

**NCAMC Board of Directors Meeting
December 13, 2013 – 11:00 AM
NCLM Albert Coates Building
215 North Dawson Street**

Officers and members present were: Dale Martin, President, Stephanie Kelly, 1st Vice President, Jeanne Giblin, 2nd Vice President, Regina Alexander, Recording Secretary, John Phelps, Corresponding Secretary/Treasurer NCLM, Kim Worley, Immediate Past President, Sherry Scoggins-Clayton, Leighanna Worley-District 4, Melissa Adams-District 7, Dora Moore- District 9, Lynn Trivette- District 10, Maggie Bureson- District 12, Jim Byrd- Membership Chair and Cynthia Bennett- Washington.

1. Call to Order – 11:00 a.m.

President Martin called the meeting to order at 11:02 a.m.

2. Invocation

Stephanie Kelly gave the invocation.

3. Approval of Agenda

President Martin asked that the agenda be amended to allow John Phelps to make his report because he has to leave at 12:00 noon. Dora Moore moved to amend the agenda, seconded by Jeanne Giblin, vote unanimous.

4. Approval of Minutes – December 13, 2013

Stephanie Kelly moved to approve the September 13, 2013 minutes, seconded by Leighanna Worley, vote unanimous.

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

John Phelps, Corresponding Secretary/Treasurer reported on the financials for the current fiscal year and noted that November is incomplete. Checking balance \$57,000, accounts receivable \$5800 and approximately \$3800 in dues not paid. One Source invoice is still outstanding to the NCAMC and NCLM expense for Athena. Next balance sheet will be in the fund balance column. Half of the conference profits were placed in a conference reserve fund as well as the legacy fund fee. One-half of the profits from the 2012 conference were placed in the conference reserve fund. Update on 2013 conference; \$3900 left over when all invoices paid. The Harrah's invoice has been paid and the School of Government and NCLM invoices have not been received. He reported that it was a good year because of sponsorships.

Stephanie Kelly questioned if efforts had been made to collect from One Source. John explained that a second notice was sent to the company. President Martin commented that One Source is a standing sponsor of the NCAMC.

John explained that they are trying to work out an agreement between the NCLM and NCAMC on the Clerks' license plates. He personally contacted DMV and spoke with them but they proceeded to ask questions. The document they are working from is a session law authorizing the new tag. The last item concerns the number of plates. DMV is in need of clarity concerning the new law as written and he believes that an Attorney General opinion is needed. Questions on whether this is an official plate of NCDMV, the total number needed from both the City and County Clerks or separately from each group, who does the art work, who provides DMV with a list of the towns and eligible Clerks and does a retired clerk get to keep the tag.

Stephanie stated that there will never be 300 County Clerks and the list of eligible clerks is a fluid list. John stated that there would need to be a process in place to maintain the list.

Maggie Burleson asked if it is worth the effort since only 50 requests for the plates were received. It is good recognition but it has been over three years and only 50 clerks have submitted requests.

Stephanie Kelly stated that the Association had not spoken with DMV before now. All of these issues are concerns which are good questions and at the same time roadblocks.

Melissa noted that this process appears to be difficult. Kim Worley stated this has been going on for three years and the members would like an answer including whether or not they can keep the plate upon retirement. Leighanna question why the clerks have specific requirements whereas others seem to be simple. John stated that he does not know and was not involved in writing the legislation. He questioned how to process the \$10 and how you verify something that was turned in over a year ago i.e. details. President Martin recommended that John continue researching with DMV for answers. Jim Byrd asked if it was possible to have answers by the January meeting and to present too the Association to ascertain if other clerks are interested in purchasing a license plate.

John stated at the last meeting the Executive Committee agreed to work with Web Full Circle to continue upgrading the website. Questions arose on how to get information on the website that is more up to date. Some organizations have a direct link to the NCLM. For those groups, the NCLM host that website. An e-mail was received from Ryan Draughan and they are working on a periodic push out of data to Web Full Circle that could be as frequent as monthly.

Stephanie Kelly moved, seconded by Dora Moore to authorize the Executive Committee to proceed with updating the website. The vote of approval was unanimous.

John reported that the contract with Washington Duke for the 2015 Annual Conference has been executed.

