

North Carolina Association of Municipal Clerks  
Business Meeting Minutes  
Sheraton Imperial Hotel – Research Triangle Park, NC  
January 31, 2013 2:00pm

1. Call to Order:

President Worley welcomed everyone and introduced the panel.

2. Approval of Minutes:

President Worley gave everyone a few minutes to read over the minutes from August 18, 2012. Motion to approve the August 18, 2012 Business Meeting Minutes was made by Belinda White, Town of Falcon. Motion seconded by Janice Anderson, Town of Franklin. Motion approved by unanimous vote.

3. Swearing in of Recording Secretary:

Beth Usery was sworn in as Recording Secretary by President Worley.

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. He pointed out the checking account is slightly below \$37,000. He also informed everyone that they may make reservations now to attend the Summer Academy in August at Harrahs Cherokee. Call 1-800-Harrahs to and identify yourself as being with the clerks. You will need to use the code S08NAMC.

Carol Ann Floyd with the Town of Leland made a motion to approve the Financial Report as submitted. Sue Powell with Mills River seconded the motion. Motion approved by unanimous vote.

5. NCAMC Committee Reports:

A. Finance:

First Vice President Dale Martin gave the report on behalf of Linda Bethune. The Committee met on October 14<sup>th</sup> to discuss the audit along with John Phelps with the League. They encountered no problems doing the audit. The tax report has been completed and filed.

B. Membership – Deeda Harris:

She asked all the membership to stand. The committee has been in contact by email. This year the committee will do the handbook. The committee has reach out to non-members. Three members have joined since December and 11 since August.

C. Program and Education – Dora Moore:

She asked all Program and Education members to stand. She expressed gratitude to this committee. They met in December to finalize for the summer academy. They chose 4 regional meetings with no separate MMC meetings. Region 1 April 5<sup>th</sup> Cedar Point/Cape Cataret; Region 2 Wake Forest April 12th, Region 3 Hoffman April 19th, Region 4 Morganton April 26th.

Topics will include NCDOT for Powell Bill requirements. Archives are working on two programs for us.

E. Publicity Committee – Tammy Hatley:

John Phelps gave the report for Tammy Hatley. They are working on new forms and brackets simulated by the internet. They look forward to supplying the Minute by Minute by email. If anyone is not receiving it, please let them know.

F. Site Selection Committees:

I. 2013 Site Selection – Darlene Johnson:

President Worley gave report. The Summer Academy is August 15-17, 2013 at Harrahs Cherokee.

II. 2014 Site Selection – Paula Webb:

No report.

III. 2015 Site Selection – Trevie Adams:

No report.

G. WSOS Committee – Lisa Stites:

Lisa Stites gave report. Currently have a five clerk committee serving 15 other clerks. They need volunteers. Please sign up in the back with Wendy Morton.

H. Website Committee – Karen Gray:

No report.

I. State Certification Program Committee – Jayne Danner:

Jayne Danner gave report. They have met several times by conference call. They have currently awarded 106 clerks with certification last year. They are currently accepting for 2013 class. Deadline is March 29<sup>th</sup>. You must be an NCAMC member for 2 years and the fee is \$100. Plaques for this year will be awarded at the summer academy in Cherokee.

J. Video Conferencing Committee – Joyce Walker:

No report. Joyce is not present due to surgery.

K. Leaving a Green Legacy – Sue Powell:

She recognized her committee. They have mostly through email. First goal is to raise funds from the vendors. They are hoping to add a new line item on the dues application. They are working to develop a logo.

L. M.O.R.E. Manual Subcommittee – Dianne Enoch:

No report.

M. Constitution Review Committee – Joyce Walker.

No report.

N. Nominating Committee – Sherry Scoggins:  
Will give report late.

President Worley thanked everyone who served on a committee.

6. Other Reports:

A. Volunteer Forms – First Vice President Dale Martin:

She hopes everyone has looked at the boards in the back of the room. Volunteers are very important to this association. If anyone would like to volunteer, please pick up a form in the back or print it off from the website. Deadline is April 30<sup>th</sup>.

B. Officers Interest Forms – Immediate Past President Sherry Scoggins:

It was an honor to chair the nominating committee. Interest forms are on the back for Recording Secretary, Second Vice President and Directors for even years. Deadline is April 15<sup>th</sup>. If you do not know what district you are in, we have maps at the back.

7. New Business:

A. Constitution Amendments – Joyce Walker:

Janet Anderson with the Town of Franklin gave the report. President Worley stated a letter was mailed in December. The Committee decided if some clerks can't leave the office they could still volunteer by using video.

Janet Anderson with the Town of Franklinton made a motion to approve the changes to the Constitution. Jane Danner with the Town of Kernersville seconded the motion. Motion approved by unanimous vote.

8. Other Business:

A. Clerk of the Year – John Phelps Corresponding Secretary/Treasurer:

John Phelps stated this was first given in 2011. This is open to clerks and deputy clerks. Nominations are received by mayors, managers or other staff. Effective with 2013 John will continue to be a non-voting member of five. The committee consists of one member of each member plus himself. The qualifications for clerk of the year include being an active member for 4 years. The selection committee will be anonymous. Deadline is June 1<sup>st</sup>.

B. For your Information – Nominations for Quill Award:

If you know of anyone who is eligible and you would like to nominate, please pick up a nomination form in the back. Deadline is April 1<sup>st</sup>; however, the Board of Directors will need time to approve it and send a letter of support.

C. For your Information – IIMC Region III Meeting:

President Worley reported that the IIMC Region III meeting was held in Charleston, SC January 15<sup>th</sup> – 18<sup>th</sup>. North Carolina had 19 clerks in attendance. Great classes and great fellowship.

D. President Worley stated with the appointment of Beth Usery as Recording Secretary, we now have a District 11 Board of Directors seat open. Nominations forms are in the back. At the March Board of Directors meeting this seat will need to be filled.

E. President Worley asked for new clerks to stand. New CMC and new MMC were recognized.

F. Next year IIMC Region III meeting will be in Albany, Ga.

9. Adjournment:

Carol Ann Floyd with the Town of Leland made a motion to adjourn. Dora Moore Town of Rural Hall seconded the motion. Motion approved by unanimous vote.