

North Carolina Association of County Clerks
Business Meeting
Sheraton Imperial Hotel and Convention Center
Imperial Rooms 6 & 7
Research Triangle Park, North Carolina
January 22, 2015
3:30 pm

The North Carolina Association of County Clerks held a Business Meeting at 3:30 pm on January 22, 2015 at the Sheraton Imperial Hotel and Convention Center, Imperial Rooms 6 & 7, Research Triangle Park, 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

Directors Present

Penny Owens	Director, Tyrrell County
Karen Evans	Director, Alleghany County
Michelle Parker-Evans	Director, Durham County
Jason Robinson	Director, Yancey County
Laura Williams	Director, Moore County

Also Present

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

Call to Order

President Kristen King convened the meeting at 3:30 pm and welcomed everyone in attendance.

Invocation

Vice-President Paula Woodard delivered the invocation.

Paula encouraged the membership to pray for Surry County Clerk Conchita Atkins. Her husband fell and is in the hospital.

She also asked the group to pray for Anson County Clerk Bonnie Huntley following the death of her mother.

Lastly, the group was asked to pray for Columbus County Clerk June Hall who remains at the Brian Center in Durham.

Introductions

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

Lisa Gentri	Chatham County
Lindsay Ray	Chatham County
Trey Allen	UNC-SOG
Maria Haas	Cherokee County
Janice Evans	Nash County
Angela Stacks	Gaston County
Donna Buff	Gaston County
Debbie Harris	Davidson County
Kay Draughn	Burke County
Melissa Pedersen	Pender County
Debra Ivey	SW-COG
Angie Winchester	Jackson County
Denise Hogan	Wake County
Maria Edwards	Bladen County
Beth Fehrmann	Polk County
Tory Frink	Alamance County
Vickie King	Lenoir County
Karen Evans	Alleghany County
Penny Owens	Tyrrell County
Candice White	Cumberland
Kathy Hughes	Buncombe County
Stacey Woody	Buncombe County
Terry Watson	Henderson County
Heather Norris	Onslow County
Barbara Morris	Catawba County
Ann Clark	Ashe County
Barbara McCoy	Ashe County
Leeann Walton	Currituck County
Trisha Hogan	Transylvania County
Gina Wheeler	Harnett County
Ann Kurtzman	Scotland County
Lois Stotesberry	Hyde County
Margie Stephenson	Brunswick County
Lynn West	Union County
Marcia R. Wilson	Wayne County
Gaynell Lee	Lee County
Retha Gaither	Iredell County
Michelle Parker-Evans	Durham County
Monica Toomer	Durham County
Dana Cuddington	Johnston County
Jason Robinson	Yancey County
Gwen Bryan	Craven County
Debra Weary	Granville County

Brenda B. Reaves	Person County
Laura Williams	Moore County
April Crotts	Cleveland County
Henry Earle	Cleveland County
Kimberly Hines	Pitt County
Paula Woodard	Johnson County
Kristen King	Franklin County
Julie J. Bennett	Washington County

Approval of Minutes

Maria Haas, Cherokee County Clerk, made a motion to approve the August 15, 2014 Business Meeting minutes as written. Penny Owens, Tyrrell County Clerk, seconded, motion passed unanimously.

Approval of Treasurer's Report

Kimberly Hines, Treasurer, distributed the Treasurer's Report for the period of August 13, 2014 – December 10, 2014 which listed a balance of \$10,252.65 in interest checking, \$54,876.42 in the money market account and \$85.19 in the share account for a total of \$65,214.26

Jason Robinson, Yancey County Clerk, made a motion to approve the Treasurer's Report as submitted for the period of August 13, 2014 – December 10, 2014. Maria Haas, Cherokee County Clerk, seconded, motion passed unanimously.

