

MINUTES
NCAMC Board of Directors Meeting
MARCH 11, 2011 – 11:00 a.m.
NCLM Building – Raleigh, NC

Officers and Board Members present: President Carmen Miracle, 1st Vice President Sherry Scoggins, Recording Secretary Dale Martin; Secretary Treasurer John Phelps; Immediate Past President Dee Hammond, District 1 Joleatha Chestnutt; District 3 Carol Ann Floyd; District 5 Jannie Burnette; District 7 Jenny Larson; District 8 Bridgette Bell; District 9 Dora Moore; District 10 Shirley Cannon; District 11 Beth Usery; District 12 Darlene Johnson.

Members Absent: 2nd Vice President Kim Worley, District 2 Director Jeanne Giblin; District 6 D. Ann Gray; District 4 Carol Barwick.

1. Call to Order

2. Invocation

President Carmen Miracle called the meeting to order and Joleatha Chestnutt delivered the invocation.

3. Approval of Agenda

Due to Mrs. Banks schedule, President Carmen Miracle requested that we move Item 6 - Committee Reports, Item F i. 2011 Site Selection Report up on the agenda to A and discuss first as a part of the committee reports.

Past President Dee Hammond made a **Motion** to approve the Agenda as amended. 1st Vice President Sherry Scoggins seconded the motion and the vote was all for and motion carried.

4. Approval of Minutes – *December 10, 2010*

Director Dora Moore made a **Motion** to approve the minutes as last submitted with a minor change. Director Beth Usery seconded the motion and the vote was all for and motion carried.

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

Mr. John Phelps presented the following Treasurer's Report noting that the Association is in good financial condition.

NC Association of Municipal Clerks
Financial Statement
Budget Comparison Analysis
For the Period from February 1, 2011 to February 28, 2011
(Amounts are in USD)
(Includes G/L Budget Name: 2010-11)

	Current Month Actual	FY YTD Actual	FY YTD Budget	% of Budget
REVENUE:				
Membership Dues	50.00	23,515.00	23,000.00	102.24%
Education - Training:				
Regional Schools	0	0	6,000.00	0%
Master Mun. Academy-Annual Conf.	0	10,260.00	9,500.00	108.00%
Master Mun. Academy-Spring	0	0	7,500.00	0%
Scholarship Fund	0	1,444.00	1,000.00	144.40%
IIMC Region 3 Conference	1,155.00	16,080.00	31,100.00	51.70%
IIMC Sponsorship	0	9,100.00	0	
Annual Conference	0	25,635.00	39,525.00	64.86%
Annual Conference Sponsorship	0	9,000.00	8,500.00	105.88%
NC. State Certification Exam	0	0	0	
Municipal Code Scholarship	0	0	500.00	0%
Other Revenue:				
Fundraising Sales	0	415.00	1,000.00	41.50%
Miscellaneous Income	0	0	0	
Investment Income	12.68	191.08	1,500.00	12.74%
Fund Balance Appropriated	0	0	0	
TOTAL REVENUES	1,217.68	95,640.08	129,125.00	74.07%
OPERATING EXPENSES:				
Education - Training Expenses:				
Regional Schools	0	125.00	3,500.00	3.57 %
Master Mun. Academy-Annual Conf	0	7,149.49	9,500.00	75.26 %
Master Mun. Academy-Spring	0	0	6,000.00	0%
Scholarship Fund - Cert.	0	1,400.00	1,500.00	93.33 %
Scholarship Fund - College	0	2,000.00	2,000.00	100.00 %
IIMC Region 3 Conference	15,443.42	16,441.54	35,000.00	46.98 %
Annual Conference	0	37,169.13	43,000.00	86.44 %
N.C. State Certification Exam	0	0	0	
Operating Expenses:				
Travel Expense - President & Staff	0	453.22	3,475.00	13.04 %
Printing	110.30	2,034.78	5,500.00	37.00 %
Postage	239.80	2,207.78	2,000.00	110.39 %
Miscellaneous Expense	0	0	100.00	0%
Professional Services	0	665.66	600.00	110.94 %
Bank Service Charges	1.00	8.00	50.00	16.00 %
Fundraising Purchases	0	437.37	0	
Special Projects	0	0	3,000.00	0%
Minute Indexing	0	0	0	
Board/Committee Meetings	90.73	1,082.81	2,000.00	54.14 %
Affiliate Service Fees	0	0	9,600.00	0%
Awards/Gifts/Memorials	0	1,888.63	2,000.00	94.43 %
Website	0	240.00	300.00	80.00 %
TOTAL OPERATING EXPENSES	15,885.25	73,303.41	129,125.00	56.77 %
NET REVENUE OVER EXPENSES	(14,667.57)	22,336.67	0	

