

**NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS
BUSINESS MEETING
Raleigh Convention Center
Room 302B
Raleigh, North Carolina
August 17, 2012
11:00 a.m.**

The North Carolina Association of County Clerks Business Meeting was called to order at 11:15 a.m. on August 17, 2012 at the Raleigh Convention Center, Raleigh, North Carolina.

Officers Present

Ann Clark	President, Ashe County
Carolyn Athey	Vice President, Rowan County
Effie Varitimidis	Treasurer, Guilford County
Kristen King	Secretary, Franklin County
Jeanette Deese	Immediate Past President, Carteret County

Clerks Present

Sheila Schult	New Hanover County
Paula Woodard	Johnston County
Brenda Reaves	Person County
Julie Bennett	Washington County
Debby Gore	Brunswick County
Ashley Honaker	Camden County
Angelena Kearney-Dunlap	Warren County
Sharon "JoJo" Singleton	Beaufort County
Jason Robinson	Yancey County
Cindy Turbyfill	Avery County
Kathy Young	Mitchell County
Sheila Sammons	North Carolina Association of County Commissioners
Barbara McCoy	Ashe County
Dana Cuddington	Johnston County
Marian Savage	Richmond County
Bonnie Huntley	Anson County
Denise Hogan	Wake County
Gaynell Lee	Lee County
Michelle Parker-Evans	Durham County
Marion Thompson	Martin County
Crystal Maurer	Guilford County
Kimberly Hines	Pitt County
Susan Banks	Wake County
Carrie Padgett	McDowell County
Hazel Haynes	Rutherford County

Call to Order

President Ann Clark convened the meeting at 11:15 a.m. and welcomed everyone in attendance.

Invocation

Vice President Carolyn Athey provided the invocation.

Self Introductions

Each person in attendance introduced themselves and stated the county or organization they represented.

Approval of Minutes

Julie Bennett made a motion to approve the April 21, 2012 Business Meeting minutes as written. JoJo Singleton seconded and the motion carried unanimously.

Approval of Treasurer's Report

Debby Gore moved to approve the Treasurer's Report as presented. Jeanette Deese seconded and the motion carried unanimously.

Committee Reports

Cookbook Committee – Debby Gore

Debby Gore noted seven cookbooks would be taken to the Horn of Plenty event with the intent to sell. She said all books have been sold with the exception of 20 which she hopes to be sold by the fall.

President Ann Clark asked the membership to email her with ideas for a new fundraiser.

Newsletter Committee – Ann Clark

President Ann Clark noted Watauga County Clerk Anita Fogle had done an excellent job with the *Minute by Minute* newsletter. She said Ms. Fogle was unable to attend meetings and conferences due to travel restrictions and felt compiling the newsletter was a good way to stay connected with the Association. Ms. Clark encouraged the membership to send items for the newsletter to Ms. Fogle. The next issue will be distributed in September, 2012.

Old Business

Proposed Amendments to Bylaws – Jeanette Deese

- NCACC Board of Directors
- Application Form and Criteria/Board of Directors

Jeanette Deese emailed proposed amendments to the membership in July, 2012 pertaining to membership of the Association's Board of Directors. Ms. Deese said she received no feedback. Kathy Mitchell moved to approve the proposed amendments as presented. Kathy Young seconded and the motion duly carried approval with all present voting "AYE."

Ms. Deese also presented a "*Directors Criteria and Application Form*" for consideration by the membership. Angelena Kearney-Dunlap moved to approve the form, seconded by Debby Gore. The motion duly carried with all present voting "AYE."

2013 Annual Conference Update – Debby Gore

Debby Gore announced the 2013 County Clerks Annual Conference will be held April 25-28, 2013 in Southport, NC. She said a count will be needed for planning accommodations by February, 2013.

New Business

Board of Directors' Position Vacancy – Jeanette Deese

Upon retirement, Doris Smith resigned from the Association's Board of Directors. Ms. Deese commented the Nominating Committee met earlier in the day and said interest for the vacancy will be solicited. Interested clerks must complete an application and provide letters of reference by October 12, 2012. The Nominating Committee will then narrow the list of applicants to two according to the bylaws. A final selection will be made by the Executive Committee during a special called meeting in November at the Piedmont Regional in Randolph County. The clerk selected will fulfill the term of Ms. Smith which is set to expire in April 2013 and then be eligible for reappointment. Ms. Deese wished Ms. Smith well. She said she was a great Clerk and Director and said she will be missed.

Updates from Fleming Bell – Ann Clark

- Ms. Clark noted Fleming Bell was absent due to his attendance of a conference of the North Carolina Association of Municipal Clerks.
- Ms. Clark said many Clerks had expressed dissatisfaction with the requirement of signing into and out of educational courses in order to obtain credit. Clerks feel the requirement leaves little time for breaks and is unnecessary. The School of Government will be approached with the concern and asked to consider signing in and out only twice a day. It will also be asked to consider electronic scanning as an alternative.
- Ms. Clark noted there were issues relative to obtaining full credit from the IIMC. She said exact course names must be provided to IIMC in order to obtain full credit. For information, clerks can contact Carla Stowe with the School of Government.
- Ms. Clark said clerks had expressed issues with completing the required School of Government surveys following educational sessions. Clerks have commented that surveys are difficult to complete with received a month after the session. Fleming Bell is working to distribute the surveys in a more timely fashion.
- Ms. Clark said Carla Stowe notified her the January 2013 Clerk's Academy will be held a week later than usual due to a conference of county commissioners at the Sheraton RTP. The Academy is scheduled for January 30, 2013 through February 1, 2013.

2014 Annual Conference – Ann Clark

Ann Clark said it is time for the annual conference to be held in the western part of the State. To date, no one has volunteered to host the conference. Ms. Clark said Watauga County Clerk Anita Fogle offered to co-host the conference with Ashe County. No action was taken.

Crystal Maurer commented on a conversation with Fleming Bell regarding recertification of North Carolina Certified County Clerks. Ms. Maurer said Clerks who received certification in 2010 will be contacted regarding recertification. Original certification certificates did not include an expiration date. Ms. Maurer said costs are uncertain at this time. In order to cut costs, Clerks may receive letters upon recertification as opposed to framed certificates. An email will be sent to the membership regarding its preference of letter vs. framed certificates. Lastly, it was noted that each Clerk will be notified when the time comes to recertify.

Other Business & Announcements

- *Regional Workshops*
 - Western – Cindy Turbyfill, Avery County - September 28, 2012
 - Eastern – Sheila Schult, New Hanover County – November 2, 2012

- Piedmont – Cheryl Ivey, Randolph County – November 16, 2012
- President Clark opened the floor for any comments or questions.

Susan Banks welcomed the group to the 105th Annual Conference of the North Carolina Association of County Commissioners and encouraged Clerks to attend the Horn of Plenty event held at the North Carolina Museum of Natural Sciences.

Adjournment

With no further business to come before the Association, Jeanette Deese moved, Brenda Reeves seconded and the vote to adjourn the meeting at 11:42 a.m. passed unanimously.

Ann Clark, President

Kristen G. King, Secretary

Date Approved: January 31, 2013