

NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS
Business Meeting
Sheraton Imperial Hotel and Convention Center
Imperial Rooms 6&7
Research Triangle Park, North Carolina
January 23, 2014
2:00 pm

The North Carolina Association of County Clerks held a Business Meeting at 2:00 pm on January 23, 2014 at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park, North Carolina.

Officers Present

Carolyn Barger	President, Rowan County
Kristen King	Vice President, Franklin County
Sheila Schult	Treasurer, New Hanover County

Director Present

Julie J. Bennett	Washington County (filling in as Secretary for Paula Woodard)
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Clerks Present

Penny Owens
JoJo Singleton
Lindsay Ray
Lisa Genti
Marian Thompson
Donna Buff
Anita Lingafelt
Kay Honeycutt Draughn
Angela Poplin
Debra Ivey
Janice Evans
Debbie Harris
Petra Leonard
Tory Frink
Marcia Wilson
Jeanette Deese
Maria Edwards
Denise Hogan
Lois Stotesberry
Amanda Varna
Retha Gaither
Barbara Morris
Maria Hass
Michelle Parker-Evans
Doshia Haywood

County

Tyrrell County
Beaufort County
Chatham County
Chatham County
Martin County
Gaston County
Gaston County
Burke County
Cabarrus County
Southwestern COG
Nash County
Davidson County
Davidson County
Alamance County
Wayne County
Carteret County
Bladen County
Wake County
Hyde County
Randolph County
Iredell County
Catawba County
Cherokee County
Durham County
Montgomery County

Kimberly Hines	Pitt County
Laura Williams	Moore County
Lakitha Tolson	Onslow County
Susan Banks	Wake County
Sarah Seredni	Bertie County
Ange High	Polk County
Brenda Reaves	Person County
Debra Weary	Granville County
Terry Wilson	Henderson County
Stacey Woody	Buncombe County
Kathy Hughes	Buncombe County
Ann Kurtzman	Scotland County
Barbara McCoy	Ashe County
Ann Clark	Ashe County
Jason Robinson	Yancey County

Also Present

Fleming Bell, UNC School of Government Professor
 Trey Allen, UNC School of Government
 Amy Bason, North Carolina Association of County Commissioners (Clerk’s Liaison)
 Patrice Roesler, North Carolina Association of County Commissioners

Call to Order

President Carolyn Barger convened the meeting at 2:02 pm and welcomed everyone in attendance.

Invocation

Vice President Kristen King provided the invocation.

Self-Introductions

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

President Barger mentioned that Julie J. Bennett, Director is filling in for Paula Woodard, Secretary while Paula is on vacation this week.

President Barger also noted that Lois Stotesberry from Hyde County is in attendance and everyone is glad to see her, as she has been undergoing some serious medical issues over the last few months.

Approval of Minutes

Marcia Wilson moved to approve the August 23, 2013 Business Meeting minutes as written. The motion was seconded by Maria Haas and passed unanimously.

Approval of Treasurer’s Report

Sheila Schult distributed the Treasurer’s Report for the period of August 7, 2013 – December 17,

2013 which listed a balance of \$4,895.42 in interest checking, \$54,340.81 in the money market account and \$84.57 in the share account for a total of \$59,320.80.

Marion Thompson moved, Ann Kurtzman seconded and the vote to approve the Treasurer's Report as submitted for the period of December 3, 2013 – December 17, 2013 passed unanimously.

Financial reports were dropped off to the State Archives office by Sheila Schult. (see below)

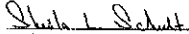
NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS

STATE ARCHIVES

FINANCIAL/TREASURER RECORDS:

**1996-2002 MISCELLANEOUS REPORTS AND BACK-UP
2002 – 2006 SECU STATEMENTS, TREASURER REPORTS AND BACK-UP
2010-2011 SECU STATEMENTS, TREASURER REPORTS AND BACK-UP**

Records delivered to State Archives on 1/22/2014


Sheila L. Schult
Treasurer

North Carolina Association of County Clerks
Treasurer's Report for All Accounts
Period August 7, 2013 – December 17, 2013

- **Beginning Balance: August 7, 2013 – September 10, 2013:**
 - **Checking Account Balance - \$32,750.79**
 - Total Receipts - \$157.65
 - Total Disbursements - \$43.80
 - **Ending Balance - \$32,864.64**
 - **Money Market Account Balance - \$25,022.47**
 - Total Receipts - \$17.49
 - Total Disbursements - \$0
 - **Ending Balance - \$25,039.96**
 - **Share Savings Account Balance - \$84.34**
 - Total Receipts - \$.06
 - Total Disbursements - \$0
 - **Ending Balance - \$84.40**
 - **Total of all three accounts - \$57,989.00 (matches with SECU statement)**

