

North Carolina Association of Municipal Clerks
Business Meeting Minutes
Harrah's Hotel & Casino – Cherokee, NC
August 17, 2013 12:00pm

1. Call to Order:

President Worley welcomed everyone and introduced the Officers seated at the front table.

2. Invocation:

Second Vice President Stephanie Kelly gave the invocation.

3. Approval of Minutes:

President Worley gave everyone a few minutes to read over the minutes from January 31, 2013. Motion to approve the January 31, 2013 Business Meeting minutes was made by Janet Anderson, Town of Franklin. Motion seconded by Ann Grey, City of Durham. Motion approved by unanimous vote.

4. Treasurer's Report: John Phelps – Corresponding Secretary/Treasurer:

John Phelps gave an overview of the attached Treasurer's Report. The reports are provided by NCLM. The Association is in very good shape at this time. Checking account shows \$23,000. After the fees for the League services have been paid.

Sue Powell, Town of Mills River made a motion to approve the Financial Report as submitted. Jackie Hampton, Town of Bolton seconded the motion. Motion approved by unanimous vote.

5. Recognition of NCAMC Committee Reports:

A. Executive Committee

President Worley asked her committee to stand to be recognized. She stated this committee has had a busy year and thanked them for all of their hard work.

B. Finance:

Linda Bethune gave the report. She reported all of the forms for the taxes have been sent and the budget has been presented to the Board. She thanked her committee for an outstanding job.

C. IIMC Certification School/College Scholarship Certificate.

President Worley reported the committee had a hard time deciding college scholarships. There were a lot of good applications and the committee narrowed it down to two candidates that were close in their scores.

D. Legislative Committee:

Penny Spicer-Sidbury asked her committee to stand. She discussed the License Plate Project. She stated as part of the project we need a total of 300 applications to get started on designing the plate. The number will include city and county clerks together.

E. Membership – Deeda Harris:

She asked all the membership committee to stand. This year the committee will do the handbook. Normally the directory is printed every 2 years. Lowest bid came in at \$3,000. The directory will be placed on the website so members can print it if they choose. The committee has reached out to non-members. Three members have joined since December and 11 since August.

F. Nominating Committee:

Immediate Past President, Sherry Scoggins thanked her committee members. Applications for Board of Directors for even years were accepted this year.

G. Past President's Committee:

Penny Spicer-Sidbury stated past presidents are an elite group. They met by conference call. The Board of Directors asks this committee to look at days conferences are held. They also looked at holding training for upcoming Board Members.

H. Program and Education – Dora Moore:

She asked all Program and Education members to stand. She thanked her committee for their hard work. This committee has really stepped up this year and gotten things done.

I. Publicity Committee – Tammy Hatley:

Tammy Hatley asked her committee to stand. Newsletter went out electronically this year. With the help of John Phelps and the League, the committee changed the way the newsletters were being sent so we could add more information and color to them. Annual Report is also on the website this year.

J. Site Selection Committees:

I. 2013 Site Selection – Darlene Johnson:

Darlene Johnson recognized her Committee and thanked them for their efforts in selecting this site.

K. Site Selection Committee:

II. 2014 Site Selection

The Summer Academy will be held at Wrightsville Beach at the Blockade Runner August 20- 23, 2014. Evening entertainment is a dinner cruise.

L. III. 2015 Site Selection – Trevie Adams:

The committee is reviewing sites, and will report back.

M. State Certification Committee:

Jayne Danner reported her committee worked really hard this year. She asked her committee to stand. The committee finalized the State Certification test and guidelines.

N. WSOS Committee – Lisa Stites:

Lisa Stites gave report. Currently have 15 clerks they are mentoring.

O. Website Committee – Karen Gray:
Not present. No report.

P. Constitution Subcommittee:
President Worley reported this committee worked on updating parts of the constitution this year.

Q. Leaving a Green Legacy – Sue Powell:
Sue Powell recognized her committee. She told the membership that Jackie Hampton designed the logo for the committee. The committee has \$178.50 now and hopes they have enough to plant a tree for this year.

R. M.O.R.E. Manual Subcommittee – Dianne Enoch:
Dianne Enoch expressed her apology for not getting as much done since Elon's manager passed away in June. She thanked her committee.

S. NCLM Board Member
President Worley thanked Penny Spicer-Sidbury for serving on this Board. She also thanked Penny for her friendship and support this year.

T. NCLM Committee Members
President Worley recognized the committee members by asking them to stand.

President Worley thanked everyone who served on committees. She stated that this Association is not run by one person, it takes a group effort to run the Association and she was proud to serve with this group of wonderful people this year.

