

**MINUTES**  
**NCAMC Board of Directors Meeting**  
**September 9, 2011 – 11:00 am**  
**Reynolds Building**  
**308 West Jones Street, Raleigh, North Carolina**

**Officers and Board Members present: President Sherry Scoggins, 1<sup>st</sup> Vice President Kim Worley, 2<sup>nd</sup> Vice President Dale Martin, Secretary/Treasurer John Phelps; Immediate Past President Carmen Miracle, District 2 Director Janet Thomas, District 3 Director Carol Ann Floyd, District 4 Director Carol Barwick, District 5 Director Jannie Burnette, District 7 Director Jenny Larson, District 8 Director Nancy Boyden, District, District 10 Director Shirley Cannon, District 11 Director Beth Usery, District 12 Director Darlene Johnson.**

**Members Absent: Recording Secretary Stephanie Kelly; District 1 Director Joleatha Chestnutt, District 6 Director D. Ann Gray, District 9 Director Dora Moore.**

**1. Call to Order**

President Scoggins called the meeting to order and asked Past President Penny Spicer-Sidbury to provide the invocation.

**2. Invocation**

Past President Penny Spicer-Sidbury provided the invocation.

**3. Oath of Office**

President Scoggins indicated that Director Nancy Boyden was enroute to the meeting. She stated we would come back to this item later in the meeting.

**4. Approval of Agenda**

Director Carol Ann Floyd made a motion to approve the agenda as presented. Past President Carmen Miracle seconded the motion. **The motion was passed by a unanimous vote.**

**5. Approval of Minutes – June 10, 2011**

Director Jenny Larson made a motion to approve the minutes as presented. Director Beth Usery seconded the motion. **The motion was passed by a unanimous vote.**

**6. Treasurer's Report – John Phelps – Corresponding Secretary/Treasurer**

John Phelps, Treasurer, provided an overview of the attached financial statement. He stated the audit for the last fiscal year has not been completed but should be soon as the Finance Committee will meet on September 29, 2011 to finalize.

Refer to attachment 1 for the report (located at

<http://www.ncamc.com/uploads/file/Minutes/090911-1.pdf>

In addition, Mr. Phelps noted that during the annual Fall Conference \$1,027.00 was made at the Silent Auction for the NCAMC Scholarship Fund, \$696.00 was made from merchandise sales and goes into the fundraising account and the raffle made \$121.40 in onsite sales.

Immediate Past President Carmen Miracle made a motion to approve the financial report as presented. Director Carol Ann Floyd seconded the motion. **The motion was passed by a unanimous vote.**

## **7. NCAMC Committee Reports**

### **A. Finance Committee – Karen Zornes, Cape Carteret**

No report presented.

### **B. Membership Committee – Jeanne Giblin, Morehead City**

Ms. Giblin reported she has received the membership directory. She will be working on updating the directory and will charge the committee to “go forth and get members”.

### **C. Past President’s Committee – Penny Spicer-Sidbury, Wilmington**

Ms. Spicer-Sidbury reported that the committee has been assigned a project of establishing an Interim Clerk’s list for municipalities. She explained the list would allow municipalities to tap into the knowledge and expertise of retired Clerks, and is similar to an established list of retired City Managers. Additional details will be forthcoming.

### **D. Program & Education Committee – Sue Rowland, Cary**

Ms. Rowland reported that during the upcoming year, the committee would be focusing on “M.E.O.W” (Many Opportunities for Wow). They want to make this year special for the members that are served.

Ms. Rowland reported that the annual Clerk’s Breakfast during the NCLM Annual Meeting is scheduled for 7:30am-8:45am on October 24, 2011. The speaker will be Deputy Director of the State Board of Elections Johnnie McLean. She will speak on election related topics.

Ms. Rowland reported that planning has begun for the Annual City/County Clerks’ School. She pointed out that the dates have changed for 2012. The Master Municipal Clerk’s Academy and the Workshop for New Clerks will both be held on Monday, January 23, 2012. The traditional City/County Clerk’s School will be held on Tuesday and Wednesday, January 24-25, 2012. Ms. Rowland provided details of the preliminary program.

Ms. Rowland reported that the committee planning is underway for the Regional Master Academies and Regional Clerk Schools. Additional details will be forthcoming

### **E. Publicity Committee – Tammy Hatley, King**

President Scoggins reported that Chairperson Hatley was unable to attend the meeting but stated that everything with the newsletter is transitioning smoothly.

Refer to attachment 1 for the report (located at

<http://www.ncamc.com/uploads/file/Minutes/090911-2.pdf>

## **F. Site Selection Committees**

### **i. 2012 Site Selection – Dale Martin, Kernersville**

2<sup>nd</sup> Vice President Dale Martin reported that there was nothing new to report. The committee is working on activities and reviewing proposals for the Winston Salem conference.