NC Association of Municipal Clerks
 Balance Sheet Consolidated
 Balance Sheet
 Balance as of February 28, 2011
 (Amounts are in USD)
 (Includes G/L Budget Name: 2010-11)

	Feb 2011	Jan 2011	FY Ended June 30, 2010
ASSETS			
Bank, Checking	29,723.59	41,002.51	11,120.24
Bank, Share Account	54.62	54.61	54.43
Bank, Money Market	21,627.11	21,618.52	21,514.68
Bank, CD	0	0	0
Accounts Receivable	2,035.00	3,235.00	6,565.00
Mindex Receivable	0	0	0
Insurance Premium Credit Rcbi	0	0	0
Prepaid Expense	0	477.25	5,655.33
TOTAL ASSETS	53,440.32	66,387.89	44,909.68
LIABILITIES			
Sales Tax Payable	0	0	0
Accounts Payable	4,526.88	3,526.88	9,922.91
Deferred Dues Revenue	0	0	50.00
Deferred Sponsorship Revenue	0	0	2,100.00
Deferred Conference Registration	0	0	2,680.00
Deferred Master Mun. Academy	0	0	4,300.00
Deferred Regional Schools	720.00	0	0
TOTAL LIABILITIES	5,246.88	3,526.88	19,052.91
FUND BALANCE			
Current Year Fund Balance	22,336.67	37,004.24	8,716.93
Fund Balance	25,856.77	25,856.77	17,139.84
TOTAL FUND BALANCE	48,193.44	62,861.01	25,856.77
TOTAL LIABILITIES & FUND BALANCE	53,440.32	66,387.89	44,909.68

Director Carol Ann Floyd made a **Motion** to accept the Treasurer’s Report as submitted. Director Jenny Larson seconded the motion and the vote was all for and motion carried.

6. NCAMC Committee Reports

F. Site Selection Committees

i. 2011 Site Selection- Regina Alexander, Southport

President Miracle recognized Mrs. Athena Banks of the NCLM to speak on the proposed events for the conference in New Bern. Mrs. Banks presented an estimated cost sheet for the food and events for this conference. Mrs. Banks reported that she and Mr. Phelps went to New Bern to meet with Jeannie Giblin and visit the facilities. They toured the Tryon Palace and area surrounding the conference. Original plans are to have hors d’oeuvres and cocktails at Tryon Palace and then walk over to the History Center for dinner. Mrs. Banks said she has changed things since last speaking with the President, which has lowered the cost to \$64.56/person for the Friday night event. She stated that this fee includes the tour of the palace for groups of 20 at a time and tours of the history center. Those waiting can enjoy hors d’oeuvres and beverages and then dinner around 7:00 PM. The Board discussed the menu options for both hors d’oeuvres and dinner. She stated that we have to pay for tables, chairs, utensils for the dinner at the history center. This also includes a host bar at two drinks per person. She stated that a cash bar is not an option. She said they did discuss having tea and water available as well as alcoholic beverages.

