



POST OFFICE BOX 3069 | RALEIGH, NC 27602-3069

## NCCCMA Executive Committee Meeting

MINUTES	6/23/2011	9:30 AM	Sea Trail, Sunset Beach Brunswick County – Egret Room
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MEETING CALLED BY	Lane Bailey, President
TYPE OF MEETING	North Carolina City and County Management Association Executive Committee Meeting
FACILITATOR	Lane Bailey, President
PREPARED BY	Yolanda Guerra, Administrative Specialist
ATTENDEES	<p><b>Executive Committee</b>  President – Lane Bailey  Immediate Past President – Mike Dula  First Vice President – Harry Jones  Second Vice President – Brian Hiatt  Secretary/Treasurer – Carl Dean  Director – Mick Berry  Director – Rodney Dickerson  Director – Scott Hildebran  Director – Tasha Logan</p> <p><b>Others</b>  Charles Archer – NCCCMA Secretariat  Matt Lail – NCLM Staff  Carl Stenberg – SOG Liaison  Toni Shope - East Regional Director, Alliance for Innovation  Rebecca Troutman - NCCCMA Liaison  Grant Goings – Retirement Committee - Chair  Charles Penny - Sustaining Membership/ICMA Relations – Chair  Eddie Smith – Civic Education Committee – Chair  Craig Honeycutt</p>

### Meeting Called To Order by President Lane Bailey at 9:30 AM

#### NORTH CAROLINA CITY AND COUNTY MANAGEMENT ASSOCIATION EXECUTIVE COMMITTEE MEETING

DISCUSSION	
<p><b><u>Approval of April 6, 2011 Minutes:</u></b>  Lane Bailey, President, called for approval of the minutes from April 6, 2011.</p> <p><i>A motion was made by Carl Dean, seconded by Scott Hildebran, and unanimously carried to approve the April 6, 2011 meeting minutes of the Executive Committee as written.</i></p>	
<p><b><u>Financial Report:</u></b>  Charles Archer, Secretariat, presented the financial report included in the agenda packet. Mr. Archer</p>	

noted two items on the revenue side: 1) the Investment Income is at 55% accordingly and should be at 84% therefore it is not meeting its goal. The proposed budget for 2012 will be adjusted; 2) the Transfer From Fund Balance of \$37,008 has never been needed in the past, this year approximately \$10,000 will be used. This is due in part to the cost of the bags purchased recognizing the 50<sup>th</sup> year anniversary costing \$5,000. Approximately \$190,000 is available in undesignated fund balance.

*This was offered as information only and no action was required.*

**FY 11-12 Budget Proposal:**

Charles Archer, Secretariat, provided an overview of the proposed FY 11-12 Budget (copy attached). The League affiliate fees are projected at \$12,480, which is a 4% increase. Next year these fees may change significantly.

*A motion was made by Harry Jones, seconded by Carl Dean, and unanimously carried to approve the FY 11-12 Budget Proposal as written.*

**The Alliance for Innovation:**

Toni Shope, East Regional Director, Alliance for Innovation, provided an overview of the affiliate agreement between NCCCMA & The Alliance for Innovation that was approved and executed in 2010.

*This was offered as information only and no action was required.*

**Naming a replacement for Wendell Davis as a NCCCMA director through June 2012:**

Lane Bailey, President, announced the resignation of Wendell Davis. Mr. Davis's term on the NCCCMA Executive Committee expires at the end of the 2012 Summer Seminar and therefore a replacement must be made. Gwen Harvey, Orange County Assistant Manager has agreed to complete the unexpired term.

*A motion was made by Tasha Logan, seconded by Scott Hildebran, and unanimously approved to name Gwen Harvey as a member of the NCCCMA Executive Committee replacing Wendell Davis.*

**NCLM Board Nominations:**

Charles Archer, Secretariat, advised the committee to recommend Scott Hildebran to serve an additional two-year term on the NCLM Board of Directors expiring 2013. Mr. Archer also advised of the need to nominate a municipal member from the eastern area to serve a two year term on the NCLM Board of Directors.

