

NC Association of Municipal Clerks Board Meeting
June 14, 2013 – 11:00 AM
NCLM Albert Coats Building
215 North Dawson Street, Raleigh, NC

Officers and Board Members Present: President Kim Worley, 1st Vice President Dale Martin, 2nd Vice President Stephanie Kelly; Corresponding Secretary-Treasurer John Phelps; Immediate Past President Sherry Scoggins, Recording Secretary Beth Usery; District 1 Joleatha Chestnutt; District 2 Paula Webb; District 3 Elaine Hunt; District 4 Carol Barwick; District 5 Jannie Burnette; District 7 Melissa Adams; District 8 Nancy Boyden; District 9 Dora Moore; District 10 Shirley Cannon; District 11 Donna Flowers; District 12 Darlene Johnson.

Also present: Linda Bethune – Finance Committee Chair.

Absent: District 6 D. Ann Gray.

1. Call to Order:
President Kim Worley called the meeting to order at 11:00am.
2. Invocation:
Immediate Past President Sherry Scoggins gave the invocation.
3. Approval of Agenda:
Second Vice President Stephanie Kelly made a motion to approve the agenda as presented. District 3 Director Elaine Hunt seconded the motion. The motion was approved by unanimous vote.
4. Approval of Minutes:
Second Vice President Sherry Scoggins asked that the minutes state District 11 Seat is currently vacant. A couple typos need to be corrected. Under Committee Reports 6A it should be retired clerks. Under Nominating Committee Sherry Scoggins has no report. Past Presidents report does not say who gave the report. Recording Secretary stated that President Worley presented the report but she will double check her notes. District 9 Director Dora Moore asked to change Under the Hills to “Unto These Hills”.
Second Vice President Stephanie Kelly made a motion to approve the minutes as amended. First Vice President Dale Martin seconded the motion. The motion was approved by unanimous vote.
5. Treasurer’s Report:
John Phelps – Corresponding Secretary/Treasurer provided an overview of the financial statement through the end of April. Cash flow is in much better condition than last year. Checking account is \$39,945. This time last year it was \$14,080. We now have \$85 in our Legacy account. Second Vice President Stephanie Kelly made a motion to approve the Treasurer’s Report. District 3 Director Elaine Hunt seconded the motion. The motion was approved by unanimous vote.

6. NCAMC Committee Reports:

A. Finance Committee:

Linda Bethune, chair gave highlights of the report included in the agenda packet. District 10 Director Nancy Boyden inquired about the proposed budget for cutting down on printing expenses. First Vice President Dale Martin reported the amount reflects a \$1000 reduction. John Phelps reported the directory is to be printed this year. We may be able to send the annual report electronically like we do the Minute by Minute. We can also place the directory on the website for download. First Vice President Dale Martin made a motion to approve the budget as presented. Second Vice President Stephanie Kelly seconded the motion. Motion approved by unanimous vote.

B Membership Committee: Report is in packet.

C. Nominating Committee: Immediate Past President Sherry Scoggins advised the Board of the nominees for the slate of officers. District 2: Barbara Sandlin; Town of Cedar Point; District 4: Leighanna Worley; Town of Wilson's Mills; District 6: Lisa Markland; Town of Zebulon; District 8: Nancy Boyden; Town of Midland (second term) District 10: vacant; District 12: Maggie Bureson; City of Asheville. Recording Secretary: Regina Alexander; Town of Southport; Second Vice-President: Jeanne Giblin; Town of Morehead City. The following are in succession to serve as officers for our Association for fiscal year 2013-2014. First Vice President: Stephanie Kelly; City of Charlotte; President: Dale Martin; Town of Kernersville; Immediate Past President: Kim Worley; Town of Franklinton. Nominations may be made from the floor at the annual business meeting

D. Past President's Committee: Report in packet.

President Worley gave the report. Second Vice President Stephanie Kelly asked for clarification on the orientation in January as opposed to the workshop. The timing may be off. Some clerks may not know whether they want to serve until after the orientation in January. She recommends the orientation take place before the banquet as opposed to directly after the business meeting.

E. Program & Education Committee:

District 9 Director and Program & Education Chair Dora Moore reported that the committee met this morning. They are finalizing the annual conference. They are trying to cut costs. Therefore, we will have no paid motivational speaker on Thursday. Daniel Wilson with NC Rural Water will be there in the afternoon. Fleming Bell will be there in the morning. Friday will be the top 10 topics on the clerk net. John Phelps or Kim Hibbard will present the Legislative overview. Topics will include Workers Compensation and Cherie Berry will report on OSHA. Saturday we will have Gail Gilley on how to set up and use a Drop Box account. The room rate is \$195 for the conference and academy. We know the key is help from vendors. We would like to raise the vendors cost. We had 15 vendors last year. We are proposing to increase Gold from \$1,400 to \$1,500. Silver from \$900 to \$1,000. Exhibitor from \$700 to \$800. They will be able to set up at 10:00am Thursday. They will be contacting many vendors by phone. The

Committee voted for a dinner cruise for next year's entertainment. Another way of saving money at the conference we will have a buffet breakfast each morning instead of a continental breakfast. Beverages only will be served at morning breaks, snacks and beverages will be served in the afternoon.. We will have a space for guests to be able to eat with us this year. The theme for this year will be "Putting the Pieces together".