 - **Beginning Balance: September 10, 2013 – October 15, 2013:**
 - **Checking Account Balance - \$32,864.64**
 - Total Receipts - \$643.65
 - Total Disbursements - \$30,505.64 (includes withdrawal of \$29,167.53 to Money Market)
 - **Ending Balance - \$3,002.65**
 - **Money Market Account Balance - \$25,039.96**
 - Total Receipts - \$29,207.14 (includes deposit of \$29,167.53 from Checking Account)
 - Total Disbursements - \$0
 - **Ending Balance - \$54,247.10**
 - **Share Savings Account Balance - \$84.40**
 - Total Receipts - \$.06
 - Total Disbursements - \$0
 - **Ending Balance - \$84.46**
 - **Total of all three accounts - \$57,334.21 (matches with SECU statement)**

 - **Beginning Balance: October 15, 2013 – November 18, 2013:**
 - **Checking Account Balance - \$3,002.65**
 - Total Receipts - \$1,720.88
 - Total Disbursements - \$1,041.00
 - **Ending Balance - \$3,682.53**
 - **Money Market Account Balance - \$54,247.10**
 - Total Receipts - \$50.55
 - Total Disbursements - \$0
 - **Ending Balance - \$54,297.65**
 - **Share Savings Account Balance - \$84.46**
 - Total Receipts - \$.06
 - Total Disbursements - \$0
 - **Ending Balance - \$84.52**
 - **Total of all three accounts - \$58,064.70 (matches with SECU statement)**
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- **Beginning Balance: November 18, 2013 – December 17, 2013:**
 - **Checking Account Balance - \$3,682.53**
 - **Total Receipts - \$1,300.75**
 - **Total Disbursements - \$87.86**
 - **Ending Balance - \$4,895.42**
 - **Money Market Account Balance - \$54,297.65**
 - **Total Receipts - \$43.16**
 - **Total Disbursements - \$0**
 - **Ending Balance - \$54,340.81**
 - **Share Savings Account Balance - \$84.52**
 - **Total Receipts - \$.05**
 - **Total Disbursements - \$0**
 - **Ending Balance - \$84.57**
 - **Total of all three accounts - \$59,320.80 (matches with SECU statement)**

Respectfully Submitted by:



Sheila L. Schult
Treasurer

MC Association of County Clerks
 Calendar Year 2013 Checking Account Activity

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Date	Category Name:	Service Fee	Interest Received	Member-ship Dues Received	Conf Reg Fees Received	Fund-raiser Income	Bank Deposits	Funds Disbursed	Check #	Annual Conf Speaker Fees	Gifts and/or Reimb for gifts	Mileage, Meals, Lodging	Reg Fee Refunds 2013 Conf	Entertainment	Mtg Facility Fees	Professional Fees	Conf Sponsor Fees
2	1/3/2013	Bank Charge	\$1.00						\$1.00									
3	1/3/2013	Dividend		\$5.13	\$80.00			\$5.13										
4	1/3/2013	Deposit						\$90.00										
5	1/3/2013	Carolyn Barger							\$21.94	1212		\$21.94						
6	1/3/2013	Bank Charge	\$1.00					\$1.00										
7	2/5/2013	Dividend		\$5.78	\$250.00			\$5.78										
8	1/30/2013	Deposit			\$1,350.00			\$250.00										
9	1/30/2013	Deposit			\$1,450.00			\$1,450.00										
10	1/30/2013	Deposit			\$1,450.00			\$1,450.00										
11	3/5/2013	Bank Charge	\$1.00						\$1.00									
12	3/5/2013	Dividend		\$5.43				\$5.43										
13	2/15/2013	Deposit			\$300.00			\$300.00										
14	2/19/2013	Deposit			\$200.00			\$200.00										
15	2/25/2013	Deposit			\$150.00			\$150.00										
16	2/25/2013	Deposit			\$250.00			\$250.00										
17	2/28/2013	UNC-506 Bell Reimb							\$299.52	1213		\$299.52						
18	2/28/2013	UNC-506 Bell Reimb							\$94.50	1214		\$94.50						
19	4/5/2013	Bank Charge	\$1.00					\$1.00										
20	4/5/2013	Dividend		\$5.73				\$5.73										
21	3/12/2013	Deposit			\$350.00			\$350.00										
22	3/15/2013	James Brady & Co - Tax Services							\$450.00	1215						\$450.00		
23	4/2/2013	Deposit			\$200.00			\$200.00										
24	4/16/2013	Deposit			\$560.00			\$560.00										
25	4/16/2013	Deposit			\$4,020.00			\$4,020.00										
26	4/24/2013	Deposit			\$3,375.00			\$3,375.00										
27	4/24/2013	Deposit			\$4,051.00			\$4,051.00										
28	4/24/2013	Deposit			\$7,255.00			\$7,255.00										
29	5/2/2013	Annals Gallery Clerk of the Yr							\$101.41	1216		\$101.41						
30	3/9/2013	Carolyn Barger gift card for AC							\$50.00	1217		\$50.00						
31	5/9/2013	Kristen King scrapbook reimb							\$73.39	1218		\$73.39						
32	4/15/2013	Volated Check - 50.00							\$1.00	1219								
33	4/25/2013	The Trophy House							\$447.70	1220		\$447.70						
34	4/16/2013	Deposit			\$200.00			\$200.00										
35	4/30/2013	Deposit			\$611.00			\$611.00										
36	4/30/2013	Deposit			\$990.00			\$990.00										
37	4/30/2013	Deposit			\$1,070.00			\$1,070.00										
38	5/3/2013	Ann Clark - Flowers for Conf							\$101.78	1221		\$101.78						
39	5/3/2013	Polk County refund from Conf							\$280.00	1222				\$280.00				