President Miracle asked for the previous cost for guest tickets to our Friday events because she could not recall the tickets being more than \$50.00 in the past. She asked if the Board was interested in discussing scaling back the plans in order to lower the cost or leave it as is. Mr. Phelps stated that the Association could contribute towards the cost or scale it back. Mrs. Banks stated that we can drop the wine, cheese and fruit at the Tryon Palace and just provide tea and water which will save approximately \$550.00.

Mr. Phelps requested direction on the registration fee. We don't know how much we will receive in sponsorships at this point. If we don't receive the projected sponsorships of \$8,000 the registration fees will need to be increased. The projected registration fee right now is \$189.20/person.

After further discussion by the Board, it was the consensus to drop the hors d'oeuvres and wine and have only non-alcoholic beverages available during the tours. It was the consensus to offer the menu as proposed by Mrs. Banks for the dinner at the History Center at a cost of \$65/person.

President Miracle stated the price of \$65 might make it difficult for Clerks to bring their guests. We have traditionally charged approximately \$50 for guests. It was noted that dropping the host bar should drop this price and it was also suggested that we set a maximum of \$50 for guest tickets and the Association pick up any difference.

Past President Hammond asked if there will be a children's menu and stated that \$50 is still high for a child. Mrs. Banks stated that she will ask for a children's menu and see if we can get the cost for children dropped to \$25.

President Miracle recapped the discussion as follows: remove the hors d'oeuvres and wine, not charge more than \$50/person for guest tickets, check on a children's menu for a price around \$25.00. It was the consensus of the Board to move in this direction.

Past President Hammond asked if we still need to set the registration cost. She suggested we set the fee at \$185, the same as last year. It was the consensus of the Board to work towards that cost for the conference.

President Miracle stated that we can work towards the \$185 and also work towards securing more vendors.

Past President Hammond asked for the cost of the hotel. Mrs. Banks noted that the hotel cost is \$139.00/per night and the MMC session is \$90, same as last year. MMC only is \$100.00.

Mr. Phelps asked if other issues come up, can the Executive Committee make any decisions that need to be made to move forward. President Miracle stated that she believed the Executive Committee could handle any minor decisions with major decisions coming back to the Board, if necessary.

A. Finance Committee- Karen Zornes, Cape Carteret

Ms. Karen Zornes stated that she got lost coming here this morning and missed the meeting. She will update the Board on it at a later date.

B. *Membership Committee- Donna Strickland, Leland*

President Miracle read an email from Ms. Strickland in which she asked about the cost of printing the Membership Directory. Mr. Phelps stated that he will look into it and get back with Ms. Strickland. She reported that inquiry letters are going out this month, no email responses for changes will be accepted. Clerks will be asked to fill out a form and fax it back or mail it back to her only if you have changes. Otherwise the information will be left as is.

C. *Past President's Committee- Penny Spicer-Sidbury, Wilmington*

No report presented.

D. *Program & Education Committee- Becky Breiholz, Manteo*

Becky Breiholz stated that we met this morning and confirmed the plans for the MMC session to be held later this month. Registration will be coming out soon for the Regional Session. We discussed topics for our annual Academy in August. We are working on confirming one of two speakers for that event. Becky reported that we plan to switch up things for our silent auction. We discussed opening the auction Friday morning instead of the afternoon. Melissa Brewer and Dora Moore have agreed to head that up. We discussed getting an Auctioneer to attend the dinner to wrap things up but having dinner start later may prevent us from doing that. We may have to end it on Saturday morning first thing.

Ms. Breiholz stated that the Committee also discussed coordinating a game show for one of our educational sessions. She stated that the Committee will compile a list of questions that have multiple answers. The list of questions will be emailed to the Board for you to answer. In order to get enough answers we may ask you to ask some of your co-workers as well.

E. *Publicity Committee- Angela Stadler, Reidsville*

President Miracle reported for Ms. Stadler that everything is progressing fine with the newsletter.