6. NCAMC Committee Reports

A. Finance Committee – Rebecca Shuler, Highlands

In a written report, Rebecca reported that the Finance Committee met on September 13 and conducted the annual financial audit for FY ending June 30, 2013. There were no discrepancies found in the examined documents. Upon completion of the audit, the 990 EZ was completed and filed with the Internal Revenue Service on behalf of the Association. The Finance Committee will meet in April to develop a budget for the 2014-2015 fiscal year.

B. Membership Committee – Jim Byrd, Wilkesboro

Jim Byrd reported that the Membership Committee has not met, but performing their duties. As Membership Chair, he received a list of clerks from the NCLM that are not members of the Association. The list was provided to the Membership Committee and each District representative. Memberships will be solicited from non-members while making them aware of the Association's educational and networking opportunities.

President Martin stated that she contacted Deeda Harris (Wake Forest) and she is close to completing the Membership Directory. The League has agreed to allow the Clerks to post it on their website until the NCAMC website is updated.

C. Nominating Committee – Immediate Past President Kim Worley, Franklinton

Kim Worley, Immediate Past President reported that the interest form for officers, district directors will be placed in a future issue of **Minute-by-Minute** and available at the January School.

D. Past President's Committee – Sherry Scoggins, Clayton

Sherry Scoggins reported that they are working on orientation and propose to have a tangible document by the March meeting.

President Martin asked that the Past President's Committee take on a new project by revisiting the criteria for Clerk of the Year. Last year's Committee expressed concern that the applications fell short on details of the Clerk's involvement in the NCAMC. Possibly add language to seek assistance from a neighboring Clerk because it is not up to the NCLM to provide that information, and to work on the orientation for Board members for the August Academy.

E. Program & Education Committee – Dora Moore, Rural Hall

Dora reported that the regional meetings are scheduled for April 4- Cedar Point, April 11- Wilson Mills, April 25- Davidson and May 2- Highlands. The committee decided to go back to the basics such as closed sessions with a panel, charter changes, overview of resolutions, proclamations, ordinances and public notices with question and answer period.

The January Clerks School will be held January 22-24, 2014. The Committee will begin working on the annual conference program for August and enhancing quality of items received for the silent auction. President Martin recommended suggestions be placed in the Minute-by-Minute newsletter.

F. Publicity Committee – Tammy Hatley, King

Tammy Hatley reported by email that everything is going well.

G. Site Selection Committees

i. 2014 Site Selection – Paula Webb, Swansboro

Paula confirmed that Sylvia Holleman, Clerk of Wrightsville Beach will be the host Clerk for the 2014 Conference

ii. 2015 Site Selection – Trevie Adams, Roxboro

President Martin stated that she asked Trevie to confer with Ann Gray, Durham City Clerk to confirm that she will be host Clerk for the 2015 Conference.

iii. 2016 Site Selection – Monica Pace, Saluda

Monica is working on dates and other groups who are involved for the 2016 Conference and work with Athena so that they can move forward.

H. WSOS Committee – Lisa Stites, Oak Island

Lisa Stites in a written report to the President stated that one Clerk is being mentored since the last reporting period and suggested adding language that the committee will monitor the mentor/mentee relationship for one year. During that one year, the committee would reassign a mentor if requested by a new clerk or the mentor would ask for feedback on the program, etc. But after that one year, we would no longer keep track of them, understanding that by that point, the clerks may have formed a friendship and will keep in touch if they so choose on their own anyway. This would help avoid the situation of having multiple mentees (officially) and give us a more realistic picture of how many new clerks are being helped on an annual basis.

Lisa also suggests that at the end of the year a letter be sent from the committee/committee chairperson that would say something like “We hope you have found having a mentor to be a positive experience. Now that the one-year monitoring of the mentor program has drawn to a close, we hope you know that your Clerk’s Association is still here, ready and willing to help. We would encourage you to find a way to be involved with the Association, such as serving on a Committee. The evaluation form could be included with the letter.

President Martin stated that she has been reviewing the WSOS materials and did not see where it says that the mentor/mentee relationship is to be for one year. She believes that as a recordkeeping issue, when there is a new committee chairperson or new committee members, having a specific time- period in place would be very helpful and make things clear.