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

Beginning Balance	13-Aug-14	\$ 9,731.36	\$ 9,731.36
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Receipts:

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
Total Receipts			\$ 5,489.93 \$ 5,489.93
			\$ 15,221.28

Disbursements:

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 - NewBarn 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)
Total Disbursements			(\$3,867.63) (\$3,867.63)
Balance			\$ 11,353.65

Bank Balance - December 10, 2014

Interest Checking	\$ 10,252.65
Money Market	\$ 54,876.42
Share Account	\$ 85.19
	<u>\$ 65,214.26</u>

Reconciled Bank Balance w/ transactions through December 10, 2014:

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

*see attachment

December 10, 2014 bank statement does not include:

• Deposit made on 12/29/2014	\$2,350.00
• Outstanding check #1277	\$1,250.00
Difference of:	\$1,100.00

Calendar Year 2014 - All Accounts/Category

Date	Account Name	Category	Income	Interest	Dividend	Capital Gain	Real Estate	Other	Charitable	Retirement	IRA	529	Other	Conf
1/1/2014	Bank of America	Checking	1,200.00											
1/15/2014	Bank of America	Checking	1,200.00											
2/1/2014	Bank of America	Checking	1,200.00											
2/15/2014	Bank of America	Checking	1,200.00											
3/1/2014	Bank of America	Checking	1,200.00											
3/15/2014	Bank of America	Checking	1,200.00											
4/1/2014	Bank of America	Checking	1,200.00											
4/15/2014	Bank of America	Checking	1,200.00											
5/1/2014	Bank of America	Checking	1,200.00											
5/15/2014	Bank of America	Checking	1,200.00											
6/1/2014	Bank of America	Checking	1,200.00											
6/15/2014	Bank of America	Checking	1,200.00											
7/1/2014	Bank of America	Checking	1,200.00											
7/15/2014	Bank of America	Checking	1,200.00											
8/1/2014	Bank of America	Checking	1,200.00											
8/15/2014	Bank of America	Checking	1,200.00											
9/1/2014	Bank of America	Checking	1,200.00											
9/15/2014	Bank of America	Checking	1,200.00											
10/1/2014	Bank of America	Checking	1,200.00											
10/15/2014	Bank of America	Checking	1,200.00											
11/1/2014	Bank of America	Checking	1,200.00											
11/15/2014	Bank of America	Checking	1,200.00											
12/1/2014	Bank of America	Checking	1,200.00											
12/31/2014	Bank of America	Checking	1,200.00											

CHANGES REFLECTED, IS PROVIDED FROM 2/27/2013 TO 12/28/2014. SIMPLE'S W/ P&L INCREASE

Calendar Year 2014 JET Account Activity

A/C	DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE	CHQ #	ANNUAL DEDUCTION	MONTHLY AMOUNT	DEBIT	CREDIT	BALANCE	DEBIT	CREDIT	BALANCE	DEBIT	CREDIT	BALANCE
45																	
46	01/01/14	OPENING BALANCE															
47	01/01/14	CONTRIBUTION															
48	01/01/14	CONTRIBUTION															
49	01/01/14	CONTRIBUTION															
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99	01/01/14	CONTRIBUTION															
100	01/01/14	CONTRIBUTION															

Checking account reconciled from JET account to 12/31/2014. Balance is \$1,120.00.

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

Date	Category Name:	Interest Received	Deposits	Withdrawals
1/1/2014	Opening Balance		\$4,340.81	
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	
CY2014 Total	Dividends	\$535.61	\$54,876.42	

Name: Kimberly W. Hines, CMC, NCCCC
Title: NCACC Treasurer
Date: January 22, 2015

**NC Association of County Clerks
Calendar Year 2014 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	
CY2014 Total			\$85.19	

Name: Kimberly W. Hines, CMC, NCCC
Title: NCACC Treasurer
Date: January 22, 2015

Items of Business

2015 Annual Conference Update

Tory Frink, Alamance County Clerk stated Trey Allen, UNC-SOG is expected to approve the final conference agenda today. Tory reminded everyone the event is scheduled for March 26 – 28, 2015 at the Ramada Inn in Burlington.

2016 and 2017 Annual Conference Volunteers Discussion

President King stated Julie Wand, Onslow County Clerk, had offered to host the 2016 Annual Conference. A concern, however, is an 11 mile drive from the hotel to the conference center. President King said the Executive Committee discussed the concern earlier in day and felt the association would need to step outside the box in order to be able to visit some of our other (rural) counties that may not have large facilities in which the hotel and conference center are within the same location.

Karen Evans, Alleghany County Clerk, said there will be a similar situation in Surry/Alleghany for the 2017 Annual Conference where the conference meeting space will not be located at the hotel. Karen said she will examine transportation, such as the availability of shuttles.

Clerk License Plates Discussion

President King said having license plates with the Clerk distinction on them is something that has been in discussion for many years and only 55 clerks statewide (including municipal clerks) have expressed interest in the plates. She said in order to get the personalized license plates there must be 300 interested individuals. President King said the Municipal Clerks were expected to vote down the project at its business meeting but didn't feel the NCACC needed to take any action to discontinue pursuit of the plates. President King understood those who did apply for the plate will have their money refunded.

