

North Carolina Association of Municipal Clerks
Board of Directors Meeting
June 11, 1999

The June 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 Joyce Wilson, Kay Cox, Janet Anderson, Diane Ward, Vickie Wilder, Wanda Elks, Nancy Huntley, Thelda Rhoney, and Dianne Pierce; Past Presidents Sabrina Guy, Mary Lou Rand, Jean Bailey, Betty Fortner, and Gail Smith; WSOS Chairman Joanne Spencer; Program/Education Chairman Josann Campanello; and Program/Education Committee Members Pat Brunell and Janie Revels; and Rita Thompson.

President Thomas encouraged the directors to write their area clerks and invite them to attend the annual conference in Sunset Beach, and to solicit silent auction and door prize items. Daisy Ivey and Janet Thomas will handle door prize items and Janet Chamblee and Lynn House will manage silent auction items that are brought to the conference.

Approval of Minutes

Minutes of the March 12, 1999, Board of Directors Meeting were approved by motion of Joyce Wilson, seconded by Thelda Rhoney, and unanimously carried.

Treasurer's Report

Kim Hibbard, Secretary/Treasurer, presented the Profit and Loss Statement for the month of May and the proposed budget for FY 1999-2000, attached to these minutes and incorporated herein by reference. The amount shown for IIMC Reception Fundraising is not a reflection of the total amount; this amount reflects the amounts generated through special raffles, etc. \$24,000 proposed for the 1999 annual conference is more than the cost (\$17569.00) of last year's conference in Hickory; Hickory's conference was much lower than conference costs tend to be because of the City of Hickory's support. The professional services line item, reflecting the League service charges, is over budget. Not all invoices for the IIMC conference are in; the cost of the reception was \$13,000, Canadian currency.

Committee Reports

Program/Education and Sunset Beach Conference

Josann Campanello reported that the regional schools were quite successful, with more than 200 clerks registered. Josann suggested that the Education and Program Committees should be combined; they are addressed separately in the Handbook. Plans for the annual conference are coming together. A sponsorship of \$1000 from Municipal Code has been given toward the President's Reception. Risk Management is sponsoring the continental breakfast prior to their three hour presentation. A good customer service topic is also on the program (the cost will be kept as low as possible), and Mary Lou Rand will update the clerks on the change in the CMC/AAE designations. The Program/Education Committee will meet again following the Board meeting.

Membership

NCAMC

Freida Van Allen is working on the membership directory. Following discussion of membership fees, motion by Sabrina Guy, seconded by Joyce Wilson, and unanimously carried not to charge a current year's membership fee for new members joining the Association after March 31, to add them to the membership list (mailing list) so they will be in the data base for the next billing, and to add the change to the clerk's handbook.

IIMC

Dianne Pierce reported that there are 10,195 members of IIMC. North Carolina, with 335 members, ranks eighth. No additional CMC nor AAE designations were awarded this month to NC clerks.

Publicity

Penelope Spicer-Sidbury has agreed to do the newsletter again next year. Geneva Wilson is working on the annual report. The annual report will be available to be picked up at the conference; annual reports will be mailed to members who do not attend the conference.

WSOS

Joanne Spencer reported that it had been a good year with a lot of new clerks, but that things had been very quiet since clerks' school. She is working on a report for the annual report. Prior to the annual conference, Betty Fortner and Janie Revels will try to locate mentors and new clerks evaluation forms that were used in the past.

Finance/Budget

Kim Hibbard presented the proposed FY 1999-2000 budget on behalf of Michelle Creech Dawson and the Finance/Budget Committee. The present \$40 membership fee creates a shortfall; the proposed budget reflects an increase in the clerk's membership fee to \$50, with the membership fee for a deputy clerk remaining at \$40. The proposed budget was approved by motion of Thelda Rhoney, seconded by Janet Anderson, and unanimously carried. Upon Beth Hamrick's recommendation, a thank you note will be sent to Michelle in appreciation of the committee's fine work.