**ii. 2013 Site Selection – Darlene Johnson, Spruce Pines**

Ms. Johnson reported that the NCLM is still negotiating some of the contract details with Harrah's in Cherokee and that John Phelps and NCLM legal staff are reviewing the areas of the contract related to Tribal Laws.

Mr. Phelps asked for clarification on the Board's action taken at the June 10, 2011 meeting related to executing a contract with Harrah's. The action taken at last meeting gave authority for contract execution contingent upon legal review and approval by the NCLM.

**iii. 2014 Site Selection – Paula Webb, Swansboro**

President Scoggins reported that Ms. Webb was unable to attend, but reported that the committee is currently reviewing several sites and will compile a list of locations that would be able to accommodate the 2014 NCAMC conference.

Refer to attachment 1 for the report (located at <http://www.ncamc.com/uploads/file/Minutes/090911-3.pdf>)

**G. WSOS Committee – Dianne White, Butner**

No report presented.

**H. Web Site Committee – Karen Gray, Cary**

Ms. Gray reported the committee has been very busy since the August conference and provided the attached written report.

Refer to attachment 1 for the report (located at <http://www.ncamc.com/uploads/file/Minutes/090911-4.pdf>)

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

No report presented.

**J. Video Conferencing Subcommittee – Joyce Walker, Lewisville**

President Scoggins reported that Ms. Walker was unable to attend but reports the committee is beginning the preliminary research for the technology that would be needed. A report should be available by the December meeting.

**8. NCLM Committee Reports**

**A. NCLM Board of Directors Designated Affiliate Seat for Clerk**

President Scoggins reported that City of Wilmington Clerk Penny Spicer-Sidbury serves as the Affiliate Clerk on the NCLM Board of Directors. Her term expires this year and she is eligible for a second term. She has expressed an interest in serving a second term. President Scoggins also requested the name of an alternate, in the event another person is needed.

There was discussion about persons that may be considered for the alternate position.

A motion was made by Director Carol Ann Floyd to recommend Penny Spicer-Sidbury as the Affiliate Clerk and City of Jacksonville Clerk and Immediate Past President Carmen Miracle as alternate. 1<sup>st</sup> Vice President Kim Worley seconded the motion. **The motion was passed by a unanimous vote.**

### **B. NCLM Committees**

President Scoggins presented the attached information on who is currently serving and their terms. The terms are still two years.

Refer to attachment 1 for the report (located at <http://www.ncamc.com/uploads/file/Minutes/090911-5.pdf>)

There was discussion about the length of terms on the committees. President Scoggins also noted that no one had expressed an interest to serve on either the Tax & Finance Legislative Action or the Regulatory Advisory committees.

Immediate Past President Carmen Miracle made a motion to ask Oak Ridge Clerk Heather Birch if she would consider serving as the recommended Affiliate Clerk on the Regulatory Advisory Committee. Director Darlene Johnson seconded the motion. **The motion was passed by a unanimous vote.**

Mr. Phelps stated that based on the response last year when President Carmen Miracle wrote a letter to the NCLM President, it may not be necessary for the Board to specify a committee for members interested in service as affiliate members on NCLM committees. A letter containing a list of names and their credentials may be all that is needed.

### **3. Oath of Office**

A. President Scoggins administered the oath of office to Director Nancy Boyden.

### **9. Old Business**

#### **A. NCAMC Guidelines for the Program & Education Committee**

Immediate Past President Carmen Miracle made a motion to approve the guidelines as presented. Director Janet Thomas seconded the motion. **The motion was passed by a unanimous vote.**

### **10. New Business**

#### **A. Appointment of two Board Members to the Executive Committee**

Immediate Past President Carmen Miracle made a motion to appoint Director Carol Ann Floyd to serve on the Executive Committee. 1<sup>st</sup> Vice President Kim Worley seconded the motion. **The motion was passed by a unanimous vote.**

Director Carol Ann Floyd made a motion to appoint Director Darlene Johnson to serve on the Executive Committee. 1<sup>st</sup> Vice President Kim Worley seconded the motion. **The motion was passed by a unanimous vote.**

#### **B. Board of Directors Monthly submittal for Minute by Minute Newsletter**

The sign-up sheet was circulated and returned to President Scoggins.

### **C. NCAMC Merchandise, Dale Martin, Town of Kernersville**

2<sup>nd</sup> Vice President Dale Martin reported on the successful sale of merchandise at the New Bern annual conference. She mentioned there had been a great deal of interest in sweatshirts. She requested direction from the board regarding the purchase of sweatshirts to sell at the January Clerk's School.

There was discussion on the quality, quantities and sizes of the sweatshirts. Ms. Martin noted that storage is limited and there is still other merchandise that should be sold before an assortment of other items is ordered.

