

North Carolina Association of County Clerks  
Business Meeting  
Ramada Inn Convention Center  
Burlington, NC  
March 28, 2015  
10:45 AM

The North Carolina Association of County Clerks held a Business Committee Meeting at 10:45 AM on March 28, 2015 at the Ramada Inn Convention Center, Burlington, North Carolina.

**Officers Present**

Kristen King	President, Franklin County
Paula Woodard	Vice President, Johnston County
Julie J. Bennett	Secretary, Washington County
Kimberly Hines	Treasurer, Pitt County
Carolyn Barger	Immediate Past-President, Rowan County

**Directors Present**

Penny Owens	Director, Tyrrell County
Karen Evans	Director, Allegheny County
Jason Robinson	Director, Yancey County

**ABSENT:**

Laura Williams	Director, Moore County
Michelle Parker-Evans	Director, Durham County

**Also Present**

Trey Allen, UNC-SOG and Amy Bason, NCACC, General Counsel

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**Call to Order**

President Kristen King, Franklin County Clerk, convened the meeting at 10:54 AM and welcomed everyone in attendance.

**Invocation**

Vice-President Paula Woodard, Johnston County Clerk, delivered the invocation.

**Introductions**

Each Clerk and Deputy Clerk as well as other guests introduced themselves to the group.

Conchita Atkins	Surry County
Penny Owens	Tyrrell County
Karen Evans	Alleghany County
Carolyn Barger	Rowan County
Julie Wand	Onslow County
Marcia Wilson	Wayne County

Gaynell Lee	Lee County
Dana Cuddington	Johnston County
Retha Gaither	Iredell County
Donna Buff	Gaston County
Brenda Reaves	Person County
Debra Weary	Granville County
Jason Robinson	Yancey County
Debra Ivey	SWC-COG
Paula Seamster	Caswell County
Tory Frink	Alamance County
Gainer Cummings-Dever	Lumber River COG
Marion Thompson	Martin County
Janice Evans	Nash County
Gwen Bryan	Craven County
June B. Hall	Columbus County
Denise Hogan	Wake County
Amanda Varner	Randolph County
Maria Hass	Cherokee County
Debbie Harris	Davidson County
Kay Draughn	Burke County
Trisha Hogan	Transylvania County
Katie Mosher	Beaufort County
Tanya Gentry	Yadkin County
Melissa Pedersen	Pender County
Trey Allen	UNC-SOG
Paula Woodard	Johnston County
Kristen King	Franklin County
Kimberly Hines	Pitt County
Julie J. Bennett	Washington County

#### **Approval of Minutes**

**Brenda Reaves, Person County Clerk, made a motion to approve the January 22, 2015 Business Meeting minutes as written. Maria Hass, Cherokee County Clerk seconded, motion passed unanimously.**

#### **Approval of Treasurer's Report**

Kimberly Hines, Treasurer, Pitt County Clerk, distributed the Treasurer's Report for the period of August 13, 2014 – March 10, 2015 which listed a balance of \$13,299.17 in interest checking, - \$55,011.90 in the money market account and \$85.35 in the share account for a total \$68,396.42.

**Gwen Bryan, Craven County Clerk made a motion to approve the Treasurer's Report as submitted for the period of August 13, 2014 – March 10, 2015. Katie Mosher, Beaufort County Clerk seconded, motion passed unanimously.**

North Carolina Association of County Clerks  
Treasurer's Report - Interest Checking Account  
Period August 13, 2014 - March 10, 2015

