

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING
NCLM BUILDING – RALEIGH, NC
JUNE 8, 2007 – 11:00 A.M.

MINUTES

Present:

Beverly Bigley, President
Josann Campanello, First Vice-President
Dolores (Dee) A. Hammond, Recording Secretary
Kim Hibbard, Treasurer
Lisa Vierling, Immediate Past President

Becky Breiholz (Region I, District 1); Carmen Miracle (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); Dale Martin (Region III, District 9); Mary Craddock (Region IV, District 10); Thelda Rhoney (Region IV, District 11) and Phyllis McClure (Region IV, District 12)

Absent:

Penelope Spicer-Sidbury, Second Vice-President; Regina Alexander (Region I, District 3); Stephanie Kelly (Region III, District 8); and

Others present:

Past Presidents Pat Brunell, Beth Hamrick and Wanda Elks.

Committee Members: Leslie Eldredge, (Raleigh); Jeanne Giblin, (Morehead City); and Brenda Clark (White Lake).

Special Guest: Mr. Ernie Paschall, a software developer in Raleigh.

CALL TO ORDER/INVOCATION

President Beverly Bigley called the meeting to order at 11:00 a.m. President Bigley informed the Board that Stephanie Kelly, Deputy Clerk, Charlotte, was having medical problems and she would like everyone to remember Stephanie in their prayers. The invocation was given by Immediate Past President Lisa Vierling.

President Bigley stated that she would like to add a couple of items to the agenda. She explained that she would like to add comments that directors may have received regarding changing the first day of the annual conference held in August under old business as Item B. The second item

to be added and would be listed as new business is the recommendation of a retired clerk or Association affiliate for honorary membership in the Association.

Motion was made by Sherry Scoggins, seconded by Shelia Taylor, and unanimously carried to approve the agenda as amended.

APPROVAL OF MINUTES

Sherry Scoggins stated that on Page 7 of the March 9, 2007 minutes, the second paragraph of the NCLM report, “the largest concern” should be clarified. Beth Hamrick suggested that the sentence should read as follows:

She explained that the largest concern for the League is pushing for infrastructure, funding and the League has a theme entitled “Don’t Let North Carolina Crumble”.

Motion was made by Sherry Scoggins, seconded by Sue Rowland, and unanimously carried to approve the minutes as corrected.

TREASURER’S REPORT

Kim Hibbard presented the financial statement for the period ending May 31, 2007. She stated that the Association is doing really well with its budget. She explained that all the conferences either broke even or earned a little money. She explained that under the operating expenses line item, the IIMC Region 3 conference held in January 2006, there is a \$660.00 charge included in the present fiscal year. She then explained that this is due to a late billing received from the School of Government. She concluded by stating that everything is in really good shape.

Motion was made by Thelda Rhoney, seconded by Carmen Miracle, and unanimously carried to approve the financial report as submitted.

NCAMC COMMITTEE REPORTS

A. Finance Committee

Chairperson Sheila Taylor submitted a proposed budget for the 2007-2008 fiscal year in the amount of \$83,870.00.

Motion was made by Carmen Miracle, seconded by Sherry Scoggins, and unanimously carried to approve the proposed budget as submitted.

B. Membership Committee

Chairperson Jeanne Giblin reported that the Membership Committee continues to work to acquire new members to join the North Carolina Association of Municipal Clerks. She also reported that the Association has 48 new members. She stated that a copy of last year’s directory has been distributed to a local printer for an estimate to print and deliver 500 copies to the North

Carolina League of Municipalities (NCLM). She concluded by stating that the Clerk's Membership Directory is being updated for distribution in time for the Annual Conference in August.

C. Past Presidents Committee

President Bigley explained that Chairperson Janice Thomas could not attend the meeting and that there is no report at this time.

D. Program/Education Committee

Chairperson Carmen Miracle reported that the regional schools were well attended. She informed the Board that 41 clerks attended the school in Region I in Surf City; 45 in Region II in Cary; 32 in Region III in Thomasville; and 67 in Region IV in Hickory.