F. *Site Selection Committees*

i. *2011 Site Selection- Regina Alexander, Southport*

Discussed previously.

ii. *2012 Site Selection- Dale Martin, Kernersville*

Recording Secretary Dale Martin announced the new dates for the conference, August 16-18, 2012 at the Marriott downtown Winston-Salem. The NCLM has the contract with the hotel and

is currently under review. Once the contract has been signed the Committee will get back together to plan our events.

Mrs. Martin asked if the Board would need to approve a request that the other Clerks in Forsyth County serve on the Committee. President Miracle stated she did not believe that action by the Board on that was necessary.

iii. 2013 Site Selection- Darlene Johnson, Spruce Pine

Director Darlene Johnson reported that they have visited three sites under consideration. One site is the Biltmore Double Tree in Asheville. Mrs. Banks will finalize a report and share that with the committee. Mrs. Johnson commended Mrs. Banks for visiting these sites and helping us with this selection. At this hotel, we would be the only group using the conference rooms. We also visited Harrah's Cherokee. Mrs. Johnson stated that she had reservations about Cherokee after the last Clerk's Conference in Cherokee. It was not a positive experience. She stated that Harrah's hotel is awesome and renovations will be complete in time for this conference. The third site was Cheatola in Blowing Rock however; we think the site will not work for us due to the size of their meeting facilities.

Director Johnson stated that once the Committee members have a chance to touch base with each other we will form a recommendation. We are leaning towards Cherokee but have no formal recommendation to submit today. Mrs. Banks is waiting for the Committee to designate their first choice and then she will start working on the costs for the conference. She stated that we are considering two dates, the Asheville facility has a conflict with the first date but that has not been decided upon.

G. WSOS Committee- Diane White, Butner

President Miracle referred to an email from Diane White. She noted that the Committee has been corresponding by email. New clerks are being assisted by the Committee and they will continue to look for new clerks on the listserv and to offer their services to anyone that needs assistance.

H. Web Site Committee- Lisa Markland, Zebulon

No report presented.

I. 2011 Clerk of the Year Award Committee – John Phelps

Mr. John Phelps reported that the Clerk of the Year Award Committee met recently to discuss their first order of business which is to publicize the program and then listed the publications that will be used. The Committee will also make arrangements to have this information published on the NCAMC website and will submit information on the clerknet and other listservs. The only mailing will be to the Mayors around the State. They will continue to meet to decide how to pull it all together for the award selection in June.

J. State Certification Program Committee Report – Karen Zornes, Cape Carteret/Fleming Bell, School of Government

Karen Zornes stated that the Committee will be meeting later today.

7. NCLM Committee Reports

A. NCLM Board Member- Penny Spicer-Sidbury – Wilmington

No report presented.

B. Legislative Action Committees/Technical Advisory Committees

i. Tax and Finance Legislative Action Committee -

(Connie Sorrell/Benson & Karen Zornes/Cape Carteret)

Karen Zornes stated that a meeting was held by the NCLM with Mayors and Board members in attendance. The purpose of the meeting was to review and narrowed down priorities and goals.

ii. General Government Legislative Action Committee

(Judy Bass/Garner & Jeanne Giblin/Morehead City)

Judy Bass presented the following summary of this meeting on March 4th.

NC League of Municipalities
General Government Legislative Action Committee
March 4, 2011
Meeting Summary

Welcome by Committee Chair, Bernita Sims

General Assembly Overview was presented by Daniel Amburn and Paul Meyer.

Member-Submitted Proposed Advocacy Goals

The items below presented to the League in January at the Advocacy Goals Conference were reviewed by the Committee with the following recommendations:

Proposal	Committee Recommendation
The League will support of Legislation to reduce cuts to health care programs affecting youth, senior citizens, and veterans.	No
The League will support legislation to maintain funding for Historical Black Colleges/Universities HBCU's and Community Colleges.	Yes
The League will seek/support legislation to improve and maintain an efficient, effective public education system.	No - Not a municipal matter
Support legislation to authorize municipalities to require sprinklers in all new residential structures.	Yes
The League will seek legislation to mandate that counties share State collected E911 revenue with municipalities providing existing E911 dispatch centers functioning as Primary or Secondary Public Safety Answering Point (PSAP) contingent upon all jurisdictions (county or municipal) receiving funding meet levels of service requirements and use <u>highly trained personnel and modern technology.</u>	Yes
Seek legislation to ban the internet sweepstakes operations. Many of these operations have re-opened due to a loophole in the statute, which has created citizen concerns about gambling and its effects on local communities.	Ban; If no ban allow revenues to go to municipality