*A motion was made by Tasha Logan, seconded by Carl Dean and unanimously approved to nominate Scott Hildebran to serve an additional two-year term on the NCLM Board of Directors expiring in October 2013.*

*A motion was made by Carl Dean, seconded by Tasha Logan and unanimously approved to nominate John Connet, Clinton City Manager as the eastern alternate.*

**Committee Reports:**

**Civic Education Project Committee:**

Eddie Smith, Chair - Civic Education, advised the Civic Education Committee will be holding one seminar this year which will be held in Durham. Currently, 22 teachers are registered with 4 on the waiting list. The Nickel Offense has raised approximately \$106,000 from 51 municipalities and 7 counties.

**Collaboration with MPA Programs Committee:**

Eddie Smith, on behalf of James Greene, advised all MPA programs now have members assigned to them. MPA directors stated that what the students need is more internship.

**Retirement Committee:**

Grant Goings, Chair - Retirement Committee, gave an overview of the retirement system and will advise of any upcoming changes. Mr. Grant stated retirement program is overall in good condition.

**Program Conference Committee:**

Rodney Dickerson, Vice Chair – Program Committee, reviewed status on Program Committee. Winter Seminar 2011 included 252 registered individuals and 40 sponsors.

**2012 PELA Program:**

Carl Stenberg, SOG Liaison, provided an overview of the PELA Program. PELA is entering its 7<sup>th</sup> year and has been able to target 25 individuals per course. Carl stated there is a \$1,500 scholarship that has not been allocated.

*A motion was made by Carl Dean, seconded by Rodney Dickerson and unanimously carried to have the Professional Development Committee discuss the options of what to do with the \$1,500.*

**Other Business:**

- A) **Service Agreement with NCLM** - *A motion was made by Carl Dean, seconded by Brian Hiatt, and unanimously carried to approve the service agreement with NCLM as presented.*
- B) **Service Agreement with the School of Government** - *A motion was made by Tasha Logan, seconded by Harry Jones, and unanimously carried to approve the Service Agreement with the School of Government as presented.*
- C) **Letter of Agreement with Civic Education Consortium** - *A motion was made by Carl Dean, seconded by Harry Jones, and unanimously carried to approve the Letter of Agreement with Civic Education Consortium as presented.*
- D) **Memorandum of Understanding for “The Administrator”** - *A motion was made by Scott Hildebran, seconded by Carl Dean, and unanimously carried to approve the Memorandum of Understanding with Matt Lail to publish and distribute “The Administrator” as presented.*
- E) **FY 11-12 Committee Assignments** - Harry Jones announced the Committee Appointment Chairs, Vice Chairs as follows:

- Civic Education Project Committee:* Drew Cummings, Durham County – Chair  
Renee Paschal, Chatham County – Vice Chair
- Membership Support Committee:* Calvin Peck, Bald Head Island – Chair  
Steve Wyatt, Henderson County – Vice Chair
- Sustaining Membership/ICMA Relations Committee:* Charles Penny – Chair
- Program Conference Committee:* Ken Larking, Moore County – Chair  
Rodney Dickerson, Garner – Vice Chair
- Professional Development Committee:* Michael Peoples, Cramerton – Chair  
Tasha Logan, Goldsboro – Vice Chair
- Retirement Committee:* Grant Goings, Wilson – Chair  
Chuck Abernathy, McDowell County – Vice Chair
- Collaboration with MPA Programs Committee:* Wanda Page, Durham – Chair
- Professional Conduct Committee:* Carl Dean, Holly Springs – Chair
- Nominating Committee:* Lane Bailey, Lenoir - Chair

- F) **2013 – 2015 Winter Seminar Locations** – Carl Stenberg explored the possibility of hosting the 2013 winter seminar in Raleigh at the Marriott or in Durham at the Sheraton Imperial. Further review will

take place prior to making a final decision.

- G) **2012 Summer Seminar** – Rebecca Troutman, NCCCMA Liaison, announced that the 2012 summer seminar will be held in Asheville, NC.
- H) **2013 Summer Seminar Location** – Charles Archer, Secretariat, requested committee’s guidance as to where they prefer to go and will provide an update at the next Executive Committee meeting to be held in August.
- I) **ICMA Conference, Milwaukee, WI**  
Charles Penny, Sustaining Membership/ICMA Relations – Chair, announced that the ICMA Conference will be held September 17-21, 2011 in Milwaukee, WI.

**NCCCMA Website:**

Charles Archer announced that the NCCCMA Website is currently being updated by VC3. Mr. Archer gave a brief view of the website to the committee.

The meeting was adjourned.	<b>TIME: 11:15 AM</b>	<b>By: Lane Bailey</b>
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