

**North Carolina Association of Municipal Clerks  
Business Meeting  
Sheraton Imperial Hotel and Convention Center  
Research Triangle Park  
January 27, 2011 – 1:00 p.m.**

**1. Call to Order/Invocation**

President Carmen Miracle welcomed everyone and called the meeting to order. Diane Enoch, Town of Elon delivered the invocation.

**2. Approval of Minutes- August 14, 2010 Business Meeting**

Karen Zornes made a **Motion** to approve the minutes as submitted. Cindy Ezzell, Town of Harrells seconded the motion and the vote was all for and motion carried.

**3. Oath of Office – District IV Director – Carol Barwick, Greenville**

President Miracle administered the Oath of Office for District Director to Carol Barwick, City of Greenville. Sherry Scoggins assisted with holding the bible. Ms. Barwick was appointed as Director upon the retirement of Rebecca Rose, Clerk for the City of Wilson.

**4. Acknowledgements**

- a. Fleming Bell; Brian Newport (SOG); Carla Stowe (SOG) Becky Breiholz & Program/Education Committee

President Miracle recognized Fleming Bell and the School of Government Staff for all they do for the Clerks. She then commended Becky Breiholz and the Program/Education Committee for their excellent job in putting this Clerk School together.

- b. First Time Clerks Attending

President Miracle recognized all first time attendees.

- c. NCAMC Officers and Board of Directors

President Miracle recognized all NCAMC Officers and Board of Directors in attendance.

- d. Past Presidents

President Miracle recognized NCAMC Past Presidents.

- e. Retired Clerks

President Miracle recognized retired Clerks.

f. Certification School Graduates

President Miracle recognized all Certification School Graduates in attendance.

g. CMC

President Miracle recognized all CMC recipients.

h. MMC

President Miracle recognized all MMC recipients.

**5. Treasurer's Report- John Phelps, Corresponding Secretary/Treasurer**

Mr. John Phelps delivered the following Treasurer's report:

NC Association of Municipal Clerks Balance Sheet Consolidated Balance Sheet Balance as of December 31, 2010 (Amounts are in USD)			
	Dec 2010	Nov 2010	FY Ended June 30, 2010
<b>ASSETS</b>			
Bank, Checking	26,509.17	24,115.59	11,120.24
Bank, Share Account	54.59	54.57	54.43
Bank, Money Market	21,605.20	21,592.33	21,514.68
Bank, CD	0	0	0
Accounts Receivable	1,650.00	1,950.00	6,565.00
Mindex Receivable	0	0	0
Insurance Premium Credit Rcbl	0	0	0
Prepaid Expense	477.25	0	5,655.33
<b>TOTAL ASSETS</b>	<b>53,296.21</b>	<b>47,712.49</b>	<b>44,909.68</b>
<b>LIABILITIES</b>			
Sales Tax Payable	0	0	0
Accounts Payable	3,526.88	3,526.88	9,922.91
Deferred Dues Revenue	0	0	50.00
Deferred Sponsorship Revenue	4,920.00	4,170.00	2,100.00
Deferred Conference Registration	5,445.00	165.00	2,680.00
Deferred Master Mun. Academy	0	0	4,300.00
Deferred Regional Schools	0	0	0
<b>TOTAL LIABILITIES</b>	<b>13,891.88</b>	<b>7,861.88</b>	<b>19,052.91</b>
<b>FUND BALANCE</b>			
Current Year Fund Balance	13,547.56	13,993.84	8,716.93
Fund Balance	25,856.77	25,856.77	17,139.84
<b>TOTAL FUND BALANCE</b>	<b>39,404.33</b>	<b>39,850.61</b>	<b>25,856.77</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>53,296.21</b>	<b>47,712.49</b>	<b>44,909.68</b>

**NC Association of Municipal Clerks**  
**Financial Statement**  
**Comparison Statement**  
For the Period from December 1, 2010 to December 31, 2010  
(Amounts are in USD)

