

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

Officers and Board members present: Dale Martin, President, Stephanie Kelly, 1st Vice President, Jeanne Giblin, 2nd Vice President, Regina Alexander, Recording Secretary, John Phelps, Corresponding Secretary/Treasurer, NCLM, Dr. Fleming Bell, UNC-School of Government, Elaine Hunt, District 3, Leighanna Worley, District 4, Lisa Markland, District 6, Melissa P. Adams, District 7, Nancy Boyden, District 8, Dora Moore, District 9/Program Chair, Lynn Trivette, District 10, Maggie Burleson, District 12

1. Call to Order

President Dale Martin called the meeting to order at 11:08 a.m.

2. Invocation

Stephanie Kelly pronounced the invocation.

President Martin administered the Oath of Office to Nancy Boyden, District 8 and Maggie Burleson, District 12 representatives.

3. Approval of Agenda

Regina Alexander moved, seconded by Lisa Markland to approve the agenda as amended to add Volunteer Fair with Committee Chairs. Vote unanimous.

4. Approval of Minutes- June 14, 2013 Regular Board Meeting

Stephanie Kelly moved, seconded by Elaine Hunt to approve the agenda with noted correction under E. Program & Education Committee; correct spelling from Cherry to "*Cherie*." Vote unanimous

5. Treasurer's Report: John Phelps-Corresponding Secretary/Treasurer, NCLM

John Phelps provided an overview of the Association's financial statement through June 2013 with checking account balance of \$23,247.71, acknowledging that the Association has some outstanding invoices. He stated since the last Board meeting, invoices had been received and paid in full for the Summer Academy held in Winston Salem (2012), which

came in under budget. Invoices have not been received for the Summer Academy in Cherokee (August 2013). Revenues generated from the 2013 Summer Academy i.e. silent auction \$1,075.50, merchandise \$288 and legacy donations of \$220.50. He stated the audit would be completed soon and he anticipates revenues over expenditures for the 2013 Conference. He suggested the Board establish a Conference Reserve Fund to assign reserve funds from the conferences. After discussion, Regina Alexander motioned, seconded by Stephanie Kelly to authorize Mr. Phelps to establish the Reserve Fund allocating 50% of the revenue generated from conferences, and 50% of revenues to the operating budget. The vote was unanimous.

Stephanie Kelly suggested the Program Education Committee establish guidelines for silent auction items because it appears that the quality of items has declined. Raising monies through silent auction is the Associations' fundraiser for the Scholarship Program.

John Phelps informed the Board that the Blockade Runner at Wrightsville Beach would not be able to accommodate more than ten (10) vendors for the 2014 Conference. Fifteen (15) vendors were present at Cherokee. Stephanie Kelly stated that the vendors help keep the cost of the conferences affordable. Discussion occurred on the possibility of using round rather than rectangle tables in order to accommodate more vendors. John will work with the Program/Ed Committee on this matter.

6. NCAMC Committee Reports

A. Finance Committee – Rebecca Shuler, Highlands

Rebecca Shuler reported that a Committee meeting was scheduled at 2:00 p.m.

B. Membership Committee – Jim Byrd, Wilkesboro

Report placed in packet.

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

Past President Scoggins did not make a formal report but stated her Committee's willingness to serve in whatever capacity requested by President Martin.

President Martin asked the Past President's Committee to develop an orientation for new NCAMC Board members to be available in January 2014 Clerks School.

Jeanne Giblin suggested making the report available to the general membership. President Martin stated the Association would do whatever it could to generate interest from other Clerks. Dr. Bell suggested having the report available at the end of the business meeting in January. Dora Moore suggested that the Committee Chairs be included. Stephanie Kelly stated the August Conference would be more appropriate for

an orientation for new Board members and at the January Clerk's School hold the volunteer fair as originally planned.

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

Dora Moore, Chair of the Program and Education Committee reported that the Committee met and positive responses were received from the 2013 Conference in Cherokee. The Committee agreed to ask Norma Houston from the SOG to give a short "tease or synopsis" about e-verify for the Clerks breakfast during the League Conference in Hickory. The topic will be discussed in-depth at the January Clerks School. Eight (8) topics will be presented to the County Clerks for consideration for January. The Program/Ed Committee recommended that the individual Committee Chairperson or their appointee staff the Volunteer Fair in January. The Program/Ed Committee also recommended four (4) Regional Academies be held in the spring. Locations: Region 1, Cedar Point, Region 2, Wilson Mills and Smithfield Co-Hosting Region 3, Davidson and Region 4, Highlands.

E. Publicity Committee – Tammy Hatley, King

No written report. President Martin commended Tammy for an outstanding job and asked that articles be submitted in a timely manner. Each District Director was asked to choose a month to submit an article.

F. Site Selection Committees

- **2014 Site Selection – Paula Webb, Swansboro (Absent)**

The Summer Conference is scheduled August 21-23, 2014 at the Blockade Runner in Wrightsville Beach. Mr. Phelps reported that arrangements are being made for a river dinner cruise. The cost for guests is \$55 per person.

