

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING
NCLM BUILDING – RALEIGH, NC
MARCH 14, 2008 – 11:00 A.M.

MINUTES

Present:

Josann Campanello, President
Kim Hibbard, Treasurer
Beverly Bigley, Immediate Past President

Becky Breiholz (Region I, District 1); Jeanne M. Giblin, (Region I, District 2); Sherry Scoggins (Region II, District 4); Shelia Taylor (Region II, District 5); Sue Rowland (Region II, District 6); Pamela Addison (Region III, District 7); Johnsy Lunsford (Region III, District 8); Dale Martin (Region III, District 9); Freida Van Allen, (Region IV, District 10); Thelda Rhoney (Region IV, District 11); and Phyllis McClure (Region IV, District 12).

Excused Due to Schedule Conflicts:

Penny Spicer-Sidbury, First Vice-President
Dolores (Dee) A. Hammond, Second Vice President
Carmen K. Miracle, Recording Secretary
Regina Alexander, (Region 1, District 3)

Others present:

Past Presidents Gail Smith, Janice Thomas, Wanda Elks, Lisa Vierling, Jean Bailey, Pat Brunell and Beth Hamrick. Committee Chairs and Members: Elaine F. Hunt, Joyce Walker, Sandra Harper, and Lisa Markland

CALL TO ORDER/INVOCATION

President Josann Campanello called the meeting to order at 11:02 a.m. and welcomed everyone to the meeting. The invocation was pronounced by Program and Education Chair Elaine Hunt.

SWEARING IN OF DISTRICT 8 DIRECTOR JOHNSYE LUNSFORD

President Campanello administered the Oath of Office for Region III, District 8 Director to Johnsy Lunsford.

APPROVAL OF AGENDA

Corresponding Secretary/Treasurer Kim Hibbard requested the following addition under New Business - Consideration of revised Clerks Letterhead for printed materials.

Motion was made by Dale Martin, seconded by Sheila Taylor, and unanimously carried to approve the agenda as amended.

APPROVAL OF MINUTES

The Board reviewed the minutes of the December 14, 2007 Board of Directors meeting.

Motion was made by Frieda Van Allen, seconded by Shelia Taylor, and unanimously carried to approve the minutes as presented.

TREASURER'S REPORT

Kim Hibbard, Corresponding Secretary/Treasurer distributed the financial statement for the period ending February 29, 2008. Ms. Hibbard reported that membership dues had been collected slightly above where budgeted. The financial statement did not reflect revenue or expenses for the two Spring MMC sessions. In response to questions, Ms. Hibbard stated that at this point it appeared that revenue would slightly exceed expenses for those sessions.

Ms. Hibbard noted that in terms of expenditures, the postage line was very close to going over for the current year. She suggested an increase in that line in future years. She also pointed out that the miscellaneous line item had gone over budget due to the Boards approval at the last meeting to purchase their new website domain (www.ncamc.com) for 20 years.

Immediate Past President Beverly Bigley initiated a discussion regarding the fund balance. Ms. Hibbard reported that fund balance was approximately \$65,000. Ms. Bigley expressed concern that having such a healthy fund balance could jeopardize their 501c(6) status for business organizations. She suggested using some of the surplus funds to reduce registration fees for regional schools or the summer conference, especially for new clerks or first time attendees.

President Campanello agreed and stated that there were a number of items and requests on the agenda for consideration which could ultimately reduce fund balance.

Motion was made by Beverly Bigley, seconded by Sherry Scoggins, and unanimously carried to approve the financial report as of February 29, 2008 as submitted.

NCAMC COMMITTEE REPORTS

A. Finance Committee

Chairperson Sheila Taylor reported that in the coming months the committee would be working on the FY 08/09 budget via email. She asked if anyone had any insights on expenses or revenues to please pass that information along to her.

B. Membership Committee

Chairperson Donna Strickland was unable to attend the meeting; however, she submitted the following report: The committee had sent letters to all non member Clerks detailing the benefits of membership. Follow up with Clerks requesting additional information had also been conducted. In addition, the committee would be working on updating the membership directory.

C. Past Presidents Committee

Chairperson Janice Thomas reported on the committee's charge to review the processes and submission deadlines for the various scholarship opportunities available to Clerks for training.

Ms. Thomas reported that after much deliberation and discussion, the committee recommended discontinuing the current CMC certification school scholarship of \$200 and rolling those funds into the college scholarship fund in order to provide two \$1,000 scholarships.

Committee members reported that their recommendation was based on a number of factors but most notably that since certification school had been compressed into a one year program, the Clerk was already registered in the school and their town had already paid the registration before the scholarships were awarded. Also, considering that the registration was more than \$1,500, the committee felt that a \$200 scholarship made very little difference in helping those clerks attend who otherwise could not afford to go. In terms of increasing the college scholarship amount, the committee felt that two at \$1000 would have more of an impact and would bring additional recognition and prestige to the Association.

