

NC Association of Municipal Clerks Board Meeting  
March 8, 2013 – 11:00 AM  
NCLM Albert Coats Building  
215 North Dawson Street, Raleigh, NC

Officers and Board Members Present: President Kim Worley, 1<sup>st</sup> Vice President Dale Martin, Corresponding Secretary-Treasurer John Phelps; Immediate Past President Sherry Scoggins, Recording Secretary Beth Usery; District 1 Director Joleatha Chestnutt; 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 12 Darlene Johnson.

Also present: Deeda Harris Membership Committee; Fleming Bell School of Government.  
Absent: 2<sup>nd</sup> Vice President Stephanie Kelly; District 2 Paula Webb; District 6 D. Ann Gray; District 11 seat currently vacant.

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:  
District 3 Director Elaine Hunt made a motion to approve the agenda as presented. Immediate Past President Sherry Scoggins seconded the motion. The motion was approved by unanimous vote.
4. Approval of Minutes:  
District 3 Director Elaine Hunt made the motion to approve the minutes from June 8, 2012. First Vice President Dale Martin seconded the motion. The motion was approved by unanimous vote.  
  
Immediate Past President Sherry Scoggins made a motion to approve the minutes from December 14, 2012. 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 January. He reported the budget is looking good at this time. Cash flow is in much better condition than last year. Operation expenses are down since the Minute by Minute is being distributed through email now. First Vice President Dale Martin made a motion to approve the Treasurer's Report. District Director 9 Dora Moore seconded the motion. The motion was approved by unanimous vote.
6. NCAMC Committee Reports:

- A. Finance Committee:  
First Vice President Dale Martin reported on behalf of Chair Linda Bethune. The committee is looking to raise the dues. Dues have not been increased since 1995. The committee recommends a \$15 increase this year for clerks, deputy clerks and assistant clerks and no increase for Past Presidents and Retired Clerks. They also recommend a 1% increase each year to be voted on by the Board of Directors each spring. District 9 Director Dora Moore made a motion to increase the dues by \$15.00 this year as recommended by the Finance Committee. District 8 Director Nancy Boyden seconded the motion. Motion approved by unanimous vote. First Vice President Dale Martin made a motion to amend our policy to review the 1% increase in dues in March of each year. District 12 Director Darlene Johnson seconded the motion. Motion approved by unanimous vote.
- B Membership Committee: Deeda Harris reported the Committee has reached out to non-members to join. We are moving forward with the membership directory for distribution at the Annual Summer Academy.
- C. Nominating Committee: Immediate Past President Sherry Scoggins has no report at this meeting.
- D. Past President's Committee:  
President Worley gave the report. The Committee recommends leaving the conference days as is with no changes. We are also recommending having a mini orientation for incoming officers. President Worley expressed her desire to hold this also in January for anyone who may be interested in serving on the Board. This will give them a general idea of what is expected of them. She would like to see this happen.
- E. Program & Education Committee:  
District 9 Director and Program & Education Chair Dora Moore reported that the committee met this morning. Regional meetings will be held in April. They have begun the planning for the annual academy in Cherokee. Typically the clerk in that city/town will serve as host but Cherokee doesn't have a clerk. President Worley will help oversee the Friday night event. As of now, the Friday night event is "Unto the Hills." Harrahs Cherokee will transport us for free to and from the event. They have reached out to the Chamber and awaiting a response. The committee spoke to Jim Johnson who has a presentation on demographics but his fee is usually \$4,000 - \$5,000 for MMC 1. We are looking at having one of our vendors to help with the cost. District 3 Director Elaine Hunt made a request for OSHA record keeping to be considered as one of the classes.
- 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 Harrahs Cherokee August 15-17, 2013. You may make reservations now at 1-800-Harrahs. Use code SO8NAMC. Rooms are \$127 plus tax.

