



**NCAMC Board of Directors Meeting
MARCH 13, 2015 – 11:00 AM
NCLM Albert Coates Building
215 North Dawson Street**

Officers and members present were: Stephanie Kelly, President; Jeanne Giblin, 1st Vice President; Dora Moore, 2nd Vice President; Dale Martin, Immediate Past President; John Phelps, Corresponding Secretary/Treasurer NCLM; Leighanna Worley – District 4; Pam Casey – District 5; Lisa Markland – District 6; Melissa Adams – District 7; Myra Heard – District 9; Lynn Trivette – District 10; Amy Miller – District 11; Maggie Burleson – District 12; Tammy Hatley – Publicity Committee; Carmen Miracle – Past President, Chair; Joyce Walker – Program & Education member; Cynthia Bennett—District 2 & Program & Education and 2017 Site Selection; Trey Allen, UNC School of Government; Jim Byrd, Membership Chair; and Elaine F. Hunt, Recording Secretary.

Call to Order

President Stephanie Kelly called the March 13, 2015, NCAMC Board of Directors' meeting to order at approximately 11:15 AM. She called upon Pam Casey, District 5, to give the invocation and asked that she would remember Michelle Gray, District 1, and Nancy Boyden, District 8, in her prayer because both were unable to attend the meeting, due to illnesses.

Invocation

Pam Casey gave the invocation.

Oath of Office

President Kelly administered the oath of office to Cynthia S. Bennett, Washington, the incoming District 2 Director.

Approval of Agenda

President Kelly asked for approval of the March 13, 2015, agenda with one amendment—the removal of “9. Old Business A. Update to Chapter 13 (Notices) of the M.O.R.E. Manual by Professor Trey Allen.” She stated that this item will be placed back on the June 2015 Board of Directors’ agenda.

Upon a motion made by Lisa Markland, District 6, seconded by Dale Martin, Immediate Past President, the March 13, 2015, agenda with the removal of “9. Old Business,” passed unanimously.

Approval of Minutes – December 5, 2014, and January 22, 2015

Upon a motion made by Melissa Adams, District 7, seconded by Leighanna Worley, District 4, approval of the December 5, 2014, and January 22, 2015, minutes passed unanimously, with the amendments of verbiage regarding the Retirement Resolution for Bonnie McManus and the years cited for our IIMC Site Selection and 2017 Site Selection.

President Kelly thanked 1st Vice President Jeanne Giblin and 2nd Vice President Dora Moore for taking the abovementioned minutes in the absence of Elaine F. Hunt, Recording Secretary.

Treasurer’s Report – John Phelps – Corresponding Secretary/Treasurer

John Phelps, Corresponding Secretary/Treasurer, reviewed the treasurer’s report line-by-line with the group.

Upon a motion made by Jeanne Giblin, 1st Vice President, seconded by Dora Moore, 2nd Vice President, the treasurer’s report by John Phelps passed unanimously.

NCAMC Committee Reports

Finance Committee – Rebecca Shuler, Highlands, submitted a report. President Kelly stated that she would not read the various attachments unless the group had questions. Mr. Phelps clarified Recommendation 1) regarding how documents are handled when funds are paid. He stated all steps were being followed as recommended, with the exception of the League’s Finance Officer initialing the document(s). Henceforth, all documents will be initialed.

Membership Committee – Jim Byrd, Wilkesboro, submitted a report which was received as is.

Nominating Committee – Immediate Past President Dale Martin, Kernersville, stated that the Committee had received a few applications. She confirmed April 15, 2015, as the deadline to apply for the various offices/committees.

Dale Martin stated that at the January meeting, President Kelly informed them that a representative from the NCAMC should be appointed to the IIMC Board of

Directors. She stated that two applications were received. She further stated that both applicants were highly qualified; however via a conference call, the Committee selected Lisa Vierling, High Point, as our IIMC representative.

Upon a motion made by Dale Martin, seconded by Maggie Burleson, it passed unanimously to appoint Lisa Vierling, as our representative on the IIMC Board of Directors. President Kelly stated that she will provide IIMC with this information.

Past Presidents' Committee – Carmen Miracle, Jacksonville, reported that the Committee has researched as requested, alternate dates for the 2017 Annual Clerks' Conference. She stated that she is unsure if a decision has been made.

Mr. Phelps stated that the League has not made a decision. He stated that focus group(s) were called upon for additional input. Mr. Phelps further stated that the Board would be meeting next week. He stated that August and May have been mentioned; however, currently, no decision has been made.