<b>Beginning Balance</b>	13-Aug-14	<u>\$ 9,731.35</u>	<u>\$ 9,731.35</u>
<b><u>Receipts:</u></b>			
8/13/2014	Interest	\$2.00	
9/10/2014	Interest	\$1.84	
10/7/2014	Member Deposit - member dues & Western Regional Registrations	\$ 840.00	
10/9/2014	Interest	\$1.79	
10/27/2014	Member Deposit - member dues & Eastern Regional Registrations	\$1,100	
10/27/2014	Member Deposit - Piedmont Regional	\$1,000	
11/5/2014	Member Deposit - member dues	\$ 50.00	
11/12/2014	Interest	\$2.35	
11/24/2014	Member Deposit - member due & Eastern Regional Registration	\$90.00	
12/5/2014	Member Deposit - member due	\$ 50.00	
12/10/2014	Interest	\$1.95	
12/29/2014	Member Deposit - member dues	\$ 2,350.00	
1/2/2015	Interest	\$2.38	
2/4/2015	Member Deposit - member dues	\$1,500.00	
2/10/2015	Interest	\$2.33	
3/9/2015	Member Deposit - member dues	\$750.00	
3/10/2015	Interest	\$2.46	
		\$ 7,747.10	\$ 7,747.10
<b>Total Receipts</b>			<b>\$ 17,478.45</b>
<b><u>Disbursements:</u></b>			
8/13/2014	Bank Charge	(\$1.00)	
8/29/2014	Ch # 1271 - Ramada Convention Center	(\$750.00)	
9/10/2014	Bank Charge	(\$1.00)	
9/10/2014	Ch # 1272 - VOIDED		
9/10/2014	Ch # 1273 - Ivy Garden	(\$75.38)	
10/8/2014	Ch # 1274 - Aramark at Campbell University	(\$759.70)	
10/9/2014	Bank Charge	(\$1.00)	
10/9/2014	Ch # 1275 - Yancey County	(\$637.55)	
10/30/2014	Ch # 1276 - NewBern Riverfront Conv. Center	(\$390.00)	
11/4/2014	Ch # 1277 - Denise Ryan (FireStar)	(\$1,250.00)	
11/12/2014	Bank Charge	(\$1.00)	
12/10/2014	Bank Charge	(\$1.00)	
1/15/2015	Bank Charge	(\$1.00)	
2/10/2015	Bank Charge	(\$1.00)	
2/26/2015	Ch # 1276 - Julie Bennett	(\$57.65)	
3/3/2015	Ch # 1279 - Digital Sounds	(\$250.00)	
3/10/2015	Bank Charge	(\$1.00)	
<b>Total Disbursements</b>		(\$4,178.28)	(\$4,178.28)
<b>Balance</b>			<b>\$ 13,300.17</b>

Bank Balance - March 10, 2015

Interest Checking	\$ 13,299.17
Money Market	\$ 55,011.90
Share Account	\$ 85.35
	<u>\$ 68,396.42</u>

Reconciled Bank Balance w/ transactions through March 10, 2015

Kimberly W. Hines  
Treasurer, Kimberly W. Hines, CMC, NCCCC

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NC Association of County Clerks  
 Calendar Year 2014/2015 Money Market Account Activity

Date	Category Name:	Interest Received	Deposits	Withdrawals
1/1/2014	Opening Balance		54,340.81	
1/21/2014	Dividend	\$52.13	\$52.13	
2/17/2014	Dividend	\$40.25	\$40.25	
3/17/2014	Dividend	\$41.77	\$41.77	
3/18 - 5/13/14	Dividend	\$85.14	\$85.14	
5/14 - 6/11/14	Dividend	\$43.37	\$43.37	
6/12 - 7/14/14	Dividend	\$49.39	\$49.39	
7/15 - 8/13/14	Dividend	\$44.94	\$44.94	
8/14 - 9/10/14	Dividend	\$41.98	\$41.98	
9/11 - 10/9/14	Dividend	\$43.51	\$43.51	
10/10 - 11/12/14	Dividend	\$51.05	\$51.05	
11/13 - 12/10/14	Dividend	\$42.08	\$42.08	
12/11 - 1/12/15	Dividend	\$49.64	\$49.64	
1/13 - 2/10/15	Dividend	\$43.66	\$43.66	
2/11 - 3/10/15	Dividend	\$42.18	\$42.18	

<b>CY2014 Total</b>	<b>Dividends</b>	<b>\$671.09</b>	<b>\$55,011.90</b>
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Name: Kimberly W. Hines, CMC, NCCCC  
 Title: NCACC Treasurer  
 Date: March 26, 2015

NC Association of County Clerks  
Calendar Year 2014/2015 Share Account Activity

Date	Category Name:	Interest Received	Deposits	Withdrawal
1/1/2014	Opening Balance		\$84.57	
1/21/2014	Dividend	\$0.06	\$0.06	
2/17/2014	Dividend	\$0.05	\$0.05	
3/17/2014	Dividend	\$0.05	\$0.05	
3/18 - 5/13/14	Dividend	\$0.10	\$0.10	
5/14 - 6/11/14	Dividend	\$0.05	\$0.05	
6/12 - 7/14/14	Dividend	\$0.05	\$0.05	
7/15 - 8/13/14	Dividend	\$0.06	\$0.06	
8/14 - 9/10/14	Dividend	\$0.04	\$0.04	
9/11 - 10/9/14	Dividend	\$0.05	\$0.05	
10/10 - 11/12/14	Dividend	\$0.06	\$0.06	
11/13 - 12/10/14	Dividend	\$0.05	\$0.05	
12/11 - 1/12/15	Dividend	\$0.06	\$0.06	
1/13 - 2/10/15	Dividend	\$0.05	\$0.05	
2/11 - 3/10/15	Dividend	\$0.05	\$0.05	