Nominating

Sabrina Guy announced that terms for representatives of the even numbered districts are up this year; all current even numbered district representatives, with the exception of Wanda Elks who is interested in the Recording Secretary position, are interested in reappointment for a second term. Therefore, recommendation by the nominating committee for next year's officers include Eva Brown, District 2; Michelle Creech Dawson, District 4; Joyce Wilson, District 6; Nancy Huntley, District 8; Kay Cox, District 10; and Janet Anderson, District 12 for Directors; Wanda Elks for Recording Secretary; and Pat Brunell for Second Vice President. The slate of officers for next year will be submitted to the Association at the August conference.

Web Page

Application for membership to NCAMC in on the clerks' web page.

Past Presidents'

Mary Lou's Reception

Jean Bailey announced that the reception cost in Canadian money was \$13,073.78 (\$9,338.41 US currency). She will speak with Pierre about filing for a tax refund. Mary Lou Rand thanked the Association and the clerks for their support. Motion by Sabrina Guy, seconded by Nancy Huntley, and unanimously carried that the Association cover any expenses Mary Lou had to pay out of pocket for the band.

Quill Award

Jean Bailey reported that, although the NC nominees were not recipients, Betty Childress and Betty Fortner for the Quill Award, and Wanda Elks for the Records Management Award were excellent candidates. Mary Lou advised that an ad hoc committee, rather than the standing committee, will handle the awards next year.

MORE Manuals and Reference Guides

The Association is out of MORE Manuals and Reference Guides. Jean Bailey will obtain costs of additional manuals. Mary Lou will also meet with Dale Barstow about additional MORE Manual binders. It may be possible to combine the clerk's handbook and MORE manual, but not the reference manual; the League shares the cost of the Reference Guide.

IIMC

Mary Lou informed the Board that the executive director position for IIMC is now vacant. The IIMC staff will report directly to Mary Lou, and she will approve all leave, accounts payable, checks, etc. The change was an IIMC Board decision. The university is assisting with the search for a new executive director. Mary Lou said she hopes that the members will experience no decrease in services, but that services will actually increase. She reported that a strategic planning session was held Friday after the conference in Ottawa. Jean Bailey will participate in the educational summit that will be held this fall.

NCLM Board Member

President Thomas presented Vickie Weant's faxed report.

CED-Community & Economic Development

The CED committee last met on April 30. Wanda Elks briefed the Board on Governor Hunt's upcoming job training proposal. The committee meets again next Friday.

FAIR-Finance, Administration & Intergovernmental Relations

Pat Brunell advised that the FAIR committee met a couple of months ago. Law enforcement officers' retirement generated a lot of discussion. Kim Hibbard pointed out that professional groups usually have a very strong lobbying presence; nothing in is the House budget this year, but discussion will probably continue. Beth Hamrick suggested that the managers' and clerks' associations "tack on" to the bill.

EENR-Energy, Environment & Natural Resources

The third meeting of the year will be held June 16. The last meeting involved a lot of discussion about other bills that are not the subject matter of the committee. Kim Hibbard believes environmental discussion will target waste water treatment plants with spills, resulting in heavier fines and penalties.

TCPS-Transportation & Public Safety

Beth Hamrick reported that discussion from NC Department of Transportation involved the process and funding for Metropolitan Planning Organizations. The committee meets again next month.

Request for Change in Annual Conference Date

Vickie Wilder asked that the Board discuss changing the annual conference date for conferences held after 2001; the present schedule conflicts with schools starting. Discussion revealed that other League-assisted groups hold their conferences earlier in the summer, and the League would not be able to assist the clerks with their conferences if changed to an earlier date.

1999 Site Selection Committee

Registration forms have been sent out for the August conference. Deadline for room reservations is June 25.

2000 Site Selection Committee

The 2000 conference will be hosted by Pat Simmons in High Point.