Melissa Adams stated that if the group had a preferred date for the conference, she could present it at the League meeting. President Kelly stated that the group's preference is to keep our conference in August. She mentioned that the IIMC conference occurs in May.

Dora Moore stated that May is also budget time for the municipalities. Jeanne Giblin questioned the impact of moving our conference to the month of September and clerks with families.

Lisa Markland questioned why we were considering changing our date(s) and Mr. Phelps responded that there has been a decline in attendance.

President Kelly asked Melissa Adams to convey our concerns at the upcoming League meeting.

Program & Education Committee – Myra Heard, Salisbury, reported that the Committee met earlier and reviewed the January clerks' school. She stated that overall, it was very good. She stated that the speaker, Nicole Greer, was good and the Committee would like to have her back. Ms. Heard stated that Trey Allen did an outstanding job—this being his first time. She stated that the agenda has been finalized for the spring regional meetings and the first meeting would be held in Vanceboro on April 10th. Mr. Phelps and Athena Banks would provide registration information next week.

Ms. Heard briefed the group on the discussion regarding the August conference which included: topics discussed (Social Media, Politics in the Workplace); Donna Warner possibly speaking; role play; panel of seasoned clerks and how they interact with officials and the public.

Myra Heard spoke regarding the Friday night event for the upcoming conference. She stated that nothing is carved in stone and the Committee will report back to the Board in June.

Mr. Phelps stated that he would be meeting with the planners to get costs/estimates. He stated that there will be significant differences this year. He stated major factors for increase: one factor being, breakfast last year was in the hotel cost; however, the food is more expensive at the hotel in Durham. He spoke about sponsorship reducing the cost to the clerks.

Mr. Phelps asked the wishes of the Board: "Do we look at reducing cost?" "Do we increase registration fees enough to cover everything?" "Do we take money out of reserve?" He stated that June will be too late to decide these factors.

Program and Education Committee suggested that if the decision is to use fund balance, obtain ½ of the increase from fund balance and add the remaining ½ to the registration fees. It was stated to also try and reduce cost for speakers.

Discussion involved the cost for breakfast, spending less on the Friday night event, having a murder mystery, going to the museum, eliminating the Thursday reception, having the reception on Friday, sponsorship, registration fees, etc.

Lisa Markland recommended allowing President Kelly, John Phelps, and the Program and Education Committee to make the necessary decisions. President Kelly consulted with the Board regarding how to handle the increase in fees. It appeared that the consensus of the group was to use part Reserve Fund and part increase in registration fee(s).

Mr. Phelps reminded the group that regarding sponsors, the NCAMC asks the same sponsors as for the IIMC conference and the upcoming IIMC Region 3 conference is this Association's responsibility. He recommended for the MMC fee, \$15 deficit and then charging \$125/\$130.

Myra Heard stated that the Committee would like to have door prizes for the August conference. She stated that it will be the Committee's responsibility to collect, advertise, and distribute the door prizes.

It was the consensus of the Board to implement door prizes in with the August conference.

Publicity Committee – Tammy Hatley, Chair, submitted a report which was received as is.

2015 Site Selection – President Kelly read the report. She stated that the room rate has been set -- \$130 and additional information is forthcoming.

2016 Site Selection – No report was available.

2016 IIMC Site Selection – It was stated that accommodations will be the Carolina Beach Marriott Hotel, with rooms priced at \$65.90 per night. Dates: February 15-17, 2016. The contract has been signed and all rooms are oceanfront.

2017 Site Selection – Cynthia Bennett, Chair, submitted a report and it was received as is.

WSOS Committee – No report was available.

Web Site Committee – Karen C. Gray, Cary, submitted a report and it was received as is.

State Certification Program Committee – Lisa Stites, Oak Island, submitted a report and it was received as is.

Legacy Committee - Sue Powell, Mills River, submitted a report and it was received as is. President Kelly informed the group that on March 11, 2015, a planting ceremony took place for Angela Stadler in Reidsville. She stated that it was a very nice ceremony. Also, she stated that two plantings have occurred and two plantings are being organized for Cary and Fairmont.