MC Association of County Clerks
 Calendar Year 2013 Checking Account Activity

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Date	Category Name:	Service Fee	Interest Received	Membership Dues Received	Conf Reg Fees	Fund-raiser Income	Bank Deposits	Funds Disbursed	Check #	Annual Conf Speaker Fees	Gifts and/or Reimb for gifts	Mileage, Meals, Lodging	Reg Fee Refunds 2013 Conf	Enter- tainment	Mtg Facility Fees	Profes- sional Fees	Conf Sponsor Fees
78																	
79	10/11/2013 Tyrell Cty - regional reimb	\$1.00						\$500.00	1243						\$640.00		
80	10/15/2013 Bank Charge				\$960.00		\$960.00										
81	10/15/2013 Dividend		\$3.65				\$3.65										
82	10/18/2013 Deposit				\$80.00		\$80.00										
84	10/14/2013 Heming Blef - Regional Reim							\$729.45	1244			\$229.45					
85	10/22/2013 Cleveland Cty - Regional Reim							\$610.55	1245								
86	10/23/2013 Deposit				\$680.00		\$680.00										
87	11/18/2013 Bank Charge	\$1.00						\$1.00									
88	11/18/2013 Dividend		\$0.86				\$0.86										
89	11/25/2013 Paula Woodard Reimb							\$86.86									
90	12/11/2013 Deposit				\$200.00		\$200.00										
91	12/13/2013 Deposit				\$450.00		\$450.00										
92	12/17/2013 Deposit				\$650.00		\$650.00										
93	12/17/2013 Bank Charge	\$1.00						\$1.00									
94	12/17/2013 Dividend		\$0.75				\$0.75										
95	Totals	\$12.00	\$63.78	\$6,440.00	\$2,252.00	\$2,000.00	\$32,353.05	\$51,975.48		\$1,000.00	\$1,827.60	\$896.13	\$961.00	\$1,300.00	\$15,657.68	\$450.00	\$600.00

Special Recognition

President Barger introduced Ed Wooters (former North Carolina Association of County Commissioners Liaison for our Association) and spoke on the guidance and support he has provided to the County Clerks over the years. President Barger presented a plaque to Mr. Wooters as an expression of appreciation from the Association for his years of service and dedication to the County Clerks. President Barger then asked everyone present to gather for a group photo that will be placed in the plaque. Mr. Wooters, who was greatly moved by the gesture, expressed his gratitude to the Clerks for the plaque as well as their friendship to him.

Discussion & Feedback Regarding Online Registration Process for NC Association of County Commissioners Annual Conference

President Barger introduced Patrice Roesler, Deputy Director of the North Carolina Association of County Commissioners. Ms. Roesler reported the County Commissioners Association experienced technical issues this year with the registration process for their annual conference and ended up with \$8,000 in banking fees. She reported the bulk of the counties do electronic transactions and each transaction resulted in an expense whether it was the initial registration, a change, a cancellation or an additional registrant. Ms. Roesler asked for the Clerks' support in minimizing the banking fees and noted the NCACC is testing a new system. Ms. Roesler asked if the Clerks would register the County Manager, then the Commissioners as their guest. (One attendee and the others as guests results in one transaction.)