Sue Rowland suggested obtaining statistics on the number of Clerks in the State who didn't have the CMC designation but who would like to obtain it if they had the funds to attend training.

A discussion was held that the School of Government, IIMC and Local Government Federal Credit Union all offered scholarships that could be used towards CMC certification school. The Board discussed increasing awareness of these scholarship opportunities via the Minute by Minute Newsletter as well as the NCAMC website and Clerknet.

Additionally, the committee recommended reducing the registration fees for clerks to attend other NCAMC educational programs such as the Annual Conference and the spring regional schools and MMC sessions.

Motion was made by Beverly Bigley, seconded by Thelda Rhoney, and unanimously carried to discontinue the certification school scholarship effective in FY08/09 and offer two college scholarships in the amount of \$1,000 each. The Association would honor the CMC scholarships for the current fiscal year.

Follow up work to be completed included updating the Directors' Handbook, Presidents' Manual, and notifying Fleming Bell, Certification School Director.

In conclusion, the committee asked that future updates be provided in the newsletter on the status of past college scholarship recipients with a report on what they had accomplished.

D. Program/Education Committee

Chairperson Elaine Hunt reported that the Committee had met that morning to discuss a variety of educational programs and events. The City and County Clerk School held in January was reviewed and committee members expressed good opinions of the sessions. The Spring MMC Sessions were underway with one being held on March 7 in White Lake with 42 attendees. The

second session was set for March 28 in Matthews with 40 registrations so far. She reported that the Regional Schools were scheduled for April 4, 11, 18, and 25, 2008.

Plans for the Annual Conference scheduled for August 14-16, 2008 in Wilmington were reviewed. The room rate was \$159 plus tax and parking fees would apply. An MMC session would be held on Thursday, August 14 with Laura Hamilton speaking. On Friday evening, the Clerks would be treated to a dinner boat cruise at Carolina Beach with transportation provided by bus. The Conference would culminate with the Annual Banquet on Saturday night. Topics for the general sessions included public record laws and retention, state demographics, relaxation techniques, with alternative topics on the notary and annexation laws and special assessments.

Ms. Hunt left the meeting at 11:30 a.m.

E. Publicity Committee

Chairperson Angela Stadler could not be present; however, she had submitted a report stating that all was going well and it was business as usual.

F. Site Selection Committee

(i) 2008 Site Selection

Due to scheduling issues, Chairperson and First Vice-President Penelope Spicer-Sidbury was unable to attend the meeting; however, her report had been presented as part of the Program and Education committee report.

(ii) 2009 Site Selection

Chairperson Stephanie Kelly could not be present. The 2009 Annual Conference was scheduled for August 13-15, 2009 at the Embassy Suites Charlotte-Concord Golf Resort and Spa. President Campanello pointed out that Concord had a brand new Clerk and she asked everyone to do whatever they could to help Stephanie with hosting this Conference. Past President Beth Hamrick offered her assistance.

(iii) 2010 Site Selection

Chairperson Freida Van Allen reported that the 2010 Annual Conference would be held August 12 – 14, 2010. The committee had conducted a thorough investigation into facilities located in the western part of the State that could handle a group our size, which were few. She reported the following facilities and room night quotes in the Asheville area: Grove Park - \$275/night; Biltmore - \$269/night; and the Renaissance Asheville - \$179/night. The Crown Plaza Resort in Asheville, which had been the site of the 2007 Conference had provided a rate of \$129/night, however, the committee was unsure how the Board felt about booking the Conference in the same location. Ms. Van Allen said that the committee had been told that the staff at the Crown Plaza had been easy to work with and were very accommodating. She added that Cherokee had also been solicited; however, they had not responded to the request for information.

Thelda Rhoney, Host Clerk in 2007 recommended the Crown Plaza pointing out the great room night rate as well as the plentiful parking. She confirmed that the hotel staff had been wonderful to work with in 2007.

Motion was made by Thelda Rhoney, seconded by Beverly Bigley, and unanimously carried to select the Crown Plaza Resort as the site for the 2010 Annual Conference.

G. WSOS Committee

On behalf of Chairperson Karen Gray, Ms. Sue Rowland reported that an article appeared in the February edition of the monthly newsletter about the work of WSOS. Everyone requesting a mentor had been paired with a mentee and in the coming months the committee would be reviewing their responsibilities to determine if any changes were needed that would improve the efficiency of the committee.