2001 Site Selection Committee

Janet Anderson, Chairperson for the 2001 Site Selection Committee, informed the Board that housing will be provided by Holiday Inn in Cherokee with the overflow at the Hampton Inn. An advanced academy and a side trip to Pigeon Forge and Gatlinburg is being planned.

Old Business

IIMC Newsletter

Notice of events appearing in the IIMC newsletter must be submitted three months in advance; this will be added to the duties of the publicity chair.

Officers' Ribbons

The cost of ribbons (enough to last ten years) to replace the ones that were lost earlier this year is \$813.00. After discussion, Kim Hibbard volunteered to check with the Research Triangle Park Sheraton to determine if the ribbons were left there after January Clerks' School.

New Business

College Scholarship Applications

Five college scholarship applications have been received. The committee reviewing the applications will meet following lunch today.

Certification School Scholarships

Applications for scholarships to assist with clerks' certification school will be accepted until August 9; thus far, five applications have been received. The scholarship committee will meet at the August conference.

Other Business

Kim Hibbard will get plaques for honorary members Betty Childress and Mary Jackson.

Jean Bailey announced that Pat Sharkey, former President of the Association has been diagnosed with pancreatic cancer. Her address is 12354 Pleasant Grove Way, Boynton Beach, FL 33437-0251. She encouraged clerks to send her cards; the information will also be included in the newsletter.

Kim Hibbard asked clerks to send her IIMC Conference photos of Mary Lou. She wants to have them included in Southern City.

IIMC Region III Director

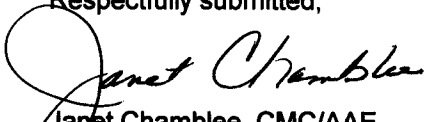
A new director for Region III will be installed next year in the Netherlands. It is North Carolina's turn to have a director on the IIMC Board. Betty Fortner and Dianne Pierce are interested in serving as Region III Director. At the business meeting during the August conference, each candidate will be given opportunity to make a presentation, the business meeting will be recessed, members can vote, then the business meeting will be resumed, and the results announced. Sabrina Guy will make the ballots. A list of qualified voters will also be needed so names can be checked off as the ballots are issued. Jean Bailey advised that there needs to be an agreement from the candidates that they will abide by the election results.

League Service Agreement

The service agreement with the League begins July 1. The cost has not changed. The League Service Agreement, attached to these minutes and incorporated herein by reference, was approved by motion of Dianne Pierce, seconded by Vickie Wilder, and unanimously carried.

There was no other business and the meeting was adjourned at 12:05 p.m. by motion of Joyce Wilson, seconded by Wanda Elks, and unanimously carried.

Respectfully submitted,


Janet Chamblee, CMC/AE
Recording Secretary

Profit & Loss Statement
 For the period May 1, 1999 to May 31, 1999

Description	Current Period Actual	Year To Date Budget	Year To Date Actual	% Budget
Revenue				
Membership Dues	\$40.00	\$16,000.00	\$16,430.00	102.69
Education - Training				
Annual Conference	\$.00	\$21,000.00	\$19,017.00	90.56
Regional Meetings	100.00	4,500.00	5,120.00	113.78
Advanced Academy	.00	5,000.00	4,260.00	85.20
Scholarship Fund	.00	1,500.00	1,536.00	102.40
Investment Income	69.46	800.00	760.52	95.07
Fundraising Sales	.00	200.00	976.52	488.26
IIMC Reception Fundraising	.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	209.46	63,800.00	57,002.04	89.34
Expenditures				
Education - Training				
Annual Conference	\$250.00	\$23,000.00	\$15,316.25	66.59
Regional Meetings	1,294.00	3,500.00	2,079.00	59.40
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	\$.00	\$3,500.00	\$3,004.17	85.83
Postage Expense	.00	4,000.00	3,024.55	75.61
Professional Services	.00	7,000.00	8,013.50	114.48
Travel/President & Staff	.00	2,500.00	642.58	25.70
Boards/Committee Meetings	.00	1,000.00	535.47	53.55
Gifts & Awards	.00	500.00	320.90	64.18
Miscellaneous Expense	1.00	500.00	280.93	56.19
Minute Indexing	.00	300.00	.00	.00
IIMC Expenditures	876.30	12,000.00	876.30	7.30
Fundraising Purchases	700.00	.00	1,949.10	.00
Total Expenditures	3,121.30	63,800.00	37,978.75	59.53
Excess Revenue Over Expend.	(2,911.84)	.00	19,023.29	.00