Susan Banks said that is the way NACo handles their conference registration. It was mentioned to possibly increase the cancellation fee to help cover the expenses. Ms. Roesler said the NCACC will host a webinar with instructions for Clerks and for Commissioners who make their own registrations. They will also try to combine some of the previous "special" tickets into the registration fee to minimize the transactions; however, they will keep the banquet ticket separate. It was also suggested to create a modification fee to help cover costs.

President Barger thanked Patrice Roesler, as well as Amy Bason, General Counsel for the NCACC, for helping our Association.

Update on 2014 Annual Conference

Ann Clark, Immediate Past President from Ashe County, who is co-hosting the 2014 Annual Conference with Watauga County, gave an update on the impending conference. Ann passed along that Anita Fogle, Watauga County Clerk is excited about helping to co-host. The dates of the conference are March 27-29, 2014 and will be held at the Meadowbrook Inn (across from Chetola) in Blowing Rock. The block of rooms will be open February 1.

New Business

Proposed Amendments to Bylaws Clerk and Deputy Job Descriptions

President Barger said that Jeanette Deese was looking through the bylaws and noticed that our North Carolina certifications were not listed. President Barger submitted the proposed revisions (see below) which will be voted on in March.

JOB DESCRIPTIONS

CLERK TO THE BOARD OF COUNTY COMMISSIONERS FOR THE STATE OF NORTH CAROLINA

Special Requirements

Must be a certified notary public or have the ability to obtain certification. Must be willing to attend and successfully complete courses at the Institute School of Government (SOG) of The University of North Carolina at Chapel Hill that apply toward certification by either the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk, or the SOG as a North Carolina Certified County Clerk. Be willing, once certified, to meet the requirements for entry into IIMC's Master Municipal Clerks Academy and progress toward receiving the Master Municipal Clerk designation, or meet the requirements for obtaining the SOG's North Carolina Master County Clerk designation.

DEPUTY CLERK TO THE BOARD OF COUNTY COMMISSIONERS

Special Requirements

Must be a certified notary public or have the ability to obtain certification. Must be willing to attend and successfully complete courses at the Institute School of Government (SOG) of The University of North Carolina at Chapel Hill that apply toward certification by either the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk, or the SOG as a North Carolina Certified County Clerk. Be willing, once certified, to meet the requirements for entry into IIMC's Master Municipal Clerks Academy and progress toward receiving the Master Municipal Clerk designation, or meet the requirements for obtaining the SOG's North Carolina Master County Clerk designation.

Other Business/Announcements

President Barger stated she was pleased to announce that Tory Frink from Alamance County and Paula Seamster from Caswell County will co-host the 2015 Annual Clerks Conference in Alamance County in 2015.

President Barger spoke regarding the upcoming retirement of SOG Professor Fleming Bell stating that it came quicker than we thought it would and she would like to discuss some way of honoring him. President Barger stated the Executive Committee discussed various ideas, but

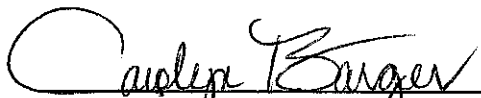
the Association's funds, even though we have a good balance, are for continuing education. She proposed that the Association honor him at our Annual Conference in March and have him as our guest along with his wife at the expense of the Association for Friday and Saturday. The Executive Committee has proposed to present him with a proclamation and a plaque from the Association during the banquet.

President Barger reported she talked with the UNC SOG about creating an endowment; however, this option was very costly. She stated the Executive Committee recommends renaming the annual Clerks Association scholarships in Fleming's name rather than the Association providing a scholarship through the SOG. The Executive Committee discussed amending the bylaws to rename our annual scholarships to the "A. Fleming Bell, II Scholarship" and expanding it to include an additional \$50 for mileage and meals.

Maria Hass made a motion to amend the bylaws to rename our Association's annual scholarship to the A. Fleming Bell, II Scholarship and expanding it to include an additional \$50 for mileage and meals. Jason Robinson seconded, motion passed unanimously.

Adjournment

With there being no further business to come before the Association, President Barger declared the meeting adjourned at 2:48 pm.



Carolyn Barger, President



Julie J. Bennett, Director

Date approved: 3-29-14