



NAME: Olivia Stewman

POSITION: Town Clerk

REPORT DATE: September 1, 2021

PREPARED FOR: Town Manager

I. ACCOMPLISHMENTS

- Prepared agendas for, attended, and recorded minutes for Town Council and ABC Board.
- Clerked one regular Town Council Meeting
- Clerked one Town Council Work Group Meeting
- Clerked two ABC Store Meetings
- Attended two Management Team Meetings
- Finalized all of the August minutes to be approved in September.
- Submitting required reports to the NC Secretary of State and the NCLM.
- Completed an inventory of all contracts and agreements, including the addition of a link to a scanned copy of each and contact information.
- Participated in Focus Group regarding the recruitment of a new Admin Support Specialist
- Began organizing old files located in my office and preparing for shredding according to the NC Records Retention and Disposition Schedule.
- Receive Code of Ordinances from Municode (see follow up).
- Coordinated with various staff members to improve or complete miscellaneous tasks.
- Followed up with citizens to grant public requests and inquiries.

II. FOLLOW UP

- All current contracts and deed are accounted for in the Excel inventory, but old contracts and deeds need to be scanned and included. I have compiled a list of all that need to be included.
- It appears that Municode reformatted the Town's Code of Ordinances, which may lead to some confusion. I am working towards contacting them to fix the issue.
- The third expense report is to be sent to the Secretary of State in October.
- The NCLM Ordinance Report is due to be submitted by November 1st.

- I plan to begin attending SOG and clerk associations' classes and meeting in September.

III. OTHER

- In the following weeks I will cross-train on the front regarding Admin Support Specialist duties/responsibilities.
- First full month completed as the Town Clerk of the Town of Lake Lure!