**Service Agreement
Between
The North Carolina League of Municipalities
and
The North Carolina Association of Municipal Clerks**

The parties to this Agreement are the North Carolina League of Municipalities, hereinafter referred to as the "League," and the North Carolina Association of Municipal Clerks, hereinafter referred to as the "Clerks Association."

This Agreement shall become effective on July 1, 1999, after being duly approved and executed by the respective organizations, and shall terminate on June 30, 2000. Either party to this Agreement may cancel the Agreement at any time by giving written notice at least ninety (90) days in advance of the intended date of cancellation.

It is the general purpose of this Agreement to set out the administrative, management, and other services to be provided by the League to the Clerks Association as a separate organizational entity and the fee schedule for such services. It is mutually understood that the League will continue to provide customary services to its member municipalities and to work with municipal officials. It is further mutually understood that the League, when providing such customary services, is acting solely for its separate benefit and that of member municipalities, and not for or on behalf of the Clerks Association. This Agreement is intended to cover only those administrative and other services provided to the Clerks Association as an organization.

The League agrees to provide the following services and considerations to the Clerks Association:

1. **Basic Affiliation Services**
 - a. Use of the Albert Coates Local Government Center for meetings and for a permanent mailing address for the Clerks Association.
 - b. Membership on League policy committees as provided by the League's Bylaws.
 - c. Eligibility for affiliate organization positions on the League's Board of Directors as provided by the League's Constitution.

- d. Designation of a League staff member as staff coordinator to: (1) coordinate communications with and delivery of services to the Clerks Association; (2) attend at least one Clerks Association Board meeting per year and other Board meetings as time and resources permit; (3) attend the Clerks Association annual conference if requested.
- e. Providing the opportunity for participation in the League's Annual Convention program.
- f. Listing of organization events and activities in League publications as space allows.
- g. Depository for organization minute books at League offices.

2. **Printing and Mailing Services**

The League will provide printing and mailing services for printing affiliate letterhead and envelopes for producing up to four (4) general membership mailings per year, excluding mailings provided with membership, conference and financial management services. Mailings shall consist of not more than four sheets mailed in a standard #10 envelope.

The Clerks Association is responsible for providing camera-ready copy if possible, or typed final copy with detailed instructions on the material to be produced and mailed. All mailings for the Clerks Association will be scheduled through the Clerks Association's designated staff coordinator with as much advance notice as possible and not less than two weeks prior to the requested mailing date.

The League will reproduce the material provided by the Clerks Association by either photocopy or offset press process as League time and resources permit, using standard papers and ink normally stocked by the League. The League will collate, staple, fold and insert the material into envelopes, stamp and seal the envelopes and deliver to the post office.

Special Projects

Printing and mailing projects other than routine membership mailings shall be considered special projects. The Clerks Association may submit a request for League assistance with special projects that may include printing and mailing. See the description of Special Project Assistance.

3. **Membership Management Services**

- a. Maintain a computerized membership list for the Clerks Association linked to the League's municipal database.
- b. Provide access to the League's municipal database as a source for potential members and membership solicitations.
- c. Produce and distribute membership brochure to potential members from final copy provided by the Clerks Association.
- d. Produce and mail Clerks Association dues statements annually, and mail notices of outstanding dues.
- e. Update Clerks Association membership records as dues payments are received and produce computer listing of members and potential members as requested by the Clerks Association's president or designee.
- f. Deposit dues receipts in designated bank account or forward to designated Clerks Association officer.
- g. Produce mailing labels for membership mailings as requested by the Clerks Association's president or designee.