H. Executive Committee

President Campanello reported that the Executive Committee held a meeting to select an alternate appointee to the NCLM Finance and Administration Legislative Action Committee. Sherry Scoggins had been appointed; however, her Manager had also been appointed; therefore Sherry had stepped down. Ms. Connie Sorrel, Benson had expressed an interest in the position and had been appointed in Sherry's stead.

NCLM BOARD/COMMITTEE REPORTS

A. Legislative Action Committees / Technical Advisory Committees

(i) FA-LAC – Finance & Administration - Legislative Action

Due to the timing of the appointment, Connie Sorrell had missed the first meeting; therefore, there was no report at this time.

(ii) FA-TAC – Finance & Administration - Technical Advisory

Brenda Clark submitted a report stating she had been unable to attend the meeting on March 4. Kim Hibbard reported that she had attended and the majority of the discussion had centered on annexation issues.

(iii) PS-LAC – Planning & Services - Legislative Action

Shelia Taylor stated that the Committee had met on February 28, 2008. She provided a detailed report on the topics that were reviewed and discussed. This included a review of legislative issues that would be considered in the next session including annexation, drought and water supplies, public infrastructure funding and collective bargaining.

In response to questions, she reported that the Annexation Study Committee would be holding two public hearings on March 18 in Asheville and again on April 9 in Raleigh at 5 p.m.

(iv) *PS-TAC – Planning & Services - Technical Advisory*

Committee Member Joyce Walker reported that she had been unable to attend the meeting in January; however, Ms. Hibbard had provided her with details of the meeting. The majority of the meeting centered on water resources, capacity and stormwater, and rainwater as well as discussion regarding public transportation in terms of rail and light rail and trying to get citizens to change their mode of thinking in terms of sprawl.

B. NCLM Board

Beth Hamrick, NCLM Board Member reported that the Board would be meeting the following week and she was sure they would be discussing most of the same topics being considered by the policy committees. She encouraged everyone to support the League in every way they could.

OLD BUSINESS

A. Report From Website Subcommittee

President Campanello recognized Chairperson Lisa Markland. Ms. Markland reported that the Committee had met at the City and County School to review and finalize the draft Request for Proposals/Qualifications (RFP/Q). The RFP had been sent out in early February and four responses were received by the due date. Of those four, two were unacceptable and one did not complete all of the information. The final submission from Web Full Circle of Charlotte had stood out and had answered all of the committee's questions and concerns. Follow up dialogue with the company confirmed that they understood exactly what the Association was looking for.

Ms. Markland reviewed the proposed contract with Web Full Circle which included preparation of three to four design options for the committee to review in order to select a final design to present to the Board. The company was offering design, testing of the site and user training for \$6,800. Following completion of the site, the company would also provide maintenance on an hourly rate, (if needed.) Hosting with Web Full Circle was also available at a rate of \$240 a year; however, even though the committee felt this was a fair rate, they would like to check into comparisons on hosting before making a recommendation on that aspect. The Committee recommended the contract with Web Full Circle for design, testing, and training.

In response to questions, Ms. Markland stated that she had reviewed examples of the company's work and had been pleased with the websites. She was not sure how long the company had been in existence but stated she thought it was about 10 to 15 years.

Discussion was held on the payment plan. Ms. Markland reported that the \$6,400 would be split into three payments with the first payment being \$3,400, second \$2,700, and the final payment of \$680 for training and to launch the site.

The Board indicated that time was of the essence; therefore, if they wished to proceed, a budget amendment would be needed so that the committee could move forward.

Motion was made by Becky Breiholz and seconded by Sue Rowland to enter into the contract with Web Full Circle and to amend the budget in the amount of \$6,800. The motion was amended to be contingent on Kim Hibbard’s review and final approval of the contract. The motion was further amended to increase the budget amendment to \$7,000 in order to cover hosting costs once the site was ready for launch. The amended motion carried unanimously.

B. Clerks “Reference Guide” Update

Chairperson Joyce Walker reported that the committee had met following the last Board meeting to review the work schedule and assign responsibilities. The committee was meeting again that day following the Board meeting to review submissions and see where they were with the work. The committee hoped to have the revisions to the Board by the June meeting.

C. Report On Logo Items

Dale Martin reviewed that she and Joyce Walker had discussed items of various interest to Clerks and had touched base with vendors they had used in the past. At this juncture, they could not research firm prices without additional direction from the Board, namely which logo or design, such as writing out the title of the Association, was preferred. They also needed to know the quantities the Board was interested in purchasing. In addition, they would like the Board to narrow down the number of items to consider.

Considerable discussion was held. It was the consensus of the Board that the following items were of interest at this time: Sweatshirts, Portfolios, License Tag Holder, Golf Shirts, Denim Shirts, and Beach Towels. It was the consensus of the Board that the design should be the title of the organization written out and to review prices at the price break and/or in quantities of 150.

