

NCAMC Board of Directors Meeting
Sheraton Imperial
700 Emperor Blvd
Durham, NC 27703
Friday, November 15, 2019
12:30 p.m.

Officers and members present: Amy Miller, President; Leighanna Worley, Immediate Past President; Melissa Capps, Recording Secretary; John Phelps, Corresponding Secretary/Treasurer NCLM; *District Directors*: Sheila Kane, District 1; Brenda Blanco, District 2; Sarah Radcliff, District 4; Deeda Harris, District 6; Laura Morton, District 8; Joyce Walker, District 9; Jim Byrd, District 10; Wilene Cunningham, District 11; Tammie Drake, District 12

1. CALL TO ORDER

President Amy Miller called the November 15, 2019 meeting of the NCAMC Board of Directors to order at 12:30 p.m.

2. INVOCATION

The invocation was offered by Leighanna Worley, Immediate Past President.

3. APPROVAL OF THE AGENDA

Upon motion of Deeda Harris and seconded by Brenda Blanco, the November 15, 2019 agenda was unanimously approved.

4. OATHS OF OFFICE

President Miller administered the Oath of Office to Laura Morton, District 8 Director and Tammie Drake, District 12 Director.

5. APPROVAL OF MINUTES – June 7, 2019 & August 16, 2019

The Board was provided with the minutes of the June 7, 2019 and August 16, 2019 Board of Directors Meetings.

John Phelps, Corresponding Secretary/Treasurer NCLM, requested a correction to the minutes of the June 7, 2019 Board of Directors Meetings. The 2021 site selected was listed as the Landover Resort in Greensboro and the name of the hotel is the Grandover Resort.

Upon motion made by Tammie Drake and seconded by Joyce Walker, the minutes of the June 7, 2019 as amended to reflect the Grandover Resort and the minutes of the August 16, 2019 Board of Directors Meetings were unanimously approved.

6. TREASURER'S REPORT

John Phelps, Corresponding Secretary/Treasurer NCLM, asked if everyone was present yesterday during the Business Meeting when he presented the Treasurer's report. He stated it is the same report. John Phelps shared information regarding the Summer Conference. Revenues are expected to exceed expenditures. At the silent auction, \$2243 was raised.

A. Update on the 2017 IRS Form 990

John Phelps stated one of the things the organization has to do is file a 990 Form. It has been done in the past by the Finance Committee Chairman. Last year there was an error in the return itself, the IRS sent it back, and unfortunately the address that had been used was also an error. After speaking with the president, we contacted a CPA who handles 990's for a number of the League's affiliates, to put together the necessary documentation to correct that, an amended 990, a change of address form and a letter explaining what happened and asking them not to do any penalties. All of that was filed in September.

B. Update on Utilizing a CPA Firm for future IRS Filings

John Phelps and stated it is my recommendation, I have also spoken with this year's Finance Committee Chair, Sue Powell and I believe it is also the recommendation of the President, that moving forward it would be a good idea for the Association to engage a CPA Firm to prepare the 990 each year. It will cost approximately \$800 a year.

Joyce Walker made to authorize the use of Koonce, Wooten and Haywood, LLP to prepare the 990 for the 2018-19 fiscal year and thereafter. The motion was seconded by Laura Morton and unanimously carried.

7. NCAMC COMMITTEE REPORTS

President Miller called the Board's attention to the following committee reports:

A. Finance Committee – Sue Powell, Mills River

No report provided.

B. Legislative Committee – Jackie Hampton, Bolton

No report provided.

C. Legacy Committee – Angie Murphy, Montreat

No report provided.

D. Membership Committee – Deeda Harris, Wake Forest

No report provided.

E. Past Presidents Committee – Dora Moore, Rural Hall

A written report was provided in the agenda packet. Ms. Dora Moore shared the Past Presidents Committee was tasked at looking at the reimbursement policy. The Past Presidents are understanding that some towns cannot, and at times will not, provide the necessary travel for the sitting president. We feel it is extremely important for the president to represent NCAMC. It is hoped the president would encourage their municipality to assist in the travel expenses since the president is traveling not only as an ambassador for NCAMC but their respective municipality.

