

MINUTES
North Carolina Association of Municipal Clerks Business Meeting
Hilton New Bern Riverfront Hotel
New Bern, NC
August 13, 2011
9:00 a.m.

1. Call to Order and Welcome

2. Invocation

President Miracle called the meeting to order and welcomed everyone in attendance. Mrs. Beverly Bigley, retired Clerk from Indian Beach delivered the invocation.

3. Approval of Minutes – January 27, 2011 Business Meeting

Past President Dee Hammond made a **Motion** to approve the minutes as submitted. Stephanie Kelly seconded the motion and the vote was all for and motion carried.

4. Acknowledgements:

A. Becky Breiholz and the Program/Education Committee; and Jeanne Giblin, Morehead City, Veronica Mattocks, New Bern; and Fleming Bell, School of Government, Athena Banks and John Phelps, NCLM.

President Miracle recognized Becky Breiholz, Chair and the members of the Program/Education Committee and commended them on an excellent job of planning this year's Academy. She also recognized Jeanne Giblin, Morehead City and Veronica Mattocks, New Bern host clerks for the Academy.

President Miracle recognized and thanked Fleming Bell and the SOG Staff for all they do for the Clerks Association. She then recognized and thanked Athena Banks and John Phelps from the NCLM for all they did to help put this Academy together.

B. Special Guests: IIMC President Colleen J. Nicol and IIMC Region III Director Tiny B. Washington

President Miracle recognized the IIMC President Colleen Nicol and the IIMC Region III Director Tiny Washington and welcomed them to our Academy. She also recognized Diane Reece, our Past President of IIMC and guest.

C. First time Attendees

President Miracle recognized all the first time attendees.

D. Past Presidents

President Miracle recognized Past Presidents in attendance.

E. Retired Clerks

President Miracle recognized Retired Clerks in attendance.

F. CMC's

President Miracle recognized Clerks that have obtained their CMC.

G. MMC's

President Miracle recognized Clerks that have obtained their MMC.

H. Announcement of College Scholarship Recipients

President Miracle announced the four College Scholarship Recipients and recognized their parents in attendance.

Nathan Scott Hatley son of Tammy Hatley, City Clerk for the City of King
Victoria Smith, daughter of Jane Smith, Town Clerk for the Town of Ellerbe
Joseph Scoggins, son of Sherry Scoggins, City Clerk for the Town of Clayton
Adam McDuffie, son of Betty McDuffie, Town Clerk for the Town of Pinebluff

I. Announcement of Honorary Memberships

President Miracle announced that Honorary Memberships would be awarded to Ms. Connie Spell, Clerk from the Town of Hope Mills that retired earlier this year. A second Honorary Membership will go to Athena Banks with the NCLM. President Miracle stated that Mrs. Banks was selected by the Board of Directors for her many years of service to the Association.

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

Mr. John Phelps presented highlights of the following Treasurer's Report and added that the report will not be finalized until the Association's Finance Committee completes the audit of expenditures. He noted that the Clerk's Association is in good financial condition and then made himself available for questions.

NC Association of Municipal Clerks
 Balance Sheet Consolidated
 Balance Sheet
 Balance as of June 30, 2011
 (Amounts are in USD)
 (Includes G/L Budget Name: 2010-11)

DRAFT

	June 2011	May 2011	FY Ended June 30, 2010
ASSETS			
Bank, Checking	13,295.54	24,368.89	11,120.24
Bank, Share Account	54.67	54.66	54.43
Bank, Money Market	21,663.88	21,653.79	21,514.68
Bank, CD	0	0	0
Accounts Receivable	1,715.00	1,715.00	6,585.00
Mindex Receivable	0	0	0
Insurance Premium Credit Rcbt	0	0	0
Prepaid Expense	0	0	5,655.33
TOTAL ASSETS	36,669.09	47,792.14	44,909.68
LIABILITIES			
Sales Tax Payable	0	0	0
Accounts Payable	2,030.75	0	9,922.91
Deferred Dues Revenue	100.00	0	50.00
Deferred Sponsorship Revenue	0	0	2,100.00
Deferred Conference Registration	285.00	0	2,680.00
Deferred Master Mun. Academy	0	0	4,300.00
Deferred Regional Schools	0	0	0
TOTAL LIABILITIES	2,415.75	0	19,052.91
FUND BALANCE			
Current Year Fund Balance	8,396.57	21,935.37	8,716.93
Fund Balance	25,856.77	25,856.77	17,139.84
TOTAL FUND BALANCE	34,253.34	47,792.14	25,856.77
TOTAL LIABILITIES & FUND BALANCE	36,669.09	47,792.14	44,909.68