She then reported that the Program/Education Committee had discussed and decided to distribute educational binders at the August conference instead of loose handouts. She stated that part of the educational binder information will include clerk information such as the districts and regions that they are located in as well as information from the International Institute of Municipal Clerks (IIMC) on clerk designations. She stated that Municipal Code Corporation will sponsor the binders in the amount of \$1,500.00.

She informed the Board that registrations for the August conference will be mailed out shortly. The cost is \$175.00 which is what the cost was last year and the MMC session at \$100.00. She then stated that the hotel cost is \$99.00 per night.

She also reported that the MMC session will be conducted by Denise Ryan. She explained that Part I will be "The Challenges of Women Working With Women". The second part of the session will be "Overloaded, Overwhelmed, and Over It!"

She continued by stating that the Friday session will consist of "After the Election: The Organizational Meeting and Much, Much, More"; Wellness and Employee Assistance Programs; Public Relations (how to prepare press releases, dealing with media, etc.); and a session on "What Your Chief Information Officer Wants You to Know and What You Need to Ask Back!"

She concluded by reporting that Saturday's session will have a legislative update, the annual business meeting, and other activities followed by the Annual Banquet that night.

E. Publicity Committee

President Bigley stated that Chairperson Angela Stadler was unable to attend the meeting. She then stated that Angela Stadler does a fantastic job on the newsletter.

F. Site Selection Committee

(i) 2007 Site Selection

Chairperson Thelda Rhoney reported that the annual conference will be held at the Crowne Plaza Hotel in Asheville, August 16-18, 2007. She then reported that the Friday night event will be held at the Country Nights Dinner Theatre in Maggie Valley. She explained that motor coach transportation will be provided.

(ii) 2008 Site Selection

Chairperson Penny Spicer-Sidbury was unable to attend the meeting and there is no report at this time.

(iii) 2009 Site Selection

Kim Hibbard, on behalf of Chairperson Stephanie Kelly, reported that Ms. Kelly regrets not being able to attend the Board Meeting. She stated that the Committee worked hard and reviewed a number of different proposals from around the Central part of the State. She then stated that the recommendation from the Committee is that the 2009 Annual Conference be held at the Embassy Suites Charlotte – Concord Golf Resort and Spa in Concord, NC. She explained that it is a nice facility with two-room suites and near the Concord Mill Mall, Lowe’s Motor Speedway, and the NASCAR museum will be open. She also stated that the committee is looking at scheduling activities and events in Concord and the Charlotte area. She then explained that hotel rates have not yet been established.

She then reported that Concord City Clerk Jill Chunn would be the host for the conference and that as one of the area neighbors, the City of Charlotte will assist in hosting the conference. She concluded by stating that upon approval of this recommendation, Ms. Kelly will contact the facility to draft a contract for the 2009 Annual Conference and send to Kim Hibbard for review.

Motion was made by Shelia Taylor, seconded by Thelda Rhoney, and unanimously carried to approve the recommendation of Concord, NC for the 2009 Annual Conference.

G. WSOS Committee

Chairperson Sandra Sartin could not attend the meeting. There is no report at this time.

H. Constitution Review Task Force

Chairperson Pat Brunell reported that the Committee has not met since the last Board meeting. She then reported that the proposed amendments to the Constitution will be mailed to the membership thirty days prior to the business meeting at the August conference so that the membership can vote on them. She explained that the two major changes are the Recording Secretary succeeding to Second Vice-President and that voting rights being given to all municipal clerks.

I. MORE Manual Update Committee

Chairperson Leslie Eldredge presented the Board with an updated section on Career Development of the MORE Manual. She explained that the educational requirements from the IIMC have changed and this updated chapter included the new requirements. She then explained that upon talking with a representative from the IIMC that a section of the new requirements dealing with clerk certification expiring needs to be changed; therefore, another updated version will be drafted.

She then stated that the foreword has been revised to include a disclaimer informing clerks that the Manual is a reference manual prepared by fellow clerks, not attorneys or other professionals.