4. **Financial Management Services**

- a. Collect, disburse and account for all moneys of the Clerks Association, using a computerized double-entry bookkeeping system. Financial management services do not include filing of any required tax or information returns to the state or federal government, providing investment advice, or providing for external audits.
- b. Provide quarterly financial statements in standard format from League computerized general ledger system to designated officers of the Clerks Association.
- c. Invest idle cash and surplus funds of the Clerks Association as directed by the treasurer or other designated board member.
- d. Maintain support documents for all receipts, disbursements and financial transactions for a three-year period.

- e. Coordinate an annual internal audit of the Clerks Association's financial records to be conducted by the treasurer or other designated board member of the Clerks Association within three months of fiscal year end.

5. **Conference Management Services**

- a. Provide assistance by staff coordinator as a resource person to the Clerks Association program committee in the conference planning process.
- b. Produce and mail conference housing, registration and program information from camera-ready or typed final copy provided by the Clerks Association.
- c. Provide advance registration of attendees, including collecting and depositing conference receipts, computerized reports on conference registration and advance ticket sales for meals and other conference functions, and revenue totals.
- d. Prepare large-print badges for all attendees and provide badge ribbons for officers and special guests.
- e. Produce conference program on standard three-panel paper stocked by the League from final copy provided by the Clerks Association.
- f. Prepare conference packages with badges, programs, meal tickets and other designated items for all attendees.
- g. Assemble materials and supplies required for on-site registration at conference.
- h. Provide on-site registration coordination with assistance from Clerks Association members or registration personnel obtained from host municipality or other source.
- i. Provide post-conference final registration lists and financial report.

The Clerks Association shall be primarily responsible for selecting the conference site, negotiating and executing a contract with the conference facility, planning the program and obtaining program participants, and providing complimentary room and registration for NCLM staff coordinator.

6. **Special Projects**

For FY 1999-2000, the League will continue to provide services for the following special projects on the same basis as in previous years and as detailed below:

- a. **Clerks' Reference Guide.** Provide supplements and revisions to the Clerks' Reference Guide to keep current with statutory requirements affecting the clerk's duties and responsibilities and provide current information and resource listings. Frequency and timing of supplements and revisions shall be as mutually agreed upon by the League and the Clerks Association. Cost of supplies, printing and postage for such supplements and revisions shall be shared equally by the League and the Clerks Association.
- b. **Clerks' Merchandise Sales and Distribution.** Store, process orders and distribute the Clerks' Cookbook, License Plates, Shirts and Videotape.
- c. **Newsletter.** Print and mail twelve (12) newsletters to Clerks Association members. The newsletter shall be delivered to the League in camera-ready form no later than the 21st day of the month immediately preceding the month of intended printing and distribution.

In return for the services listed herein, the Clerks Association agrees to pay the League the fees set out below:

Affiliation fee	\$100.00 annually
Printing & Mailing Services User Fee (plus 3 cent per impression print charge plus actual postage)	\$100.00 annually
Membership Management/Dues Collection	\$5 per member
Financial Management	\$10 per member
Conference Management	\$10 per participant
Special Projects (time & materials)	\$17/hr. Admin. staff \$40/hr. Policy staff

Any services requested by the Clerks Association in addition to the services set out in this agreement shall be considered special projects. The Clerks Association may submit proposals to the League Executive Director for assistance and services in conjunction

with special projects. Proposals should include a description of the relationship of the special project to goals of the Clerks Association, benefits of the project to members and/or local government in general, specific assistance and services requested from the League, cost estimates and method of financing the special project.

The Clerks Association further agrees to support and take no actions in conflict with the legislative goals and policies of the League as adopted at the Annual League Convention. If the Clerks Association has any concerns regarding the League's adopted legislative goals and policies or policy development process, the Clerks Association further agrees to consult with the League's Executive Director as soon as possible.

NCLM Executive Director

President
North Carolina Association of
Municipal Clerks

Date: _____

Date: _____