Trisha Hogan, Transylvania County Clerk, thought the distinctive plate was a good idea, but with the special plate comes costs and possible security risks. She asked if the clerks would consider a decal instead but no further discussion ensued.

The consensus of the group was to discontinue a pursuit of the specialized plates.

UNC-SOG Clerk Fee

Trey Allen, UNC-SOG, spoke about the UNC-SOG keeping track of clerks transcripts. The Municipal Clerks Association has been paying a fee to have theirs tracked; however, the NCACC has not. The cost is an additional \$15 fee per person for regionals and annual conferences. President King said that we will have to start charging an additional \$15 for our registration fees for regionals and conferences. The Association's bylaws will need to be amended and a vote taken at the annual spring conference. Trey will talk to Carla Stowe (UNC-SOG) and see how the charge from UNC-SOG is billed.

Kathy Hughes, Buncombe County Clerk, also mentioned there is a \$35 for recertification fee for the NCCCC.

Mentor Program Project Update

President King stated the Chair of the Professional Development Committee, Marion Thompson, Martin County Clerk was unable to be here today. President King noted some of the mentors have retired in the last month or so, so new mentors will need to be appointed to work with our new clerks. President King reminded everyone the Professional Development Committee created a document for new clerks that is useful for veteran clerks as well. The document can be found on the North Carolina Association of County Clerks web page at:
<http://www.nccountyclerks.org/Portals/0/Documents/Helpful%20Information%20For%20New%20Clerks%20and%20Deputy%20Clerks.pdf>

Susan J. Banks Scholarship

President King reminded everyone of the \$5,000 scholarship from Wake County Commissioners given to our Association in Susan J. Banks' name. The goal is for one Banks' scholarship per year that will cover registration and IRS mileage for a Clerk to attend the Annual Conference. President King asked Denise Hogan, the new Wake County Clerk to let Wake County Commissioners know how much the gesture is appreciated by the Association.

Ann Kurtzman, Scotland County Clerk, asked if Wake County will be notified of scholarship recipients. President King said Wake County requested a copy of our Treasurer's report once a year which will include scholarship information.

Certification Discussion

Kathy Hughes, Buncombe County Clerk, stated that the Association has had a few Clerks recertified. Kathy noted that each Clerk will receive a notification when their recertification period is approaching and what steps they need to take. Kathy gave thanks to Marcia Wilson, Wayne County Clerk and others for their work on the certification/recertification program.

Membership Update

President King noted Conchita Atkins, Surry County Clerk and Chair of the Membership Committee was unable to attend today's meeting. President King reminded everyone that NCACC membership is \$50 and due at the end of March.

Clerk's Reference Guide

Michelle Parker-Evans, Durham County Clerk is in charge of the Clerk's Reference Guide. She said she plans to make the document into a MS Word document so that it can be placed on the Association website. President King thanked Michelle for taking over this project since Deb Gore, Brunswick County Clerk, retired.

Clerk's Directory

Ann Kurtzman, Scotland County Clerk, said the next update for the Clerk's Directory will be at the end of March and mentioned Clerks can send her new information or pictures at any time. During this year's Annual Conference, a photographer is being arranged in order to take head shots of the Clerks attending for use in the directory. The charge for the photographer will be \$300.

Other Business/Announcements

- 2015 Fall Regional Workshops:
 - ❖ Western Burke County
 - ❖ Piedmont Davidson County
 - ❖ Eastern Martin County

- 2016 Annual Conference---possibly Onslow County
2017 Annual Conference—Surry County/Alleghany County

- 2015 IIMC Clerks Certification Institute:
 - ❖ February 9 – 13, 2015
 - ❖ May 18 – 22, 2015
 - ❖ August 24 – 28, 2015
 - ❖ October 26 – 30, 2015

President King thanked everyone for all the committees that they serve on.

Adjournment

Brenda Reaves, Person County Clerk made a motion to adjourn the meeting. Penny Owens, Tyrrell County Clerk seconded, motion passed unanimously. With no further business to come before the Executive Committee, President King declared the meeting adjourned at 4:20 pm.

Kristen G. King
Kristen G. King, President

Julie J. Bennett
Julie J. Bennett, Secretary

Date approved: 3/28/15