She also explained other changes to the Manual that included deletions from Chapter 18, The United States Flag, grammar revisions, and typos.

Shelia Taylor suggested that a verb list or different phases when preparing minutes be included in the manual.

A discussion ensued concerning the next step with the Manual once the corrections are made. Ms. Eldredge explained that Municipal Code Corporation has agreed to print the manual and to provide binders at no charge.

Upon further discussion, there was a consensus to ship the manuals to the League and to request 600 manuals to be printed. These manuals will be distributed at the August conference to those attending.

Ms. Eldredge informed the Board that Municipal Code can prepare the Manual in a PDF format to publish online or into a search engine. She explained that Municipal Code informed her that the Manual can only be published on the Association's clerk-net web page, Municipal Code's web page with a link to clerk-net or both websites.

Ms. Eldredge explained that, with the number of manuals to be printed, she would also call Municipal Code to verify whether or not they will print the manuals at no charge.

Motion was made by Carmen Miracle, seconded by Becky Breiholz, and unanimously carried to approve the More Manual as presented with the corrections discussed and the addition of a verb list to be included in the Minutes section of the manual.

J. Nominating Committee

Immediate Past President Lisa Vierling first thanked those members serving on the Nominating Committee which included Pat Brunell, Beth Hamrick, Dale Martin, Judy Jeffreys, Jondeen Terry, and Penny Spicer-Sidbury. She reported that the Committee met via teleconference call with all members participating. She informed the Board that the Committee unanimously and respectfully submits the following slate of officers for 2007-2008 year:

Josann Campanello, CMC (St. James)	President (per Constitution)
Penelope Spicer-Sidbury, CMC (Wilmington)	Vice-President (per Constitution)
Dolores "Dee" Hammond, MMC (Laurinburg)	Second Vice-President
Carmen Miracle, CMC (Jacksonville)	Recording Secretary
Kim Hibbard, NCLM	Corresponding Secretary/Treasurer (per Constitution)
Beverly Bigley, CMC (Indian Beach)	Immediate Past President (per Constitution)

She then reported the following recommendations for the 2007-2008 District Directors:

Jeanne Giblin, CMC (Morehead City)	District 2
Sherry Scoggins, CMC (Clayton)	District 4
Sue Rowland, CMC (Cary)	District 6
Jill Chunn, CMC (Concord)	District 8
Freida Van Allen, CMC (Boone)	District 10
Phyllis R. McClure, CMC (Waynesville)	District 12

She informed the Board that during the application process there were no responses from District 10. She explained that even though Ms. Van Allen had previously served on the Board, she has agreed to do so again.

She concluded by stating that the slate of officers and directors will be presented to the full membership at the August conference for election purposes.

K. Scholarship Committee

President Bigley reported that the Committee will be meeting after the Board of Directors meeting.

NCLM COMMITTEE REPORTS

A. NCLM Board

Beth Hamrick informed the Board that there will be a public hearing on protecting the annexation laws for municipalities on Wednesday, June 13, 2007 at the Legislative Building. The hearing will be held from 5:00 p.m. – 7:00 p.m. She explained that the League is trying to get participation in this public hearing to support annexation.

She reported that the Board authorized funding to conduct a full campaign for the Real Estate Transfer Tax to try to battle some of the ongoing associations that are trying to fight this movement. She explained that this legislation will provide the opportunity for the counties, by referendum, to adopt the tax at its level. The money is proposed to be used for infrastructure.

She also reported that there has been some discussion on the ethics laws that would affect the clerks, managers, and the local elected officials. The League is looking at a study committee to

research this issue further. She also reported that one of the core principles that the NCLM Board has adopted is to support ethics in government. She explained that this issue is still being considered but may not be voted on this year. She then reported that another issue being discussed is the additional \$2.50 per ton solid waste fee that seems to still be alive and the Fair Competition act. She explained that the Fair Competition Act would squelch the ability of municipalities to be involved in providing internet service. She encouraged everyone that has an interest in the Fair Competition Act to contact their local legislative officials and try to get support against the act.