- F. Publicity Committee: No Report
- G. Site Selection Committees:
 - A. 2013 - District 12 Director and Committee Chair Darlene Johnson reported that the 2013 Site Selection is at Harrah's Cherokee August 15-17, 2013. Janet Anderson has agreed to host. Cynthia Richardson has started on goody bags. The committee will be reaching out soon to the clerk net for silent auction items.
 - B. 2014 – John Phelps Corresponding Secretary/Treasurer reported the contract with the Blockade Runner has been signed.
 - C. 2015 – Trevie Adams, chair. Report in packet.
- H. WSOS Committee: Report in packet. District 8 Director Nancy Boyden stated she feels very strongly about this committee. She has 6 clerks she is mentoring. President Worley agreed, this is a very essential committee.
- I. Web Site Committee: First Vice President Dale Martin reported she noticed the website has old pictures posted.
- J. State Certification Program Committee:
Chair, Jayne Danner, Kernersville – Report in packet. First Vice President Dale Martin highlighted the report. The committee met by conference call on Wednesday. Each committee member took a chapter from the More Manual and created questions from each section to create the State test which was reviewed by Fleming Bell. The certification test will be 100 questions. This is for those clerks who do not have the resources to go through the Clerk Certification Classes. The Committee chose to give the test once a year and the award presentation in August at the Annual Academy.
- K. Legacy Committee:
Chair, Sue Powell, Mills River. Report in packet. First Vice President Dale Martin highlighted the report. Board discussed how much if any of the merchandise sales can go to the legacy fund. Immediate Past President Sherry Scoggins made a motion for net proceeds of sales from merchandise sold will be earmarked to the legacy fund and evaluated at the March Board of Director's meeting. District 9 Director Dora Moore seconded the motion. Motion approved by unanimous vote.
- L. Constitution Review Subcommittee:
Joyce Walker - Chair – No Report.

- M. More Subcommittee: Chair, Dianne Enoch, Elon. No Report.
- N. Scholarship Committee:
President Kim Worley reported that we awarded two \$1000 scholarships to Brenda Thorne, Deputy Clerk in Selma and Michael Bell son of Tryon Clerk. We also awarded three \$300 certification scholarships to Donna Alwine, Heather Birch and Sabrina Rhinehart.
- O. Legislative Committee:
Penny Spicer–Sidbury, Wilmington. Report in packet. President Worley stated they are revisiting the Clerk’s License Plate project that was undertaken by one of the clerks a couple years ago. The County Clerks have expressed an interest as well. There is a house bill on the books authorizing the DMV to issue plates for clerks. The cost will be \$10.00. It is recommended that the collection of funds be handled through the NC League of Municipalities staff. The Board was concerned if this would be a special fee or if it would fall under the contract. John Phelps stated he would get with the Finance Department and get back to the board. Penny Spicer-Sidbury feels like it will fall under contract services.
- 8. NCLM Committee Reports:
 - A. NCLM Board Member:
Penny Spicer-Sidbury, Wilmington. Report in packet.
 - B. General Government:
Jeanne Giblin, Morehead City – No report
 - C. Tax & Finance:
Karen Zornes, Cape Carteret – No Report
 - D. Planning & Environment
Diana Schreiber, Greensboro – Report in packet.
- 9. Old Business:
- 10. New Business:
 - A. Review of Constitution Change as requested.
Second Vice President Stephanie Kelly stated she believes the President should hold both the CMC and the NCCMC. The Constitution calls for either/or CMC or NCCMC. District 12 Director Darlene Johnson asked if the NCCMC is not equal to the CMC. John Phelps asked what is the role of the School of Government. Immediate Past President Scoggins stated that they serve in an advisory role. This will be sent out and voted on at the August Business Meeting.