**CY2014 Total** \$85.35

Name: Kimberly W. Hines, CMC, NCCC  
Title: NCACC Treasurer  
Date: March 26, 2015

## Items of Business

### *Scholarship Recipients*

President King noted the following clerks received the Fleming Bell Scholarship and were able to attend our Annual Conference:

Amanda Varner—Randolph County  
Trish Hogan—Transylvania County  
Maria Hass—Cherokee County

### *2016 and 2017 Annual Conference Update*

2016—President King said Julie Wand, Onslow County Clerk, offered to host the 2016 NCACC Annual Conference in Onslow County . Julie W. said Onslow County has a new Government Center where conference meetings could be held and there is also a new Marriott Courtyard with enough rooms and conference space being built in Jacksonville. Julie W. said she is hoping to arrange a tour of Camp Lejeune where clerks could see a simulator of a tank and possibly a shooting range. Julie W. is examining dates in April 2016 that will not interfere with Easter. President King thanked Julie W. for offering to host the annual conference.

2017—Surry/Alleghany County—Karen Evans, Alleghany County Clerk, said having any activities in Alleghany is not an option, so everything for the 2017 NCACC Annual Conference would be held in Surry County. Conchita Atkins, Surry County Clerk, has looked at the Hampton Inn in Mt. Airy. The conference room at The Hampton Inn can accommodate 55 people. Conchita is examining possible conference dates in April 2017.

### *Bylaw Amendments—UNC-SOG Clerk Fee Increase*

Secretary Julie Bennett, Washington County Clerk presented a proposed amendment to the bylaws based on discussions at the January 22, 2015 Executive Committee meeting. The new/revised information is highlighted.

### Under Annual Spring Conference

Cost of the Annual Conference, including \$15.00 for each clerk attending, to be sent to UNC-SOG for administrative costs, shall be covered entirely from registration fees and vendor fees unless approved by a vote of the Executive Committee. (Approved and amended April 8, 2006.) [Amended 3-28-2015 increasing the registration fee by \$15.00/clerk to cover UNC-SOG administrative costs.]

Under REGIONAL MEETINGS

The Registration Fee will be \$55.00 for each clerk attending. [Amended 3-28-2015 increasing the registration fee by \$15/clerk to cover UNC-SOG administrative costs.]

**Jason Robinson, Yancey County Clerk, made a motion to approve proposed amendment to bylaws regarding the UNC-SOG Clerk Fee Increase. Penny Owens, Tyrrell County Clerk, seconded, motion passed unanimously**

*Board of Directors Terms*

Carolyn Barger, Rowan County Clerk, and chair of the Nominating Committee stated it is the recommendation of the Nominating and Executive Committees to appoint the 2015-16 Board of Directors to a one (1) year term and allow the incoming President to appoint a Committee to review the Bylaws and draft some language to address the issues that occur to terms when there are changes to the membership on the Board of Directors.

**Maria Hass, Cherokee County Clerk, made a motion to appoint the 2015-16 Board of Directors to one (1) year terms and allow the incoming President to appoint a Committee to review the Bylaws and draft some language to address the issues that occur to terms when there are changes to the membership on the Board of Directors. Conchita Atkins, Surry County Clerk, seconded, motion passed unanimously.**

*Proposed Slate of Officers for 2015 – 2016*

Carolyn Barger, Rowan County Clerk, commented on the importance of serving on the NCACC Board of Directors and how rewarding it can be. Carolyn thanked everyone for past, current and upcoming service as Executive Officers and Board of Directors.

Carolyn Barger presented the following as the proposed slate of officer for 2015-2016.



**PROPOSED SLATE OF OFFICERS  
2015-16**

**President**

Paula Woodard, Johnston County

**Vice-President**

Julie Bennett, Washington County

**Secretary**

Kimberly Hines, Pitt County

**Treasurer**

Laura Williams, Moore County

<b>DIRECTORS</b>	<b>COUNTY</b>	<b>YEAR OF APPOINTMENT</b>	<b>TERM LENGTH</b>	<b>TERM ENDING</b>
Penny Owens	Tyrrell	2015	1 year term	2016
Jason Robinson	Yancey	2015	1 year term	2016
Michelle Parker-Evans	Durham	2015	1 year term	2016
Karen Evans	Alleghany County	2015	1 year term	2016
Donna Buff	Gaston County	2015	1 year term	2016

Carolyn went on to say the Nominating Committee recommends Donna Buff, Gaston County Clerk, to fill the vacancy by Laura Williams (who moved up to Treasurer).

President King opened the floor for any additions or changes to of the slate of officers.