- **2015 Site Selection – Trevie Adams, Roxboro**

No written report, but it was mentioned that they are considering the Washington Duke Inn in Durham. Dr. Fleming Bell stated that it was an excellent facility and there are many educational and recreational facilities in Durham and surrounding areas. Mr. Phelps reported that Washington Duke is waiting for a contract. There being no objections, Jeanne Giblin motioned, seconded by Lisa Markland that the 2015 Conference be held in Durham at the Washington Duke Inn. Vote unanimous.

- **2016 Site Selection – Monica Pace, Saluda**

Report included in the agenda packet. The Committee is waiting to confirm the date so that the Summer Academy will not interfere with other affiliate organizations. The Conference will be held in the Western part of the State.

G. WSOS Committee – Lisa Stites, Oak Island

Lisa Stites, Chairman of We Share Our Services Committee reported that there are currently 23 clerks on the list receiving mentoring services. Evaluation forms were distributed among mentors and clerks receiving the service. Based on the results, the committee will discuss whether the mentor/new clerk relationship should extend for more than one year, establish a process for reassigning a mentor when a mentor/new clerk relationship does not work, and whether or not it should be up to the mentor and mentee to establish a relationship beyond 12 months.

Nancy Boyden stated her success with the mentee/mentor relationship and they are still learning after two years. Lisa Markland suggested that WSOS be defined with guidelines. It was suggested that Lisa Stites meet with her committee, get their feedback, develop guidelines and present them to the Board for consideration.

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

Karen Gray was absent due to family matters. President Martin reported that she and Immediate Past President Worley met by conference with Web Full Circle to express concerns with the website. However, they did submit a proposal for \$7500 to upgrade the website, which was unacceptable.

Lisa Markland stated that the Town of Zebulon does business with Web Full Circle and explained that the company moved to a new platform because of having to upgrade services. She stated that the Committee might wish to speak with Josh Asteet as a contact.

President Martin stated a second proposal was received for \$3500. She stated that John Phelps also had some issues with invoices. Lisa Markland suggested the Committee decide what is not working, the likes, dislikes and determine the directions they wish to proceed. Regina Alexander suggested since Lisa Markland was on the original Website Committee and has insight with the company that she work with Karen Gray and her Committee. Dr. Bell suggested competitive bidding since another company might offer a better proposal. Lisa Markland volunteered to assist with Web Full Circle providing that the Association does not issue request for proposals from other companies. Nancy Boyden suggested contacting Civic Plus if the Association decides to move in another direction.

John Phelps reported that Web Full Circle had some issues regarding their finances but they have been resolved.

Stephanie Kelly motioned, seconded by Dora Moore that the Website Committee meet with the Executive Board on how they plan to proceed, look at the website including its technical ability and discuss what resources are needed, i.e. consultant. The vote of approval was unanimous.

I. State Certification Program Committee – Leighanna Worley, Wilson Mills

Leighanna Worley reported that the Board must vote on the At-Large Committee member, after which a meeting will be called. Their first goal is to tweak the written test and begin work on standards for re-certification.

J. Legacy Committee – Sue Powell, Mills River

No written report submitted.

K. More Manual Subcommittee Update

President Martin stated the MORE Manual Committee was charged with updating three sections, Ceremonials/Documents, Notices and Notary Public Section.

It was recommended that Section **3, Ceremonial** include a sample of a certificate for reference. The Board reviewed the Notary Public Section with recommended changes. Dr. Fleming Bell asked that he and his colleague Charles Szypszak who wrote the Notary Public Guidebook for North Carolina be able to review the Notary Section before action by the Board.

Stephanie Kelly moved, seconded by Maggie Burleson to accept the recommended change to the Ceremonial Section to include a sample certificate and refer the suggested changes to the Notary Section to Dr. Fleming Bell and his colleague, Dr. Charles Szypszak for consult. Motion seconded by Maggie Burleson. Vote of approval was unanimous.

L. Legislative Committee –To be appointed

No report.

7. NCLM Committee Reports

John Phelps reported for information that the NCLM Committees have not met.

A. NCLM Board Member

President Martin reported that Penny Spicer-Sidbury is ineligible for reappointment. Josann Campanello and Immediate Past President Kim Worley has expressed interest in serving on the League Board.

B. General Government LAC

It was reported that Betsey Richardson, Greensboro and Rhonda Webb, Spring Lake are interested in serving.

C. Tax & Finance

Karen Zornes, Cape Carteret and Jim Byrd, Wilkesboro are interested in serving.

D. Planning & Environment

Diana Schreiber, Greensboro is interested in serving.

E. Regulatory Action Committee

Scott Sherrill, Pine Knoll Shores is interested in serving.

8. Old Business

A. Consideration of Appointment as District 10 Director (Attachment #5)

Stephanie Kelly moved, seconded by Jeanne Giblin to appoint Lynn Trivette of Jonesville, NC as District 10 Director, vote of approval was unanimous. President Martin administered the Oath of Office to Lynn Trivette.