	Month of Dec	Month of Nov	FY 2010-11 Year-To-Date	FY Ended June 30, 2010
<b>REVENUE:</b>				
Membership Dues	-110.00	100.00	23,415.00	23,395.00
Education - Training:				
Regional Schools	0	0	0	5,380.00
Master Mun. Academy-Annual Conf.	0	0	10,260.00	8,640.00
Master Mun. Academy-Spring	0	0	0	5,680.00
Scholarship Fund	0	0	1,444.00	617.00
IIMC Region 3 Conference	0	0	0	0
IIMC Sponsorship	0	0	0	0
Annual Conference	0	0	25,685.00	26,455.00
Annual Conference Sponsorship	0	0	9,000.00	8,500.00
NC. State Certification Exam	0	0	0	0
Municipal Code Scholarship	0	0	0	0
Other Revenue:				
Fundraising Sales	0	0	5.00	1,357.00
Miscellaneous Income	0	0	0	0
Investment Income	18.35	20.35	157.60	380.24
Fund Balance Appropriated	0	0	0	0
<b>TOTAL REVENUES</b>	<b>-91.65</b>	<b>120.35</b>	<b>69,966.60</b>	<b>80,404.24</b>
<b>OPERATING EXPENSES:</b>				
Education - Training Expenses:				
Regional Schools	0	0	125.00	3,562.48
Master Mun. Academy-Annual Conf	0	0	7,149.49	5,124.04
Master Mun. Academy-Spring	0	0	0	3,022.26
Scholarship Fund - Cert.	0	0	1,400.00	600.00
Scholarship Fund - College	0	0	2,000.00	2,000.00
IIMC Region 3 Conference	0	0	0	0
Annual Conference	0	300.00	37,169.13	34,268.33
N.C. State Certification Exam	0	0	0	0
Operating Expenses:				
Travel Expense - President & Staff	0	0	453.22	5,329.94
Printing	110.30	265.80	1,924.48	1,500.43
Postage	0	287.77	1,967.98	3,810.14
Miscellaneous Expense	0	0	0	0
Professional Services	0	0	665.66	512.91
Bank Service Charges	1.00	1.00	6.00	27.50
Fundraising Purchases	0	0	437.37	0
Special Projects	0	0	0	0
Minute Indexing	0	0	0	0
Board/Committee Meetings	243.33	0	992.08	1,170.75
Affiliate Service Fees	0	0	0	8,864.50
Awards/Gifts/Memorials	0	0	1,888.63	1,654.03
Website	0	0	240.00	240.00
<b>TOTAL OPERATING EXPENSES</b>	<b>354.63</b>	<b>854.57</b>	<b>56,419.04</b>	<b>71,687.31</b>
<b>NET REVENUE OVER EXPENSES</b>	<b>-446.28</b>	<b>-734.22</b>	<b>13,547.56</b>	<b>8,716.93</b>

Karen Zornes made a **Motion** to accept the Treasurer's Report as submitted. Sheila Taylor seconded the motion and the vote was all for and motion carried.

**6. NCAMC Committee Reports**

- a. Finance Committee- Karen Zornes, Cape Carteret, Chairperson

Ms. Karen Zornes reported that the Association received a favorable audit report. The Finance Committee will meet in March to begin putting together next year's budget.

b. Membership Committee- Donna Strickland, Leland, Chairperson

Director Carol Ann Floyd gave the following report on Ms. Strickland's behalf.

January 25, 2011

To The Board of Directors and Members;

The membership committee has begun the process for acquiring the information needed to recruit for new members. Packets to the membership committee members will be mailed as soon as we receive the listing from the NC League of Municipalities. At the same time we mail out the recruiting package we will be sending out the forms for the update to the membership directory. I will have the forms for the updating of the membership directory sent to me at the Town of Leland. I will compare the forms that are returned to me to the current membership spreadsheet. Anyone that does not send their form back will be contacted one additional time by me or a membership committee person for their information. Anyone not returning their information after the second contact will be listed as they have been in the past. No one will be removed unless I receive documentation that they are no longer a Clerk. It is my understanding that the membership directory will be printed this year. Please let me know as soon as possible the budget and the printing company we are to use along with the date that the book should be provided to the board.

Sincerely,

Donna Strickland  
Membership Chairman

c. Nominating Committee- Dee Hammond, Laurinburg, Chairperson

President Miracle read the following submitted report on behalf of Immediate Past President Dee Hammond. Applications for officers and directors will soon be available in the newsletter and on the website. Officer's positions to be filled are 2<sup>nd</sup> Vice President and Recording Secretary. District Director positions to be filled are from the even numbered districts. Please consider applying for one of the open positions. If you are eligible to serve another term as District Director please reapply. We are a strong organization and welcome all clerks that are qualified to apply for an officer position or a director position. You won't regret it.

d. Past Presidents Committee- Penelope Spicer-Sidbury, Wilmington, Chairperson

No report given.

e. Program & Education Committee- Becky Breiholz, Manteo, Chairperson

Chairperson Becky Breiholz recognized the Program & Education Committee Members in attendance. She presented the following report:

At the December meeting, the Committee began planning for the regional and master municipal clerk academies held in the spring. The Master Municipal Clerk Academies for Region 1&2 to be held at the Town of Smithfield hosted by Town Clerk Debbie Godwin and Administrative Assistant Shannan Williams on March 18, 2011 and at Hendersonville Regions 3&4 hosted by Clerk Tammie Drake on March 25, 2011. The program topic will be Essential Records Identification and Protection given by Sarah Koontz and Rebecca McGee Lankford with the NC State Archives.

The Regional Schools will be held on April 29 in Salisbury for Region 3 hosted by Kelly Baker; on May 6, 2011 Maggie Valley Sanitary District for Region 4 hosted by Karen Williams; and on May 20<sup>th</sup> in Morehead City hosted by Jeanne Giblin and includes both Region 1 and 2. Topic: Sue Rowland is working with Fleming Bell on finalizing the topic Elected Official Orientation.