- B. Proposed Changes to Finance, Program and Education Committees guidelines.
President Worley advised the only changes on these will be noting the advisor as the First Vice President. The Board asked to add #6 to review membership dues and if merchandise sales are eligible for Legacy funds in March of each year. Immediate Past President Sherry Scoggins made a motion to approve the proposed changes. First Vice President Dale Martin Seconded the motion. Motion approved by unanimous vote.
- C. Proposed Changes to Finance, Membership, Nominating, Publicity, Website and WSOS Committee guidelines.
President Worley advised the only change was to add Committees advisor will be the Second Vice President. Board asked to add the recommendation of the Membership committee for Committee Chair to attend new members' class in January and one of the clerk's certification classes held during the year to give a welcome. Second Vice President Stephanie Kelly made a motion to accept the changes to the guidelines. District 1 Director Joleatha Chestnutt seconded the motion. Motion approved by unanimous vote.
- D. Proposed changes to the Scholarship Committee:
After a brief discuss, Board members recommended changing "remit" to "postmark" by April 15th. It is the Board's recommendation to change the following on all guidelines. Change "held" to "conducted". Change "from the Association" to "through the Association." District 9 Director Dora Moore made a motion to accept the changes. First Vice President Dale Martin seconded the motion. Motion approved by unanimous vote.
- E. Proposed changes to President, First, Second Vice President's and Board of Director's guidelines.
Second Vice President Stephanie Kelly stated under President's specific duties it should be "conducted" instead of "held". Delete general meetings. Change "or" to "and" for CMC and NCCMC. Change "from the Association" to "through the Association." Add "Keep Second Vice President informed of all activities, as well as, First Vice President." First Vice President should keep Second Vice President informed of all activities. Second Vice President Stephanie Kelly made a motion to approve the changes to the guidelines. First Vice President Dale Martin seconded the motion. Motion approved by unanimous vote.
- F. Proposed changes to Recording Secretary guidelines.
Immediate Past President Sherry Scoggins made a motion to accept the changes as presented. Second Vice President Stephanie Kelly seconded the motion. Motion approved by unanimous vote.
- G. Proposed Changes to Corresponding Secretary/Treasurer.
Second Vice President Stephanie Kelly made a motion to approve the changes as presented. First Vice President Dale Martin seconded the motion. Motion approved by unanimous vote.

- H. Proposed Changes to Past Presidents Guidelines.
President Worley stated the format was changed to match the others. Board members added under responsibility “Will be responsible for conducting the annual workshop for new officers.” Under procedures change “present” to “make presentation”. Change chair and chairman to chairperson on all guidelines.
Immediate Past President Sherry Scoggins made a motion to approve the changes to the guidelines. Second Vice President Stephanie Kelly seconded the motion. Motion approved by unanimous vote.

President Worley called a break for lunch at 1:07pm. Board chose to have a working lunch. The following Board of Directors left during the break. District 1 Joleatha Chestnutt, District 2 Paula Webb, District 3 Elaine Hunt, District 5 Jannie Burnette, District 8 Nancy Boyden, District 10 Shirley Cannon, District 11 Donna Flowers.

- I. Annual Report and Minute by Minute sending electronically.
John Phelps stated Tammy Hatley has been adding graphics to the newsletter. We have a size restriction with the carrier we use. We would like to add it to the website and that would eliminate the size restriction. We also want to add the annual report to the website. We will save postage. First Vice President Dale Martin made a motion to link the newsletter and the annual report to the website and send electronically this year. Second Vice President Stephanie Kelly seconded the motion. Motion approved by unanimous vote.

John Phelps stated we can add the directory to the website as well. Some clerks may not want their picture and information on the website. Board discussed this option. Discussion to follow at next meeting.

- J. NCAMC Honorary Member.
Board discussed possible recipients for Honorary Member status. Jean Baily and Beth Hamrick qualify as past presidents. Second Vice President Stephanie Kelly made a motion to nominate Rich Frommeyer with American Legal Publishing as NCAMC Honorary Member. First Vice President Dale Martin seconded the motion. Motion approved by unanimous vote.

- K. Memorial Donations for Francis Kincaid and Mary Jackson.
President Worley stated Francis Kincaid memorial is in Hospice of Iredell County. Mary Jackson’s family requests that memorial be sent to her church.
Second Vice President Stephanie Kelly made a motion to honor our Memorial Policy and make a donation for Francis Kincaid and Mary Jackson to their charity of choice. First Vice President Dale Martin seconded the motion. Motion approved by unanimous vote.
Board discussed the wide scope of this policy and feels it should be narrowed down.
Second Vice President Stephanie Kelly made a motion to amend our Memorial Policy to only include current or former officers, directors and honorary members and for the

donation to be paid to the NCAMC Legacy Fund or Scholarship Fund. Recording Secretary Beth Usery seconded the motion. Motion approved by unanimous vote.

11. Other Business:

- A. For your Information – The annual conference will be held on August 15-17.

President Worley thanked the Board for serving and stated that it is an honor serving with each of you.

12. Adjournment:

Immediate Past President Sherry Scoggins made a motion to adjourn. Second Vice President Stephanie Kelly seconded the motion. Motion approved by unanimous vote at 2:30pm.

Respectfully submitted,

Beth Usery, Recording Secretary