B. Memorial Resolutions

President Martin stated that Memorial Resolutions are customarily given at the Summer Conference, however, these family members recently passed. The Resolution(s) were read by Stephanie Kelly and will be given to the members.

*Karen Gray, Cary for the death of her Father, Leon Bullock
Renee Ward, Burlington for the death of her father James C Mitchell III*

C. Membership Directory Update – Deeda Harris

President Martin stated that Deeda Harris is in the process of updating the Membership Directory and asked that updated information be given to Deeda. Upon completion, it will be placed on the League’s website in the section for members only and password protected. This will save the Association \$3500 by not having to print the directory.

Dr. Bell suggested that the Committee consider some form of integration with the School of Government to avoid duplication. He stated that when the Clerk’s roster is updated on

the League's website that it could automatically update the file at the SOG. Lisa Markland suggested working with the League to see if this is feasible, however President Martin stated that UNC would not let the NCAMC connect into their website, while acknowledging that this would be a valuable tool to avoid duplication.

D. Clerk's License Plate Update – Donna Hosch

President Martin reported that Donna Hosch has 54 applications but need 300 before the state will process the license plates. She requested that the money and applications be placed in a secure location. Mr. Phelps stated this was previously discussed and the League will assume this responsibility for a service fee.

Sherry Scoggins asked if the County Clerks were considered and President Martin stated that it was inclusive for all Clerks and Deputy Clerks.

Lisa Markland moved, seconded by Stephanie Kelly that the Executive Committee in cooperation with John Phelps work on the license plate project, and to approve any amendment to the existing contract with the League. Vote of approval was unanimous.

9. New Business

A. Consideration of a Resolution of Appreciation for Ellis Hankins upon his Retirement

Stephanie Kelly moved, seconded by Lisa Markland to approve the resolution of appreciation for Ellis Hankins upon his retirement as Executive Director of the North Carolina League of Municipalities. Vote unanimous.

John Phelps suggested presenting the resolution to Ellis Hankins during the Clerk's Breakfast at the League Conference in October. He also mentioned that the School of Government was establishing a scholarship for the City and County Administration School in honor of Ellis Hankins.

President Martin acknowledged a thank you note from Rich Frommeyer of American Legal thanking the Board for the honorary membership.

B. Sign-up for Writing Articles for Minute by Minute

President Martin asked District Directors to sign up to write articles in the Minute-by-Minute newsletter.

C. Appointment of One At-Large Member to State Certification Committee

Regina Alexander moved to appoint Tracy H. Sullivan, Sharpsburg, NC as a member at large on the State Certification Committee, seconded by Dora Moore. The vote was unanimous.

D. Appointment of two (2) Board Members to the Executive Committee

Stephanie Kelly moved to appoint Dora Moore, Rural Hall and Lisa Markland, Zebulon, to the NCAMC Executive Committee. Vote unanimous.

E. Appointments of NCLM Board/Committees

Jeanne Giblin moved, seconded by Leighanna Worley to appoint Josann Campanello, Town of St. James to the North Carolina League of Municipalities Board as the Clerk representative replacing Penelope Spicer-Sidbury of Wilmington. Vote unanimous.

President Martin announced that Josann Campanello would also serve as Chairperson of the Legislative Committee.

F. NCAMC Lapel Pins – John Phelps

John Phelps reported that the inventory of round lapel pins was low, but we had a supply of pins with the state flower. The Board concurred to use the pins in stock before purchasing more.

G. NCAMC Merchandise – Josann Campanello, St. James, Past President

Josann Campanello informed the Board in a written report that the current merchandise includes polos, sweatshirts and denim shirts. She proposed options to purchase new merchandise i.e. long/short sleeve shirts, tees and lapel pins. After brief discussion, it was recommended that the Association sell its current inventory before purchasing additional merchandise.

The Board discussed setting up a table in January at the Clerks School with merchandise for sale because some of the new clerks may be interested in purchasing some of the items.

10. Other Business

President Martin asked for Board input requesting Committee Chairs to staff the Volunteer Fair or designate someone from their committee. Stephanie Kelly stated that it is within the President's authority to charge Committee Chairs with this task. Dora announced that Carla from the School of Government would set up the tables. The Board after brief discussion suggested that staffing the Volunteer Fair be assigned to each Committee or their designee as part of their duties.

The Board discussed pairing new Clerks with experienced Clerks to make them feel welcomed. It was also mentioned that new clerks at the January School were previously identified by their name badge with a colored mark.

11. Announcements

- A. NCLM Annual Conference, Hickory – October 13-15, 2013
- B. NCLM Clerk’s Breakfast - October 14, 2013
- C. Next Board of Directors Meeting, December 13, 2013

- D. IIMC Region 3 Meeting, Albany, GA January 15-17, 2014
- E. Annual Clerk’s Academy, January 22 – 24, 2014

12. Adjournment

No further business, the meeting adjourned upon motion of Maggie Burleson, seconded by Stephanie Kelly, vote carried.

Regina W. Alexander, Recording Secretary