The Past Presidents' recommendations for consideration included:

- Increasing the IIMC Region III Conference outside of NC from \$1,500 to at least \$2,000
- Add mileage reimbursement for the following:
 - Clerk of the Year Tree Ceremony
 - Clerk Certification Graduation Ceremony

Dora Moore also shared an update on the President Pin, the jeweler can recreate the pin, however, we have not received costs or information regarding a minimum order. Once costs are received the committee will share those with the board.

Dora Moore also shared to help encourage support the past presidents recommend a statement to be added to the policy for example "NCAMC reimbursable expenses not otherwise reimbursed by the president's employer."

Members discussed. A motion was made by Brenda Blanco, seconded by Jim Byrd to increase outside of NC travel from \$1500 to \$2,500 and add mileage reimbursement for the Clerk of the Year Tree Ceremony and Clerk Certification Graduation Ceremony.

Leighanna Worley asked should we include the statement "NCAMC reimbursable expenses not otherwise reimbursed by the president's employer." John Phelps stated that has been the practice in the past.

Brenda Blanco amended her motion to include the statement "NCAMC reimbursable expenses not otherwise reimbursed by the president's employer," Jim Byrd seconded the motion. Members voted unanimously to increase outside of NC travel from \$1500 to \$2,500 and add mileage reimbursement for the Clerk of the Year Tree Ceremony and Clerk Certification Graduation Ceremony and add the following statement "NCAMC reimbursable expenses not otherwise reimbursed by the president's employer."

F. Program & Education Committee – Sabrena Reinhardt, Leland

Sabrina Reinhardt shared the Program & Education Committee met Wednesday. They discussed the Summer Academy, sponsorship levels, keynote speakers, activities for the conference, the evening banquet and a dessert social. We will continue to work on that as well. The committee

also discussed having a panel to discuss economic development, planning and zoning issues for the NCLM Annual Conference. Spring regional locations have been confirmed. Academies will be held in Black Mountain, Red Oak, Morehead City and Matthews. Potential topics for the regionals include Procedures and Robert's Rules of Order, Clerk and Attorney Relationship, Ethics and Charter Amendments. The committee also discussed the Athenian Dialogue and are looking at a date of March 13th.

G. Publicity Committee – Laura Morton, Biscoe

Laura Morton shared the Publicity Committee will be meeting in the next couple of weeks by email.

President Miller shared she is sending around a sheet for Directors to sign up for articles for the Newsletter.

H. Site Selection Committees:

- 2020 Site Section – Cynthia Bennett, Washington
 - No report provided. President Miller shared the contract has been signed for Wrightsville Beach.
- 2021 Site Selection – Lisa Vierling, High Point
 - Lisa Vierling shared information regarding the IIMC Region III meeting scheduled for February 17-19, 2021 at the Embassy Suites in Wilmington, NC. The August Conference will be held in Greensboro at the Grandover Resort August 19-21, 2021.
- 2022 Site Selection – Karen Barnett, Maggie Valley Sanitary District
 - The committee is ready to get started.

I. WSOS Committee – Joyce Walker, Lewisville

No report provided.

J. Website Committee – Hydia Hayes, Bessemer City

No report provided.

K. State Certification Program Committee – Angela Reece, Black Mountain

A written report from the State Certification Program Committee was provided to the board.

Sabrina Reinhardt shared the committee would like to make a clarification on the NCCMC State Certification Application & Brochure. Currently there is no timeframe listed for initial certifications. According to information we obtained from various sources (also contained on the Application) the cutoff is March 31st of each year for membership requirements. The section on the Brochure – Criteria for Certification – does not mention a date. The section for Recertification has a date listed for July 1st of each year but this is for coursework and credit hours. The committee requests to have both dates the same to avoid confusion and to have this

date reflected on the application as well. The committee would recommend having the July 1st deadline date as it coincides with a fiscal year and the recertification period timeframe. This would not interfere with the two year membership requirement as clerks would have had to pay for their membership the previous year for it to be active.

Members discussed.

A motion was made by Jim Byrd, seconded by Tammie Drake and unanimously carried to add a July 1st deadline for initial certifications.

8. NCLM COMMITTEE REPORTS

A. NCLM Board Member – Jackie Hampton, Bolton

No report provided.

