committee's discussion concentrated on coastal shoreline regulations and how the regulations affect local municipalities. The League opposes changes in regulations unless local officials are allowed to participate in the regulation changes. The committee meets again April 12.

TCPS-Transportation & Public Safety

Beth Hamrick informed the Board that discussion of the Transportation & Public Safety Committee focused on transportation. DOT representatives are concerned over the lack of money for highway maintenance. A certain percentage of the price of gas is set aside for maintenance. The higher the gas price, the more money that is generated for maintenance; however, the gas prices dropped resulting in a lot less money available for highway maintenance. The League is drafting a bill to put a floor on the amount to assure more funds for highway maintenance. The committee will meet again on Tuesday.

1999 Site Selection Committee

Work is continuing on the August conference to be held in Sunset Beach. Clerks in Brunswick County met last week at the conference site, Sea Trail Plantation, to plan the menu, activities, etc. Registration packets will be mailed in May; registration cost will probably be around \$125. A trip to Alabama Theatre is planned for Friday evening.

2000 Site Selection Committee

Pat Simmons invited the NCAMC President and Vice President for lunch and a tour of the Radisson Hotel facilities located in downtown High Point. Leigh Smith, formerly with the Radisson and now with the Hilton in Greensboro, would like to submit a proposal for a conference site when the conference again goes to the Piedmont area.

2001 Site Selection Committee

Janet Anderson, Chairperson for the 2001 Site Selection Committee, informed the Board that the New Bern clerk wants to serve on the 2001 Site Selection Committee. It is best if clerks serving on a site selection committee live in the region where the conference will be held. NC hosts the IIMC Regional Meeting in 2001, and the City of New Bern is being considered. If New Bern is chosen as the regional meeting site, Vickie Johnson, the New Bern clerk, will be asked to help. Mary Lou Rand reminded everyone that air transportation is used by many delegates who attend regional meetings. Therefore, the conference site must be convenient to an airport.

Committee Members

Beth Hamrick is waiting on return of forms requesting appointment to the various committees. The committee members forms will be available at the regional meetings, also.

Old Business

Flag

President Thomas will write a letter to IIMC requesting that use of state flags be reinstated when the conference is held in the USA.

Thank You to Dale Barstow

President Thomas sent a thank you note to Dale Barstow.

IIMC Education Foundation

Mary Lou Rand encouraged the NC Association to consider the value of IIMC scholarships, and recommended that clerks apply for the scholarships. The IIMC executive committee will be meeting with the executive committee of MCEF to recommend that money be funded into some avenue other than scholarships; funding for first time attendees to an annual IIMC conference, and more money for conference speakers will be proposed as examples of alternative avenues. Mary Lou prompted clerks to write Lyle Schwartzcoff and encourage MCEF to rethink its funding options.

Support of IIMC Marketing Video

President Thomas sent a \$100 check to IIMC to assist with its marketing video.

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IIMC Newsletter

Deadline for inclusion in the News Digest is three months in advance. Beth Hamrick will send names of next year's NCAMC officers.

New Business

College Scholarship Applications

Monday is the deadline for college scholarship applications; to date, three have been received. Application directions need to be changed so that the front and back pages are consistent. The college scholarship committee members are the same as the certification scholarship committee except that one or more non-clerks, selected by the president, also serves on the college scholarship committee. Last year, a copy of each application was sent to each committee member with rating forms, and the completed forms were returned to the president. The forms used last year were forms Sabrina provided from her city; they worked really well and will be used again. Fleming Bell will be asked to serve as the non-clerk on the committee.

Other Business

Ribbons for Officers

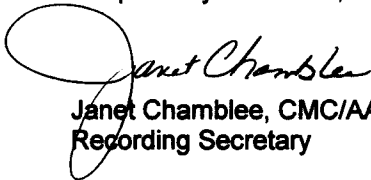
The ribbons for officers have been misplaced since last year. President Thomas will check with Past President Guy and try to locate the ribbons.

IIMC Region III Director

Next year is North Carolina's turn to have a director on the IIMC Board. Nominations must be submitted to IIMC by the end of January next year. Therefore, NC needs to decide at the August conference who the nominee will be. Jean Bailey will submit an article for the April issue of Minute by Minute setting out qualifications and expectations for NC clerks who are interested in being considered as North Carolina's nominee.

There was no other business and the meeting was adjourned at 11:30 am by motion of Dianne Pierce, seconded by Thelda Rhoney, and unanimously carried.

Respectfully submitted,



Janet Chamblee, CMC/AAE
Recording Secretary

Profit & Loss Statement
For the period February 1, 1999 to February 28, 1999

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
Revenue				
Membership Dues	\$280.00	\$16,000.00	\$16,360.00	102.25
Education - Training				
Annual Conference	\$.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	70.19	800.00	540.70	67.59
Fundraising Sales	.00	200.00	64.52	32.26
IIMC Reception Fundraising	1,809.00	12,500.00	7,252.00	58.02
Annual Conference Sponsorships	.00	2,000.00	1,650.00	82.50
Appr From Fund Balance	.00	300.00	.00	.00
Total Revenue	2,159.19	63,800.00	50,700.22	79.47
Expenditures				
Education - Training				
Annual Conference	\$69.00	\$23,000.00	\$15,066.25	65.51
Regional Meetings	125.00	3,500.00	125.00	3.57
Advanced Academy	.00	4,500.00	636.00	14.13
Scholarship Fund - Clerks	.00	1,000.00	800.00	80.00
Scholarship Fund - College	.00	500.00	500.00	100.00
Operating Expenses				
Printing Expense	\$422.94	\$3,500.00	\$2,707.77	77.36
Postage Expense	573.29	4,000.00	2,336.72	58.42
Professional Services	.00	7,000.00	1,930.00	27.57
Travel/President & Staff	22.10	2,500.00	642.58	25.70
Boards/Committee Meetings	.00	1,000.00	378.18	37.82
Gifts & Awards	.00	500.00	320.90	64.18
Miscellaneous Expense	1.00	500.00	277.93	55.59
Minute Indexing	.00	300.00	.00	.00
IIMC Expenditures	.00	12,000.00	.00	.00
Fundraising Purchases	.00	.00	1,249.10	.00
Total Expenditures	1,213.33	63,800.00	26,970.43	42.27
Excess Revenue Over Expend.	945.86	.00	23,729.79	.00

Share Account (IIMC Reception): \$17,443.37
 Checking Account: \$6,108.25
 Money Market Account: \$7,683.46

NCAMC Membership

Clerks:	337	(489 Clerks in NC)
Deputy Clerks:	38	(73 Deputy Clerks in NC)
Assistant Clerks:	7	(27 Assistant Clerks in NC)
Honorary Members:	20	
Miscellaneous:	<u>30</u>	
Total Membership:	432	