The August Conference is being held in New Bern August 11-13 at the Hilton Hotel.

Becky Breiholz, MMC  
Chairperson  
Town of Manteo

- f. Publicity Committee- Angela Stadler, Reidsville, Chairperson

President Miracle reported on behalf of Angela Stadler that the Committee members are working on their assigned tasks for the year and everything is moving along fine.

- g. Web Site Committee, Lisa Markland, Zebulon, Chairperson

Lisa Markland, Town of Zebulon reported that the Web Site Committee met over lunch today. We have delegated the duties to committee members to keep the website up to date. We will hold training for our new members. She asked that suggestions or questions be emailed to her.

- h. Scholarship Committee- Carmen Miracle, Jacksonville, Chairperson

President Miracle reported that Certification School and College scholarships are available. Applications can be found on the Clerk's web site with a deadline of April 15, 2011. The committee will meet in June to select the recipients of the scholarships which will be announced at our Annual Academy in August.

- i. Site Selection Committee
  - 1. 2011 Annual Conference- Regina Alexander, Southport, Chairperson

President Miracle recognized Jeannie Giblin, a member of that Committee. Ms. Giblin reported on the ideas for the Friday night entertainment in downtown New Bern.

- 2. 2012 Annual Conference- Dale Martin, Kernersville, Chairperson

Recording Secretary Dale Martin stated that the Marriott Hotel has contacted the NCLM asking us to consider changing the date of the 2012 conference to be held in Winston-Salem. Once the new dates have been selected, information will be distributed.

3. 2013 Annual Conference - Darlene Johnson, Spruce Pine, Chairperson

District Director Darlene Johnson stated that this committee will meet tomorrow morning over breakfast. We are currently working on locating a site. It has been a challenge to find a site large enough to accommodate us all in the western region of the state.

j. WSOS Committee- Diane White- Butner, Chairperson

Ms. White was not present, however, President Miracle reported that this was mentioned at the New Clerk's School yesterday and she encouraged any new Clerk interested in having a mentor to contact Ms. White.

k. NCLM Board of Directors- Penelope Spicer-Sidbury, Wilmington, Board Member

No report given.

l. Special Committees:

- State Certification Program – Karen Zornes, Cape Carteret, Chairperson

President Miracle reminded the Clerks that the membership voted to establish this program at our Academy in August. Karen Zornes has been appointed as Chairperson of that Committee.

Ms. Zornes stated that the Committee will hold their first meeting today at 4:30 PM.

- 2011 Clerk of the Year Award – John Phelps, NCLM

Mr. Phelps reported that last year the Association established a Clerk of the Year Award. The anonymous committee has been appointed. The Committee will be meeting soon to discuss the program and we anticipate distributing all pertinent information to the membership very soon.

- E-Picture Project – Jan Hill, Morehead City

President Miracle stated that last year's Board of Directors authorized the Publicity Committee to set up a secure internet site for posting photographs at our conferences and event. Shutterfly.com was the site chosen. The site will be protected with a password which will be emailed directly to all member Clerks. She then recognized Jan Hill, Scrapbook Coordinator and in charge of this project.

Ms. Hill stated that we have some pictures in place on Shutterfly however; we are not quite ready to publish the information out to the Clerks. She is very cautious of what pictures she takes and no photos that could be misconstrued by viewers would be posted. President Miracle

stated that we want to project professionalism and for the Clerks to be proud of each photo posted.

#### NCLM Committees

President Miracle reported that the NCLM has changed their committee guidelines and structure. We used to have a seat on each committee, however that has changed. We do have five Clerks who were appointed to committees:

General Government – Legislative Action Committee: Judy Bass, Town of Garner and Jeannie Giblin, Morehead City.

Tax & Finance – Legislative Action Committee: Connie Sorrell, Town of Benson and Karen Zornes from Cape Carteret.

Planning & Environment – Legislative Action Committee: Diana Schreiber, City of Greensboro

President Miracle congratulated the Clerks on their appointment and reported that each appointee will bring back information to the Board to keep us informed.

#### **7. 2011/2012 Committee Volunteerism – Sherry Scoggins, NCAMC First Vice President**

First Vice-President Sherry Scoggins asked the membership to please consider serving the Association by serving on one of our committees or boards. She stated that we want to move forward in our profession and need your assistance to do so. She reported that applications are available at the Registration Table, in the newsletter and will be posted to the clerknet and our website.

#### **8. Other Business**

President Miracle reminded the membership of the upcoming IIMC Annual Conference in Nashville, TN May 8-12, 2011 and encouraged everyone to attend. It has been her dream and will be a great honor for her to carry the North Carolina Flag in the Opening Ceremonies representing all North Carolina Clerks.

#### **9. Adjournment**

Being no further business to come before the Association, the meeting was adjourned at 1:46 PM following a **Motion** by Renee Phillips, seconded by Sue Powell.

Respectfully submitted,

Dale F. Martin, MMC  
Recording Secretary