B. General Government – Jim Byrd, Wilkesboro; Catherine Dorando, Carrboro; Tammy Hatley, King; and Pamela Megill, Fayetteville.

Jim Byrd shared they have not met that much this year, the committee members were extended due to weather related issues.

C. Tax & Finance – Wilene Cunningham, Cramerton

No report provided.

D. Planning & Environment – Kelly Baker, Salisbury and Lisa Markland, Zebulon.

No report provided.

9. NEW BUSINESS

A. Appointment of Two (2) Board Members to the Executive Committee. “The Executive Committee shall be comprised of the President, the First Vice President, the Second Vice President, the Recording Secretary and two (2) members of the Board of Directors elected by the full board.

President Miller called for nominations.

Joyce Walker volunteered for an appointment to the Executive Committee.

Shelia Kane nominated Brenda Blanco.

Jim Byrd moved to close nominations. Deeda Harris seconded the motion to close nominations.

Shelia Kane made a motion to appoint Joyce Walker and Brenda Blanco to the Executive Committee. The motion was seconded by Tammie Drake and unanimously carried.

B. Appointment of one At-Large Member to State Certification Committee: “the State Certification Committee be comprised of a representative from each of the four regions and one at-large member appointed by the Board of Directors. The diversity of the membership should include small, medium and large size municipalities. The First Vice President, the Second Vice President and School of Government Advisor shall serve as ex officio members. The immediate past Pres. shall serve as advisor to the committee.

Joyce Walker nominated Deeda Harris.

Joyce Walker made a motion to appoint Deeda Harris as an At-Large Member to the State Certification Committee. The motion was seconded by Jim Byrd and unanimously carried.

C. Discussion of NCLM Board and Committees:

Note: Jackie Hampton, Bolton, is in the second year of her term on the League Board so no appointment is necessary appointments to other NCLM committees are handled by NCL M. Terms continue until December 31 of each year.

John Phelps shared information regarding NCLM Board and Committees. At the March Board of Directors Meeting, the Board will need to have two nominations to submit to the League for consideration of appointment to the League Board, as Jackie Hampton would not be eligible for reappointment as she has served two terms.

D. Discussion of request from Tim Connor for a letter of testimony.

Jim Byrd shared information regarding the request. A copy of the letter from Tim Conner was provided to the board. John Phelps shared we have not done that before. Members discussed and declined to send a letter of testimony at this time.

E. Update on Property & Liability Coverage

John Phelps shared information regarding Property & Liability Coverage. Some of the hotels actually require it before we can sign a contract for a conference. The coverage was provided by the League’s Insurance Pool. There was some question regarding qualifications to be in the pool and if affiliate organizations could continue to participate in the pool. They also looked at costs of that. Last year, the premium was \$1200. We found out in the commercial market for significantly less. This year, we got commercial insurance through Chubb for about \$700 or \$800 and it is essentially the same insurance. We will continue to monitor as it goes forward. All of the other affiliates have done the same.

F. Discussion of Minute by Minute article sign-ups.

President Miller reminded members to sign up.

10. ANNOUNCEMENTS

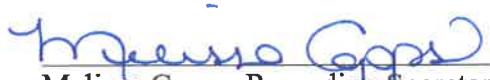
- November 13, 2019 Master Municipal Clerk Academy, School of Government
- November 13, 2019 Workshop for New Clerks, School of Government
- November 14-15, 2019 City and County Annual Clerks School, School of Government
- January 22-24, 2020 IIMC Region III Conference, Orlando, FL
- March 13, 2020 Athenian Dialogue, Durham, NC
- April/May 2020 One-Day Regional School Academies
- May 5-7, 2020 NCLM CityVision 2020, Wilmington, NC
- May 17-20, 2020 IIMC 74th Annual Conference, St. Louis, MO
- August 19-22, 2020 Summer Academy/Conference, Wrightsville Beach, NC

President Miller shared today will be John Phelps last meeting with the Board. Heather James will be Corresponding Secretary/Treasurer from the NCLM.

John Phelps stated he appreciated the Resolution at the Business Meeting and has enjoyed working with everyone.

ADJOURN

There being no further business for consideration, a motion was made by Jim Byrd, seconded by Shelia Kane and unanimously carried that the meeting adjourn at 1:23 p.m.


Melissa Capps, Recording Secretary