Support legislation to promote the reporting of criminal activity to 911 centers by protecting the confidentiality of callers through the use of either transcripts or alteration of voices on recordings to prevent caller recognition, and making appropriate amendments to public records laws.	Yes
The League will seek/support legislation to put programs in place to protect citizens and improve their quality of life. Support legislation maintaining the fiscal integrity of the Local Government Employees' Retirement System and its defined benefit structure, which promotes reasonable pension reforms that are prospective in nature, and tailored to meet the needs of local employees and retirees	No; hold for clarification
Seek legislation to restrict or eliminate the ability of County Boards of Elections to commandeer public spaces as polling places over the objections of the municipality.	Yes
Seek legislation to strengthen North Carolina General Statute 95-98, including amending the North Carolina Constitution. Additionally, the North Carolina General Assembly should pass legislation to strengthen the prohibition against any participation in public sector mandatory collective bargaining in North Carolina.	No; More research required
Seek legislation to give municipalities the option to use electronic legal public notices in lieu of publication in a newspaper.	Yes

The proposed legislation recommended for approval by this Committee will move forward to the Board of Directors for their consideration on March 24.

Mrs. Bass added information regarding bids that was not included on this sheet. There is legislation in regard to bids of residents within parameters being considered over a non-resident bid. Mr. Fleming Bell added that a Staff member recently posted a blog about why this may be illegal or unconstitutional.

iii. Planning and Environment Legislative Action Committee

Diana Schreiber, Greensboro

President Miracle reported on behalf of Diana Schreiber who could not be at the meeting. She reported that the purpose of this committee is to advocate issues relating to the environment (air, stormwater, water) and infrastructure. Paul Meyer, Chief Legislative Counsel for the League moderated the meeting held on Feb. 18, 2011. The committee spoke of its policy orientation and reviewed three proposed legislative goals.

President Miracle reported that the Committee discussed actions in the General Assembly regarding city initiated annexations; an annexation moratorium has been advocated by newly elected public officials who ran on anti-annexation platforms. On March 7th, the involuntary annexation moratorium bill passed the Senate on its third reading.

President Miracle continued that another task of the Committee was to review goals recommended by the League members. Three goals were presented for review, the first goal was to seek legislation to provide tools so that rural municipalities can endure and emerge from economic downturn. Additional information provided by the League indicated that housing was

the major reason for the economic downturn. She reported that it was the consensus of the committee to allow NCLM staff to wordsmith the goal to replace the term “tools” with “technical assistance” which was defined by resources available at the League that assist smaller municipalities such as non-profit and federally/state funded organizations.

The second League goal was to support legislation to permanently oppose inter-basin transfers. The City of Hickory believed that the NCLM Advocacy Agenda should include this proposed goal for the 2011 NCLM Advocacy Agenda to ensure that inter basin transfers do not occur in the future. This goal was withdrawn by the committee.

The final discussed with to support funding for the expansion of water and sewer projects in rural areas, especially proposals that base funding decisions on the economic situation in municipalities instead of Tier designation of their county. The committee sent back the goal to League Staff with direction to rewrite the goal after studying the tier system and its applicability to economic development relevant to a more equitable approach.

President Miracle further reported that additional bills coming down the pike are for repealing the Kinston and Lexington annexations; Eminent Domain, Level-playing Field/Local Government Competition; ETJ and the interconnection of public water systems; broadening the sweepstakes law, video poker; and reworking Powell Bill funding.

President Miracle relayed the good news that so far municipalities have been spared from the Governor’s budget cuts.