Stephanie stated that she likes the idea of a letter and Jeanne stated that it is open if the mentee wishes to sign for a second year.

I. Web Site Committee – Karen C. Gray, Cary

Karen Gray thanked the NCAMC for condolences on the passing of her father. She reported that the Website Committee is corresponding through email and each member helps with a section on the site. All the Committee members are tasked with checking for broken links, however she has not received forms for volunteers, scholarship and mentors. She continues to have difficulty with clerks participating in the Clerks Spotlight.

Discussion was held on the criteria for spotlighting Clerks. It was discussed that some people are shy and may not want to rely on self-promotion. It was suggested by Kim Worley that committees be spotlighted if clerks are not willing to spotlight themselves.

Kim Worley moved to spotlight the Committees on the NCAMC Website with the Committee Chair writing the article and to make this a part of the committee guidelines. Stephanie Kelly seconded the motion. The vote of approval was unanimous

J. State Certification Program Committee – Leighanna Worley, Wilson’s Mills

Leighanna Worley presented amendments and additions to the forms for Board consideration and asked the Board to approve suggested changes to the existing brochure and application, including the new form for recording continuing education classes. Other changes noted below:

Brochure – Verbiage changed to clarify who administers the exams; and to re-word “Continuing Education” to read “Criteria for Recertification.”

For the Application - a passing score of 80 was established and added to the application.

*This determination for a score of 80 was discussed and approved by last year's committee and was implemented in the first set of test which appeared to work well. The test is administered on an honor system with open book at their own off site location with two opportunities to take/pass the exam.

Wording was added to the application to confirm the number of times a clerk will be allowed to take the test.

The other changes are verbiage that clarifies procedures already approved:

- Adding "and" and "or" under the membership and education criteria
- Noting that re-certification is also required in addition to membership status
- Changing dates and contact information for this fiscal year.

Recording for Continuing Education – This form originated from another state and was adapted to the NCAMC needs. The Committee asks that this form be added to the website to allow clerks to keep a record of their continuing education points in preparation for recertification. It does not contain any new policies or procedures; it is simply a record keeping tool from the committee to the NCCMC's.

Kim Worley motioned to approve the recommendations as presented, seconded by Jeanne Giblin. The vote of approval was unanimous.

K. Legacy Committee – Sue Powell, Mills River

Sue Powell sent a written report, which stated that leaving a Green Legacy Committee has sufficient funds to plant a tree for the 2013 Clerk of the Year. (Jenny Larson) however, members of the committee has had problems contacting the Fairmont Town Manager and Public works Director for assistance on rules for planting a tree including a list of local landscapers. They did not receive any response from the Mayor and council members for potential donations. With the holidays approaching, they will hold off until January. She reported they could arrange the tree planting and buy a plaque, but need assistance from the town on location and restrictions. It was Board consensus to contact Jenny about planting the tree including a location since the surprise element is over and she is aware of the Green Legacy.

N. Scholarship Committee – President Dale Martin, Kernersville

President Martin reported that the deadline is April 15 for the scholarship applications to be submitted and applications will be posted on the website.

Institute Scholarship information – It was reported by President Martin that Professor Bell will be retiring soon from the SOG and it appears that there will not be a 2014 Certification School. The 2014 January Clerks' School will be his last school with the Clerks. Dora Moore, Program Chair stated this is one of the reasons why the regional

schools will go back to basic information; such as closed sessions, resolutions, charter changes, etc. The committee will try for bigger topics in August. She also noted that John and Fleming would tag team for the regionals to help reduce costs.

Brief discussion on when the Clerks should recognize Professor Bell and Stephanie Kelly suggested the August conference.