6. Recognition of Clerks/Deputy Clerks Who have Obtained CMC or MMC Status this Year:
President Worley asked everyone to stand who received their CMC/MMC this year.

7. Recognition of Past President's and Retirees:
President Worley recognized past presidents and asks them to stand. This is one of the most knowable groups of people that she has worked with and is honored to be joining them.

8. Presentation of New NCCMC's Plaque's – Jayne Danner – State Certification Chairperson
Jayne Danner presented NCCMC plaques to 28 clerks who received their NCCMC this year.

9. Recognition of Board Members:
President Worley introduced Board members, First Vice President and Second Vice President. She thanked them for their service and said she would not have had a successful year without them.

10. Presentation and Adoption of Memorial Resolutions:
Immediate Past President Sherry Scoggins read the resolution. Resolutions passed out.
First Vice President, Dale Martin made a motion to adopt the Memorial Resolutions.
Second Vice President, Stephanie Kelly seconded the motion. Motion approved by unanimous vote.

11. Presentation and Adoption of Retirement Resolutions.

First Vice President, Dale Martin read the resolution. Resolutions passed out.

Second Vice President, Stephanie Kelly made a motion to adopt the Retirement Resolutions.

Immediate Past President, Sherry Scoggins seconded the motion. Motion approved by unanimous vote.

12. Announcement of Certification School Recipients:

Immediate Past President, Sherry Scoggins reported how much the Association values education.

It is an honor to name the three \$300.00 Certification School Recipients. This year Donna Alwine, Sabrena Reinhart and Heather Birch received the certification scholarship.

13. Announcement of College Scholarship Recipients:

First Vice President, Dale Martin reported the two \$1000 scholarships awarded this year.

She stated it was a hard choice because we had so many good applications. This year Brenda Thorne, Town of Selma and Michael Bell, Son of Susan Bell, Clerk for the Town of Tryon received the college scholarships.

14. Announcement of Honorary Members:

Second Vice President, Stephanie Kelly reported the Association allows for honorary members.

This year retired clerks Jean Bailey and Beth Hamrick will be the Associations honorary members.

15. Recognition of IIMC past President Dyanne Reese:

President Worley recognized IIMC Past President Dyanne Reese.

16: Constitution Amendments:

President Worley reported the board worked on some fine tuning to the constitution.

Janet Anderson with the Town of Franklin made a motion to approve the changes to the Constitution. Dora Moore, Town of Rural Hall seconded the motion. Motion approved by unanimous vote.

17. Resolution supporting the candidacy of Vincent Buttiglieri, as Vice President of IIMC in 2014.

Immediate Past President, Sherry Scoggins made a motion to approve the Resolution. First Vice President, Dale Martin seconded the motion. Motion approved by unanimous vote.

18. Nominating Committee Report and Election of NCAMC Officers and Directors:

Immediate Past President reported even number districts are this year. The slate of nominees for officers and directors are presented as candidates for action.

District 2: Barbara Sandlin, CMC, Town of Cedar Point

District 4: Leighanna T. Worley, CMC, Town of Wilson's Mills

District 6: Lisa M. Markland, CMC, Town of Zebulon

District 8: Nancy E. Boyden, CMC, Town of Midland (second term)

District 10: Vacant

District 12: Maggie Burleson, MMC, City of Asheville

Recording Secretary: Regina Alexander, MMC, Town of Southport
Second Vice-President: Jeanne M. Giblin, MMC, Town of Morehead City
Melissa Adams, Town of Hope Mills, made a motion to approve the slate of Officers and Directors as presented.
Penny Spicer-Sidbury, City of Wilmington, seconded the motion. Motion approved by unanimous vote.

19. Nominations for District 10 Director:

Nominations may be taken from the floor. Qualifications: Candidates for the Board of Directors shall have been active members of the Association for at least three years. It is desirable but not required that candidates have achieved CMC designation from the IIMC.

Penny Spicer Sidbury, City of Wilmington, made a motion to open the floor for nominations.
Janet Anderson, Town of Franklin, seconded the motion.

No nominations made. Seat will remain open until filled.

Penny Spicer-Sidbury, City of Wilmington, made a motion to close the nominations.
Betsy Richardson, City of Greensboro, seconded the motion. Motion approved by unanimous vote.

20. Other Business:

None

21. Adjournment:

Jayne Danner with the Town of Kernersville made a motion to adjourn. Penny Spicer-Sidbury with the City of Wilmington seconded the motion. Motion approved by unanimous vote.

Minutes taken by:

Beth Usery, CMC, NCCMC
Town of Stanley
Recording Secretary