8. Old Business

A. Quill Award Nomination Criteria and Application Forms for Stephanie Kelly, City Clerk, Charlotte - (<http://www.ncamc.com/uploads/file/Minutes/031111QuillAward.pdf>)

Stephanie is also currently working on the required biography and a list of Clerks to contact for support letters.

President Miracle stated that it appears that Stephanie Kelly does meet the criteria for this award. She reported that she has written a Letter of Support from the Association and will include a biography from Mrs. Kelly. She asked for questions from the Board.

1st Vice President Sherry Scoggins made a **Motion** to submit the nomination of Mrs. Stephanie Kelly for this award. Past President Dee Hammond seconded the motion and the vote was all for and motion carried.

B. NCAMC Photograph Library on Shutterfly:

You should have received the link and password in a private email from me. If not, please let me know. Please review the Shutterfly site prior to our meeting in order to provide your feedback.

President Miracle stated that she sent out the password for the Shutterfly site recently and hoped that the Board had an opportunity to visit the site. She asked for comments. It was the consensus that the site is fine with the exception of some repeat pictures.

Items C - D below are for informational purposes; however if a Board Member wishes to comment or discuss, please feel free to do so.

C. (Informational) - Program and Education Guidelines Updates:

2009 Program and Education Chair Jeanne Giblin and Fleming Bell are continuing their work on the update.

D. (Informational)- IIMC Annual Conference – Region III Dinner Information Nashville, Tennessee -

(<http://www.ncamc.com/uploads/file/Minutes/031111RegionIIIDinnerAnnoucementNashville.pdf>)

No comments presented.

9. New Business

A. NC Coalition Board of Directors- Request for Sponsorship NC Sunshine Day- Sue Rowland

(<http://www.ncamc.com/uploads/file/Minutes/031111SunshineDaySponsorshipRequest.pdf>)

Sue Rowland, Town Clerk, Cary, NC reported that she has learned a lot serving on the NC Open Government Coalition Board of Directors. The media, their Attorneys, we Clerks and Educators have more in common than not. Her goal serving on the Board is to keep a government voice and to forge partnerships with them. She stated that one way to do that would be to sponsor a table at their annual Sunshine Day event March 17th in Salisbury. She stated that the sponsorship is \$250 and she is willing to contribute \$50.00 if this group will commit \$200. Three Clerks will be able to attend the Conference and a college student who is interested in information about open government. Fleming Bell has volunteered to attend.

Sherry Scoggins, 1st Vice President asked if anything was sent out to encourage Clerks to attend. Mrs. Rowland said that she sent out information about this event on the clerknet. Vice President Scoggins asked if a Clerk would get any points for attending this event. After review of the topics, Mr. Bell stated that it may be possible to get 1.5 points.

Past President Hammond encouraged all Clerks to be friendly with the media. This approach has kept the media from attacking them and encouraged the Association to participate.

Past President Dee Hammond made a **Motion** to participate and sponsor a table at the NC Open Government Coalition Conference. Director Jannie Burnette seconded the motion and the vote was all for and motion carried.

President Miracle asked for volunteers to attend this event. Judy Bass from Garner volunteered. President Miracle encouraged those interested in attending to contact Mrs. Rowland.

10. Other Business

A. Schedule of Future Board Meetings

June 10, 2011

President Miracle announced the next meeting.

B. Open Discussion/Sharing

1st Vice President Sherry Scoggins solicited the Board for upcoming nominations to serve the Association. She asked if they know of others interested in serving to have them contact her. Past President Hammond reminded the Directors that those eligible for a second term should complete an application as well if they would like to remain on the Board.

11 Adjournment

Past President Dee Hammond made a **Motion** to adjourn the meeting. 1st Vice President Sherry Scoggins seconded the motion and the vote was all for and motion carried.

Being no further business to come before the Board, the meeting was adjourned at 12:25pm.

Respectfully submitted,

Dale F. Martin, MMC

Recording Secretary