Refer to attachment 1 for the report (located at <http://www.ncamc.com/uploads/file/Minutes/090911-6.pdf>)

A motion was made by Director Carol Ann Floyd to approve ordering sweatshirts for availability at the January Clerk's School. Director Beth Usery seconded the motion. **The motion was passed by a unanimous vote.**

A motion was made by Immediate Past President Carmen Miracle to authorize the sale of older merchandise at half price. The motion was seconded by Director Carol Ann Floyd. **The motion was passed by a unanimous vote.**

Ms. Martin is going to get additional information regarding the logo. The Board indicated their preferences on logo style by a show-of-hands.

Immediate Past President Carmen Miracle made a motion to order sixty Navy blue and gray sweatshirts in varying sizes. The motion was seconded by Director Carol Ann Floyd. **The motion was passed by a unanimous vote.**

### **D. M.O. R. E. Manual**

President Scoggins reported that this is the year to update this manual. She sought the Board's direction on whether to appoint a committee to review and update the manual. Program & Education Chairperson Sue Rowland pointed out a few areas in the current version that are out-of-date.

Immediate Past President Carmen Miracle made a motion to update the M.O.R.E. Manual. Director Janet Thomas seconded the motion. **The motion was passed by a unanimous vote.**

### **E. Leaving a Green Legacy, Sue Powell, Town of Mills River**

President Scoggins reported that Ms. Powell was unable to attend the meeting, but an explanation of the proposal was provided with the agenda. She requested direction from the Board.

As Treasurer, Mr. Phelps stated there would need to be some indication given about the source of revenue for this project.

Immediate Past President Carmen Miracle made a motion to request additional information about the specifics for the Board to consider. Director Nancy Boyden seconded the motion. **The motion was passed by a unanimous vote.**

President Scoggins stated she would ask Ms. Powell to chair a committee, comprised of other Clerks that attend IIMC Conferences, to review this proposal.

#### **F. American Income Life**

President Scoggins reported that this company provides benefits to associations.

Mr. Phelps provided a brief overview and expressed some concerns as attached, on behalf of NCAMC. He noted that in the Constitution, there is no authority contained in the Constitution to provide this type of benefit. Some of the benefits provided by this company are also provided by NCLM. He pointed out that as an affiliate organization of the NCLM, if NCAMC makes a service available to its members that are also offered by NCLM, there could be a conflict. Refer to attachment 1 for the report (located at <http://www.ncamc.com/uploads/file/Minutes/090911-7.pdf>)

Board members engaged in discussion of the proposal.

A motion was made by Director Carol Ann Floyd not to pursue this proposal. Director Beth Usery seconded the motion. **The motion was passed by a unanimous vote.**

### **11. Other Business**

#### **A. 2012 Annual City & County Clerks Academy**

President Scoggins reported on the circumstances that resulted in the School of Government having to change the dates of the annual Clerk's School. She also shared a letter from the North Carolina Association of County Clerks (NCACC) expressing concern about the rescheduling of the 2012 Academy.

There was discussion on the consequences to NCAMC members associated with the School of Government having to change the dates.

Immediate Past President Carmen Miracle made a motion authorizing the President to send a letter in response to a letter from NCACC regarding the rescheduling of the 2012 Academy. Director Jannie Burnette seconded the motion. **The motion was passed by a unanimous vote .**

#### **B. For Information – Scholarship Committee**

President Scoggins reported that the Scholarship Committee has been asked to review the application information and forms for consistency.

#### **C. For Information – FY2011-12 Calendar of Events**

President Scoggins provided a current calendar.

Refer to attachment 1 for the report (located at <http://www.ncamc.com/uploads/file/Minutes/090911-8.pdf>)

**D. For Information – FY2011-12 Roster**

President Scoggins provided a current roster of Officers, Board of Directors and Committees. She stated a revised roster with the names of the newly elected members of the Executive Committee would be forthcoming.

Refer to attachment 1 for the report (located at <http://www.ncamc.com/uploads/file/Minutes/090911-9.pdf>)

**E. For Information** – Brenda K. Young has announced her candidacy for IIMC Vice President 2012.

**F. For Information** - Molly Eubanks, Town Clerk of Como passed in July. In accordance with NCAMC policy, a \$100 memorial donation was made to PAWS of Hertford County, a 501 (c) (3) agency.

**G. For Information** – Clara Deanie Jones Manning, Gaston Town Clerk/ Tax Collector is retiring October 1, 2011 after 40 years of service. Angela Easter will be the new Clerk.

**H. For Information** – North Carolina Association of County Clerks (NCACC) upcoming educational opportunities is available on their website: [www.nccountyclerks.org](http://www.nccountyclerks.org).

**I. For Information** – An update from Oxford Clerk Donna Hosch on the Clerk License Plates is attached.

**12. Adjournment**

A motion to adjourn was made by Director Carol Ann Floyd and seconded by Director Beth Usery. **The vote was unanimous.**

Respectfully submitted,

Stephanie C. Kelly, MMC  
Recording Secretary