NC Association of Municipal Clerks
 Financial Statement
 Comparison Statement
 For the Period from June 1, 2011 to June 30, 2011
 (Amounts are in USD)
 (Includes G/L Budget Name: 2010-11)

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	Month of June	Month of May	FY 2010-11 Year-To-Date	FY Ended June 30, 2010
REVENUE:				
Membership Dues	0	25.00	23,690.00	23,395.00
Education - Training:				
Regional Schools	400.00	3,850.00	4,900.00	5,380.00
Master Mun. Academy-Annual Conf.	0	0	10,280.00	8,640.00
Master Mun. Academy-Spring	0	640.00	3,760.00	5,680.00
Scholarship Fund	0	0	1,944.00	617.00
IIMC Region 3 Conference	0	0	16,080.00	0
IIMC Sponsorship	0	0	9,100.00	0
Annual Conference	0	0	25,135.00	26,455.00
Annual Conference Sponsorship	0	0	9,000.00	8,600.00
NC. State Certification Exam	0	0	0	0
Municipal Code Scholarship	0	0	0	0
Other Revenue:				
Fundraising Sales	0	0	415.00	1,357.00
Miscellaneous Income	0	0	0	0
Investment Income	13.56	10.55	240.26	380.24
Fund Balance Appropriated	0	0	0	0
TOTAL REVENUES	413.56	4,525.55	104,524.26	80,404.24
OPERATING EXPENSES:				
Education - Training Expenses:				
Regional Schools	1,558.28	0	2,328.28	3,562.48
Master Mun. Academy-Annual Conf	0	0	8,619.49	5,124.04
Master Mun. Academy-Spring	354.20	0	1,574.65	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	18,495.12	0
Annual Conference	0	0	40,168.58	34,268.33
N.C. State Certification Exam	0	0	0	0
Operating Expenses:				
Travel Expense - President & Staff	1,500.00	296.82	3,241.00	5,329.94
Printing	228.50	0	2,682.58	1,500.43
Postage	769.27	722.84	4,783.96	3,810.14
Miscellaneous Expense	0	0	0	0
Professional Services	0	0	665.66	512.91
Bank Service Charges	1.00	1.00	12.00	27.50
Fundraising Purchases	0	0	437.37	0
Special Projects	0	0	(3,276.88)	0
Minute Indexing	0	0	0	0
Board/Committee Meetings	197.11	0	1,523.25	1,170.75
Affiliate Service Fees	9,106.00	0	9,106.00	8,864.50
Awards/Gifts/Memorials	0	0	1,888.63	1,654.03
Website	240.00	0	480.00	240.00
TOTAL OPERATING EXPENSES	13,952.36	1,020.66	96,127.69	71,687.31
NET REVENUE OVER EXPENSES	(13,538.80)	3,504.89	8,396.57	8,716.93

Josann Campanello made a **Motion** to approve the Financial Report as submitted. Dora Moore seconded the motion and the vote was all for and motion carried.

6. IIMC Region III Directors Report: Tiny B. Washington, CMC, Clerk of Council, Columbus, GA.

Ms. Tiny Washington, IIMC Region III Director, presented a report on behalf of the IIMC. She thanked the Association for the invitation to this Academy and said that it has been a pleasure. She thanked the Association for its support of Region III. She stated that Lisa Small, the other Region III Director could not attend the Academy due to a honeymoon trip.

Ms. Washington stated that it is their responsibility to publish a region newsletter and extended an invitation to include articles from NC Clerks.

Ms. Washington reminded everyone that next year's IIMC Conference will be held in Portland, Oregon in May 2012 and encouraged everyone to attend if possible.

Ms. Washington presented updated financial information on IIMC. She updated the Association on the IIMC's education efforts. She explained the Region Director Challenge for the IIMC's membership drive in which a Director will win two conference registrations. Any Clerk that helps her or Ms. Small win this challenge will be remembered and could possibly win a conference registration as well. The Challenge will end in March 2012. She stated that IIMC is working on a facebook page and on twitter and encouraged everyone to follow them.