Ms. Hamrick stated that during the Association's September meeting a recommendation for a League Board member will come up. She explained that when she was appointed to the NCLM Board, she committed to serve one term (even though a person can be reappointed for an additional two-year term) so other people would have an opportunity to serve. She concluded by saying that if there is no one that would like to serve on the Board, she would be glad to serve once again because she has enjoyed serving on the Board.

B. Legislative Action Committees/ Technical Advisory Committee

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

Brenda Clark reported that several issues were discussed. She advised the Board that one of the issues is the timing of municipal elections in which two local bills were filed during the current session of the General Assembly that would change those municipalities that have elections in odd-numbered years to even-numbered years. She explained that the bills were requested to help facilitate voter turnout and to save elections costs.

The Committee recommended that two position statements be adopted by the NCLM Board. The first statement was that the League will not support any statewide legislation that would provide for changing municipal elections from odd-numbered to even-numbered years. The second statement was that the League will not oppose local bills that would change municipal elections from odd-numbered to even-numbered years.

She continued by stating that the Committee has also discussed ethic issues and the committee recommend that the League not oppose legislations that makes a statewide ethics act applicable to the local officials as specified in House Bill 1574.

Ms. Clark also reported that Municipal Telecommunications Services, House Bill 1587, which gives municipal authority to establish and operate fiber optic networks under the public enterprise statutes, were discussed. She then explained that the Act imposes various financing, accounting, regulatory and other limitations on such services, and removes municipal immunity from state antitrust laws.

The Committee recommended that the League oppose House Bill 1587.

She also informed the Board that the Committee has also discussed existing legislation that seeks to limit a local government's ability to withhold retainage on construction contracts.

The Committee is in the process of providing insight and advice on the expected negotiations concerning these bills.

She concluded by stating that she has enjoyed serving on the Committee.

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

Shelia Taylor reported that the Committee has not met since the last Board meeting. She stated that she enjoyed serving on the Committee.

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

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

President Bigley informed the Board that Jean Bailey and Joyce Walker were unable to attend this meeting. Ms. Hibbard stated that she could report on the Legislative Action Committee as well as the Technical Advisory Committee.

Ms. Hibbard reported that these Committees discussed several of the issues as previously reported in the meeting. She stated that the most recent discussion involved individuals from the Department of Environment and Natural Resources (DENR) Division of Water Quality. They provided an update on the regulation of sewage systems. She explained that if a municipality has a treatment plant, a sewage system, or a transfer station that notification has been sent by DENR in reference to a new policy on violations. Ms. Hibbard reported that DENR is cracking down on municipalities with collection systems. She explained that any spill will now be subject to a violation. She then explained that the municipality may not necessarily be penalized but a notice of violation will be issued. She advised the Board that there was also discussion about changes from the Environmental Protection Agency (EPA) as well. She stated that the EPA is changing the way that they want the State to interpret certain water quality aspects dealing with water and sewer, and how the State is trying to negotiate with EPA because the things that the EPA wants is incredibly stringent.

She then reported that annexation was discussed. She stated that the discussion centered around how there has been so much pressure on legislation leadership to try and do something about annexation laws. She then stated that there have been lots of bills filed and the leadership has held those bills for the League in Committee. She then told the Board that the League has been informed that a public hearing needs to be held as well as conducting a study in between the two sessions. She explained that it has been almost ten years since the statutes were changed. She then explained that changes during that time included making it more difficult to annex from the standpoint of qualifying an area yet still preserving the ability to proceed with involuntary annexation and that is what will again be an issue. She explained that the Committee discussed what information clerks can contribute to improve or change the annexation statutes that might be of assistance to citizens; that might be fairer, or make the process not as contentious from a citizen standpoint. She stated there was discussion and brainstorming about what are the major problems that citizens see with annexation; are there things that could be done, short of saying everybody just vote. She also stated that the League will continue to have discussions even if a study takes place because it

needs to be in a position to know what things would not drastically affect municipalities with this authority but they could possibly be worked on.