A discussion was also held on whether some of these items might make a nice gift for Conference attendees such as the beach towel at the upcoming Conference in Wilmington. President Campanello indicated she would discuss this with the host clerks to determine what plans had already been made. Other options for giveaways included giving new members a shirt, but no decision was made at this time.

Ms. Martin indicated she would bring back quotes for the chosen items to the June Board meeting.

NEW BUSINESS

A. Consideration Of Purchasing Binders / Tabs For Clerks Reference Guide

President Campanello reported that the cost to purchase binders and tabs for the updated Clerk’s Reference Guide was approximately \$2,500 plus the printing costs.

Motion was made by Sherry Scoggins, seconded by Pamela Addison, and unanimously carried to budget for purchasing of the binders, tabs and printing for the updated Clerk’s Reference Guide.

B. Consideration Of Donation To Mcef In Memory Of Cheryle Ratliff

President Campanello reported that District III Director Dyanne Reese had suggested that the States in Region III contribute to this fund in memory of District III Director Cheryle Ratliff.

Beverly Bigley pointed out that their memorial policy allows for a donation of \$100 to a charity organization in memory of a member who had passed away; therefore, she proposed \$100 would be an appropriate donation for this request as well.

Motion was made by Beverly Bigley, seconded by Pamela Addison, and unanimously carried to donate \$100 to MCEF in memory of Cheryle Ratliff.

C. Consideration Of Contribution To Georgia Municipal Clerks' Association

This request was related to assisting the Georgia Clerks with hosting responsibilities for the IIMC Conference scheduled in Atlanta in May 2008. A brief discussion was held.

Motion was made by Becky Breiholz, seconded by Beverly Bigley, and unanimously carried to deny the request.

D. Consideration of Scholarships for Clerks School And Annual Conference Registrations

Considerable discussion was held on the idea to use current excess fund balance to provide assistance to Clerks to attend training sessions and the Annual Conference by reducing Conference registration fees.

Board members expressed concern about the amount of the fund balance and the possibility of losing their non profit status. This was true especially in light of Ms. Hibbard's report that when fund balance exceeded \$25,000, the State began to scrutinize the organization a bit closer.

Discussions were held about how much should be budgeted to subsidize the 2008 Conference in Wilmington and reduce the registration fee. Time was of the essence since the registration materials were usually mailed in May.

Amounts were discussed and concerns were expressed that reducing the registration significantly this year would place next year's Host Clerk in a bad position since the Board would not be able to provide a significant reduction every year. In addition, the Board did not have any information at this point as to the projected costs or proposed fees to the Wilmington Conference. A Conference held in Wilmington in the past had been described as "expensive." Additional discussion was held.

Motion was made by Sherry Scoggins, seconded by Beverly Bigley, and unanimously carried that the Executive Committee should review the costs for the Annual Conference and make a decision on offsetting the registration costs with fund balance.

E. Mcci's Proposal To Digitize Minutes Of The Association

Kim Hibbard responded that the Association had a contract with Municipal Code to index their minutes. This had been done from 1974 through 2001. The cost had been \$300 per years worth of minutes. When the last batch was sent in, Municipal Code had responded that they had discontinued the indexing service; however, they could offer document scanning which would make the minutes word searchable and could also allow them to be posted to the website. MCCi had also offered a price break on the service in return for allowing a tag line to be added to the minutes as follows: "Digitized by Municipal Code."

The cost was \$525 for the minutes from 2002 – 2005. Additional costs would apply to go back and scan the existing minutes and to go forward from 2005.

Sue Rowland suggested discussing this with their new web vendor. Following discussion, it was the consensus of the Board to defer the decision on this proposal until further information could be provided by the web site subcommittee after discussing with the web vendor.

F. Clerk Letterhead Design

Kim Hibbard distributed a copy of the current Clerk Letterhead which had not been updated in many years. She also distributed a copy of a new proposed design.

Discussion was held. Board members expressed a liking for the modern simplicity of the new design.

Motion was made by Shelia Taylor, seconded by Beverly Bigley, and unanimously carried to change the letterhead to the new design moving the address to the bottom of the page and adding the new website address.

OPEN DISCUSSION AND SHARING OF INFORMATION / SUGGESTIONS

Sue Rowland reminded everyone that next week was Sunshine Week and she encouraged everyone to be proactive by helping inform their government officials about the Sunshine Laws.

ADJOURNMENT

Motion was made by Sherry Scoggins, seconded by Beverly Bigley, and unanimously carried to adjourn the meeting at 12:44 p.m.

Respectfully Submitted,

Carmen K. Miracle, MMC
Recording Secretary