- B. 2014 – John Phelps Corresponding Secretary/Treasurer reported they are still working on the contract with the Blockade Runner in Wrightsville Beach. Weather permitting, lunch will be outside. If it is raining we will hold lunch in the ballroom. Rooms are \$159 a night. The dates for the conference are August 20-23, 2014.
- C. 2015 – Committee Chair Trevie Adams chair sent their report with 7 choices for the 2015 site. After a poll of the committee, the choices were narrowed down to 2 choices. Fayetteville and Concord. They have visited Concord and the facilities are great. Athena Banks is attending a conference in Fayetteville and will report back on their facilities.
- H. WSOS Committee: No report
- I. Web Site Committee: No report
- J. State Certification Program Committee:  
Chair, Jayne Danner, Kernersville – Report in packet.
- K. Legacy Committee:  
Chair, Sue Powell, Mills River. Report in packet. First Vice President Dale Martin reported that they have decided not to add a line to the membership dues. They will be doing some fundraising with vendors and the clerknet. They are hopeful to get it started this year. Secretary Treasurer John Phelps reported that if the Association is not a 501(C) they are not a charitable organization. First Vice Chair Dale Martin stated she would take this back to the committee for further discussion.
- L. Constitution Review Subcommittee:  
Chair, Joyce Walker, Lewisville – Report in packet.
- M. More Subcommittee: Chair, Dianne Enoch, Elon. No Report.
- N. Scholarship Committee:  
President Kim Worley reported applications are due April 15<sup>th</sup>. The scholarships are for anyone seeking higher education that has been accepted, or are currently in school.
- O. Legislative Committee:  
Penny Spicer – Sidbury, Wilmington. No report
- 8. NCLM Committee Reports:
  - A. NCLM Board Member:  
Chair, Penny Spicer-Sidbury, Wilmington. No Report
  - B. General Government:  
Chair, Jeanne Giblin, Morehead City – No report

- C. Tax & Finance:  
Chair, Karen Zornes, Cape Carteret – No Report
- D. Planning & Environment  
Chair, Diana Schrieber, Greensboro – No Report
- 9. Old Business:
- 10. New Business:  
President Worley reported she and the First Vice President Dale Martin have been working on updating the Association's guidelines. They are still a work in progress.
- A. IIMC Quill Awards:  
President Worley reported that we did not have any applications.
- B. Clerk of the Year:  
Nominations will go out in April. Letters will be mailed to Mayors and all applications are due June 1<sup>st</sup>.
- C. Appointment of District 11 Director:  
President Worley stated this is to fill Beth Usery's seat that became vacant after she accepted the vacant Recording Secretary seat. This will be the for unexpired term ending in August 2014. District 3 Director, Elaine Hunt, made a motion to open for discussion. District 1 Director, Joleatha Chestnutt, seconded the motion. Motion approved by unanimous vote. We received two applications from Donna Flowers with City of Lincolnton and Amy Miller with City of Mount Holly. After the vote Donna Flowers was appointed to the District 11 Director.
- D. Consideration of NCLM Service Agreement for 2013-2014.  
John Phelps gave an overview of the agreement. Kim Hibbard and himself felt like changes were needed for better clarification. Basic Affiliation went from \$158 to \$171 which is an 8% increase. Print Shop was changed since they no longer have a print shop in house. They also no longer have a graphic design person. Membership Management went from \$6.65 to \$10.00. Financial Management went from \$13.25 to \$15.00. Summer Academy will stay the same. They also added clarification as to what is considered a registrant. Special Projects will include use of their conference call technology if needed. Also includes 2014 regional MMCs 1 & 2. Registrant stays the same at \$15.00 each. John expressed how important their affiliates are to the League. First Vice President Dale Martin made a motion to approve the service agreement between the North Carolina League of Municipalities and North Carolina Association of Municipal Clerks. District 9 Director, Dora Moore seconded the motion. Motion approved by unanimous vote.
- E. Fleming Bell with the School of Government requested the Board assist with expenses to the IIMC conference that is not covered by the School of Government and IIMC. IIMC will give him free registration plus transportation. President Worley stated we can pay up

to \$400 if he is a speaker. First Vice President Dale Martin made a motion to reimburse Fleming Bell for the IIMC conference up to \$400. District 7 Director Melissa Adams seconded the motion. Motion approved by unanimous vote.

11. Other Business:
  - A. For your Information – College Scholarships due April 15, 2013.
  - B. For your information - IIMC Annual Conference in Atlantic City, NJ – May 19-23, 2013.
  - C. For your information – Next Board of Director’s meeting is June 14, 2013
  - D. For your information – Past President Jean Bailey is retiring. There will be a reception held on Friday, March 22, 2013 from 4pm – 6pm at the Imperial Center in Rocky Mount.
  - E. For your information – Committee interest forms due to First Vice President Martin by April 30<sup>th</sup>.
  
12. Adjournment:

District 3 Director, Elaine Hunt made a motion to adjourn. Immediate Past President Sherry Scoggins seconded the motion. Motion approved by unanimous vote at 1:40pm.