**Hearing none, Tory Frink, Alamance County Clerk, made a motion to approve the slate of officers for 2015-2016 as presented. Debbie Harris, Davidson County Clerk, seconded, motion passed unanimously.**

*Outstanding Clerk Criteria Point Sheet Discussion*

Discussion centered around clarification of whether or not to add a point on the Outstanding Clerk Criteria Point Sheet for registering and attending the NC Association of County Commissioner Annual Conference and attending our Clerks business meeting held during that

Conference. President King said the Executive Committee recommends one point be added on the Outstanding Clerk Criteria Point Sheet for registering and attending the NC Association of County Commissioners Annual Conference and attending the Clerks business meeting held during that Conference.

**Penny Owens, Tyrrell County Clerk, made a motion to add one point on the Outstanding Clerk Criteria Point Sheet for registering and attending the NC Association of County Commissioners Annual Conference and attending our Clerks business meeting held during that Conference. Tanya Gentry, Yadkin County Clerk, seconded, motion passed unanimously.**

#### *Clerk's Reference Guide Update*

Michelle Parker-Evans, Durham County Clerk, was absent so President King gave an update on the Clerk's Reference Guide. Michelle has been formatting the guide. Amanda Varner, Randolph County Clerk, will offer assistance in order to finalize the document.

#### *Personalized License Plate Update*

President King stated in January, she was approached by the Municipal Clerks President regarding the Personalized License Plates for Clerks. There were a lot of questions and a lot were not easily answered. The interest has waned and 300 applicants are needed to be able to have this personalized license plate. DMV has only received 55. Both Presidents agreed there are too many issues to continue on with it. President King went on to say that our organization is not supporting the continuation of the personalized license plate initiative.

#### *Attendance at MMC Academies*

President King said she wanted to make sure new clerks are aware they don't have to have their certification or be a member of the IIMC or the NCACC to attend any of the MMC academies offered. She explained by attending the MMC academies, this is how clerks obtain points for certifications. All clerks are welcome to attend.

#### **Other Business/Announcements**

- **President King reminded everyone that Clerk Directory Portraits will be taken today from 3:00 – 6:00 PM today in the Williams Room.**

President King thanked everyone for serving on committees this year. Vice-President Woodard plans to look at the committees late next week (after becoming President). Vice-President Woodard said if a clerk currently serves on a committee, and no longer wishes to, that she be notified right away via e-mail. She also asked that clerks share interest in possible service on various committees.

Paula is aware regional hosts are ready to move forward with topics for the programs. In-coming Vice-President Julie Bennett will be chair of the Program Committee and will soon be working with hosts to discuss agendas.

➤ 2015 Fall Regional Workshops:

- ❖ Western Burke County, September 11, 2015
- ❖ Piedmont Davidson County, October 2015
- ❖ Eastern Martin County, September 25, 2015

Martin County Clerk Marion Thompson said she will be assisted by Secretary Julie Bennett, Washington County Clerk, Sara Tinkman, Bertie County Clerk along with former County Clerk, Linda Hardison. Clerks will be able to stay at the Hampton Inn. Julie Bennett stated clerks may enjoy the Martin County Stampede and Marion Thompson mentioned the dinner theater at Deadwood.

Kay Draughn, Burke County Clerk, said there is a new Hampton Inn in Burke. She said she is trying to be creative for her workshop and invited everyone to attend.

Debbie Harris, Davidson County Clerk said she plans to team up with a local winery and conduct the regional at the winery. She is examining the Holiday Inn Express for hotel accommodations.

➤ 2015 IIMC Clerks Certification Institute:

- ❖ May 18 – 22, 2015
- ❖ August 24 – 28, 2015
- ❖ October 26 – 30, 2015

➤ 2016 Annual Conference

- ❖ Onslow County Date TBD

➤ 2017 Annual Conference

- ❖ Surry and Alleghany Counties Date TBD

Vice-President Woodard thanked President King for serving over the past year.

President King thanked conference coordinators for hosting.

President King thanked the current board for serving alongside her.

Vice-President Woodard also thanked everyone for the cards, letters, and e-mails she received during her time of illness. She said she is now on the mend.

President King said there are quite a few clerks that have experienced personal difficulties recently and asked that fellow clerks keep them in their thoughts and prayers.

Adjournment

Penny Owens, Tyrrell County Clerk made a motion to adjourn the meeting. Debbie Harris, Davidson County Clerk seconded, motion passed unanimously. With no further business to come before the Executive Committee, President King declared the meeting adjourned at 11:32 am.

  
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Kristen G. King, President

  
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Julie J. Bennett, Secretary

Date approved: 8/24/15