She concluded by stating that there was also discussion on cell towers and the fair competition act.

Beth Hamrick stated that a lot of the problems with the annexation process are municipalities that are annexing areas and not offering any services.

She then suggested that in future NCAMC Board meetings that the NCLM Board representative give her/his report after the other committee reports and give a wrap up of whether the League Board supports or does not support some of the recommendations.

OLD BUSINESS

A. Discussion and possible action on webpage for Clerk's Directory

President Bigley introduced Ernie Paschall, a software developer in Raleigh. Mr. Paschall gave a Powerpoint presentation to the Board on the steps in developing a webpage. This presentation included why he is presenting, what are the requirements that the Association needs or wants to develop a site, costs, and asks the question on what future steps need to be taken. Mr. Paschall understands the role of the clerk because he is the son of President Bigley. He stated that he is willing to help develop the website at a lesser fee than most developers because of his relationship with the Association.

A discussion ensued concerning different webpage formats, numerous questions about the potential website, and appointing a committee to work with Mr. Paschall to determine what the webpage should look like and the wants and needs for the webpage. The Committee would then report back to the Board with recommendations.

President Bigley informed the Board that Lisa Markland is the current webpage coordinator. She then stated that she would contact with Ms. Markland to be sure that she would be willing to serve on the website committee. Other volunteers to serve on the proposed committee were Carmen Miracle and Sue Rowland.

Following further discussion, Becky Breiholz motioned that a committee be appointed to research and prepare a "roadmap" for the website with the committee being Lisa Markland, Carmen Miracle, Sue Rowland, and Ernie Paschall serving as consultant. The committee should bring proposed recommendations about the webpage to the Board for approval. The motion was seconded by Dale Martin and it unanimously passed.

B. Discussion and possible action on changing dates of the NCAMC Annual Conference held in August of each year

President Bigley asked if any District Directors had comments to share on changing the beginning date of the Annual Conference.

Sue Rowland informed the Board that she had received comments from twelve (12) clerks and they were split on the date change. She stated that half of them said it was hard to take another day away from work and the other half liked the proposed change so that they would be back home on Sunday.

Thelda Rhoney stated that in small towns it is hard for the clerk to be away from work that extra day.

A discussion ensued and it was a consensus that at the Annual Conference to be held in August, 2007 the whole membership would vote on the proposed beginning date change of the Annual Conference beginning with the August 2010 conference.

There was also a consensus that a show of hands or standing would be the voting method for this issue.

NEW BUSINESS

A. Discussion and possible action on giving a registration discount to first time attendees to the Annual Conference

President Bigley informed the Board that Brenda Clark brought this issue up at the January business meeting.

A discussion ensued that the Association always tries to keep costs at a minimum and that typically the conference is not overpriced.

Motion was made by Sue Rowland, seconded by Carmen Miracle, and unanimously carried to leave in place the current registration policy which does not include discounts.

B. Recommendation of a retired clerk or Association affiliate for honorary membership in the Association.

President Bigley asked for recommendations of any retired clerks or an Association affiliate for honorary membership in the Association.

Kim Hibbard reminded the Board that there is an automatic honorary membership of a Past President who has retired and that is Mary Lou Rand. She stated that this membership does not count towards the Association's recommendation.

Motion was made by Sherry Scoggins, seconded by Thelda Rhoney, and unanimously carried to bestow honorary membership in the North Carolina Association of Municipal Clerks to retired clerk Maggie Burleson, Asheville, NC.

OTHER BUSINESS

President Bigley reminded everyone to send in their annual committee reports and bio information to Ronda Lambert, Pine Knoll Shores, by June 30, 2007.

ADJOURNMENT

Motion was made by Carmen Miracle, seconded by Sherry Scoggins, and unanimously carried to adjourn the meeting.

The meeting adjourned at 12:50 p.m.

Respectfully Submitted,

Dee Hammond
Recording Secretary