NCLM Board Member – Melissa Adams, Hope Mills, stated that she gave a report at the January Clerks' School regarding the last board meeting. She stated that there is a big push to bring issues forward relating to local government. She stated that there will be a NCLM board meeting before the Town Hall Day gathering on March 18, 2015. Ms. Adams stated that she would update us regarding this meeting in June. Furthermore, Ms. Adams stated that when the matter of changing the date of the Clerks' conference arises, she will tactfully voice the concerns of this group.

General Government – No report was available.

Tax & Finance – Jim Byrd, Wilkesboro, submitted a report which was received as is.

Planning & Environment – Scott Sherrill, Pine Knoll Shore, submitted a report which was received as is.

Regulatory Action – Scott Sherrill, Pine Knoll Shore, submitted a report which was received as is.

OLD BUSINESS:

At the beginning of the meeting, it passed unanimously, to remove the item, "Update to Chapter 13 (Notices) of the M.O.R.E. Manual," from this agenda. It is scheduled to be placed on the June 2015 Board of Directors' agenda.

NEW BUSINESS:

ANNUAL REVIEW OF NCAMC DUES

Mr. John Phelps stated that in 2013 approximately, the Association put in place guidelines to increase NCAMC dues. At that time, the following changes occurred:

- Clerks -- increased from \$50 to \$65
- Assistants/Deputies – increased from \$40 to \$55
- Retirees – no change

Mr. Phelps stated that according to the membership dues policy, the Board voted to review and increase at 1% annually.

It was recommended that assistants/deputies pay the same as clerks; however, it was recommended that no change occur for retirees' dues.

Upon a motion made by Jeanne Giblin, seconded by Melissa Adams, it passed unanimously to increase the NCAMC dues for clerks, assistants/deputies to \$67.00 and leave retirees' dues at \$25.00. This will be effective for next year.

CONSIDERATION OF IMPOSING A NON-MEMBERSHIP FEE

Mr. Jim Byrd, Wilkesboro, who is the Chair of the Membership Committee, stated that he has observed that non-members of our Association are charged the same fee to attend academies/sessions, as members. Mr. Byrd feels that everyone should become a member.

Mr. Byrd proposed that the Board of Directors consider imposing an additional fee to non-members when attending NCAMC educational sessions.

One question asked was, "Who would track if an individual is a member/not?" Another question, "Can we add on the registration form, check if member/not?"

Mr. Trey Allen stated that the School of Government would probably not agree to additional fees for non-members of the NCAMC.

President Kelly stated that she questioned the county clerks how they handle this matter; however, she has not heard back from the clerks. She asked Mr. Phelps to check to see how managers and attorneys handle this. Mr. Phelps stated that the Managers' Association charges \$50 more for non-members, as well as the attorneys charge \$50 more for non-members.

Mr. Phelps presented three questions to the group:

Regarding the summer conference, there is not a cancellation fee. Does the NCAMC want to implement a cancellation fee? He stated managers have a \$25 cancellation fee.

Regarding the summer conference, there is not a guest registration fee. He stated for League functions, eighty dollars (\$80) is the fee for guest registration. Mr. Phelps stated that attorneys and managers do not require guest registration fees at their conferences. Does the Association want to consider a guest registration fee?

IIMC has a guest registration fee stated Mr. Phelps. If the Association considered a guest registration fee, would the fee be different for retired clerks?

Upon a motion made by Dora Moore, seconded by Dale Martin, it passed unanimously to implement an additional \$50 for non-members at our annual conferences effective this year and an additional \$20 for regional meetings effective 2016.

Upon a motion made by Leighanna Worley, seconded by Lisa Markland, it passed unanimously to implement a \$25.00 cancellation fee for our August conference effective immediately and the regional meetings and IIMC conference effective in 2016.

It was the consensus of the Board not to implement summer conference guest fees or retirees' fees.

ANNOUNCEMENTS

President Kelly asked the group to review the following announcements:

Regional Meetings: April 10 – Vanceboro; April 17 – Cornelius; April 24 – Apex;
May 1 – Jonesville

2015 IIMC 69th Annual Conference – Hartford, CT May 17-20, 2015

Next NCAMC Board of Directors Meeting – June 12, 2015

Summer Academy/Annual Conference, Washington Duke Inn, Durham, NC
August 13-15, 2015

Adjournment

Being no further discussion, a motion was made by Lisa Markland, seconded by Lynn Trivette, and passed unanimously to adjourn the March 13, 2015, NCAMC Board of Directors meeting. Meeting adjourned at 12:55 PM.

Elaine F. Hunt, MMC, NCCMC, Recorder