7. IIMC Report: President Colleen J. Nicol, MMC, City Clerk, Riverside, CA.

IIMC President Colleen Nicol explained that IIMC takes measures to monitor and control expenses of the IIMC. She noted efforts undertaken to bring IIMC up to date on social media outlets. She encouraged Clerks to get involved by serving on committees, the backbone of the organization. She added that it is very important to continue IIMC's educational programs and encouraged Clerks to attend opportunities available through IIMC and locally. She asked Clerks to submit their suggestions for new programs of interest and ways to improve what is being offered.

President Nicol thanked the Association for the opportunity to attend this Academy and reminded everyone to promote raffle tickets for Hawaii which will benefit the Clerk's education foundation.

Dale Barstow, Municipal Code Corporation (MCCi) also promoted the raffle tickets for Hawaii. He explained that this money is used for scholarships for Clerks wanting to attend IIMC conferences. He stated that two were awarded from NC @ \$400 each. The IIMC awarded 33 this last year. He spoke of changes taking place to increase awareness of these scholarships. He thanked the Association for giving him the opportunity to attend this Academy and for their support of the IIMC Scholarship Fund.

President Miracle noted that MCCi donated an additional \$500 towards our program this year which allowed us to give an extra scholarship.

8. Report on Clerk License Plates – Kim Worley, Franklinton, NCAMC Second Vice President

Kim Worley reported on the Clerks license plate matter. She presented a letter from Donna Hosch, City Clerk of the City of Oxford. She explained the process for submitting a bill through

the Mayor of Oxford for the purpose of designating a license plate for City Clerks. The bill asked that the plate be for a Municipal Clerk. She reported that 300 applications are need to obtain the plates. Those that are interested send an application and \$10 fee to Ms. Hosch at the address noted on the application. She directed questions to Ms. Hosch.

9. Recognition of Officers, Board of Directors, and Committee Members*

President Miracle recognized the current NCAMC Officers, Board of Directors and Committee members in attendance.

10. Adoption and Presentation of Memorial Resolutions

President Miracle read the Memorial Resolution presented for adoption.

A **Motion** to accept the Resolution as written was offered by Stephanie Kelly, seconded by Jackie Nicholson and the vote was all for and motion carried.

President Miracle then presented the Resolutions to family members in attendance.

11. Adoption and Presentation of Retirement Resolutions

President Miracle read the Retirement Resolution presented for adoption.

A **Motion** to accept the Resolution as written was offered by Stephanie Kelly, seconded by Kim Worley and the vote was all for and motion carried.

President Miracle then presented the Resolution to the Retired Clerks in attendance.

12. Nominating Committee Report and Election of NCAMC Officers and Directors: *Dee Hammond, MMC, Laurinburg – Committee Chair/Immediate Past President*

President Miracle recognized Past President Dee Hammond to present the following list of officers for 2011-2012:

- | | | |
|-------------|-----------------|---|
| District 2 | Janet Thomas | Term to expire August 2013 (1 st term)
<i>Town of Pine Knoll Shores</i> |
| District 4 | Carol Barwick | Term to expire August 2013 (1 st term)
<i>City of Greenville</i> |
| District 6 | D. Ann Gray | Re-appointed to second two-year term
<i>City of Durham</i> |
| District 8 | Nancy Boyden | Term to expire August 2013 (1 st term)
<i>Town of Midland</i> |
| District 10 | Shirley Cannon | Re-appointed to second two-year term
<i>City of Lenoir</i> |
| District 12 | Darlene Johnson | Re-appointed to second two-year term
<i>Town of Spruce Pine</i> |

Recording Secretary Stephanie Kelly *City of Charlotte*

Second Vice President Dale Martin *Town of Kernersville*

A **Motion** was offered by Penny Spicer-Sidbury to accept the Nomination of Officers and Directors as presented, seconded by Betsy Richardson and the vote was all for and motion carried.

13. Reminders of Upcoming Schools and Conferences

- A. Clerk’s Breakfast at the NCLM Annual Conference – October 24, 2011 at 7:30 am.**
- B. Annual City and County Clerk’s Academy – January 23-25, 2012**
- C. 2012 Annual Summer Academy – August 16-18, 2012 - Marriott Winston-Salem**

President Miracle reported that the IIMC’s Region III will be held January 18-20, 2012 at the Battle House Renaissance Hotel & Spa at Mobile, AL.

President Miracle recognized our Vendors in attendance which held drawings for their door prizes.

11. Adjournment

**Individual Committee Reports can be found in the NCAMC Annual Report*

Being no further business to come before the Association, the meeting was adjourned at 10:15 AM following a **Motion** by Regina Alexander, seconded by Jayne Danner, the vote was all for and motion carried.