O. Legislative Committee – Josann Campanello, St. James

Josann sworn into office on November 8, 2013

8. NCLM Committee Reports

A. NCLM Board Member – Josann Campanello, St. James (Attachment #6)

In a written report, Josann was sworn into office November 8, 2013 as the Clerks representative on the NCLM Board of Directors. She reported that the Board took the following actions:

1. The board approved an amendment to the Bylaws, Article I, Section 5, regarding nominations from the floor during the annual League meeting. The nominating committee in recent years adopted a rule that specifies that candidates nominated from the floor must submit a written notice at least one hour before the start of the business meeting. The amendment codifies this rule into the Bylaws
2. Bob Haynes, Associate Director for Risk Management Services, briefed the board on the status of the health program, workers compensation program and property & liability program. The Board of Directors makes appointments to the RMS Board of Trustees. Board member Mayor Derryl Garner of Newport did not run for reelection this year so the board appointed Mayor Bob Matheny of Zebulon to fill the unexpired term on the RMS Board of Trustees. Also appointed to fill two-league board member seats were Mayor Al King of Goldsboro and Mayor John Hinton of Murfreesboro. There were also four re-appointments of members for 3-year terms.
3. The annual audit was presented and approved.
4. Following a lengthy closed session of the Executive Committee, the BOD unanimously approved Paul Meyer as the next League Executive Director. Ellis Hankins will continue through January 2014.

B. General Government – Betsey Richardson, Greensboro & Rhonda Webb, Spring Lake – No report, the committee has not met.

C. Tax & Finance – Karen Zornes, Cape Carteret & Jim Byrd, Wilkesboro

No report, committee has not met.

D. Planning & Environment – Diana Schreiber, Greensboro

Diana sent a report from the December 6 meeting, reporting the following:

Two primary issues discussed were the impact of local tree trimming ordinances and hydraulic fracking. (See below)

Tree Trimming

Municipal Tree Trimming Ordinance singled out in Legislative Committee by Senator Andrew Brock. Recent dispute between Duke Energy and Greensboro City Council is being litigated at the North Carolina Utilities Commission (NCUC). Last session, Senator Brock was a sponsor of a bill to limit authority of local governments to pass tree-trimming ordinances. The issue is being studied by the Environmental Review Commission. The League is working to limit the scope of the bill's limiting authority over municipalities.

Hydraulic Fracking

The rule regarding disposal of hydraulic fracking wastes was approved by the regulatory committee recently. The rule now advances to the technical committee prior to a full vote in the NC Mining and Energy Commission (MEC). The rule contains stipulations on disposal options, disallowed disposal via deep-well injection into aquifers, and contained language requiring notification of local emergency officials and owners of surface water supplies in the event of a spill.

E. Regulatory Action – Scott Sherrill, Pine Knoll Shores – No report, the committee has not met.

9. Old Business

A. More Manual Update – Chapter 12: Notary Public

President Martin stated during the last meeting of the Board, Fleming asked that Chuck Szypszak of the SOG review recommended changes to the Notary Public Section of the M.O.R.E. Manual. The recommended changes have been reviewed and received for Board approval. Stephanie Kelly moved, seconded by Kim Worley to adopt the recommended changes. Vote of approval was unanimous. (**Note: Changes to be incorporated in the M.O.R.E. Manual**)

10. New Business

President Martin reported that Nancy Mc Peak retired City Clerk of Greensboro passed away on August 26, 2013. She served on the NCAMC Board of Directors from 1982-1984, and as recommended in the Association's Memorial Policy, a memorial contribution in memory of Nancy can be made to the Green Legacy or Scholarship Fund.

Maggie Burlison moved to contribute \$100 to the Green Legacy Fund, seconded by Leighanna Worley, the vote of approval was unanimous.

B. Quill Award Nominations – Deadline April 1st (Attachment #8)

President Martin asked the Board to think of a clerk that meets the criteria for the Quill Award which can be discussed and approved at the March meeting because the deadline for submission is April 1st.

12. Announcements made by President Martin:

- A. For your information: Next Board of Directors Meeting, March 14, 2014
- B. For your information: IIMC Region 3 Meeting, Albany, GA January 15-17, 2014
- C. For your information: Annual Clerk’s Academy, January 22 – 24, 2014
- D. For your information: Letter of Support to IIMC for new MCEF Funding Proposal
- E. For your information: Regional Meetings: April 4 – Cedar Point, April 11 – Wilson’s Mills, April 25 – Davidson and May 2 – Highlands
- F. For your information: 2018 IIMC Annual Conference was awarded to Norfolk, VA. Greensboro plans to bid again in 2019.

13. Adjournment – 12:27 p.m.

There being no further business, the meeting was adjourned upon motion of Stephanie Kelly, seconded by Maggie Burlison, motion unanimously carried.

Regina W. Alexander, Secretary