

**North Carolina Association of County Clerks
Business Meeting
Benton Convention Center, Winston-Salem, NC
August 12, 2016
11:00 A.M.**

The North Carolina Association of County Clerks held a Business Meeting at 11:00 A.M. on August 12, 2016, at the Benton Convention Center, Winston-Salem, North Carolina.

Officers Present

Julie J. Bennett	President, Washington County
Kimberly W. Hines	Vice President, Pitt County
Laura M. Williams	Secretary, Moore County
V. Michelle Parker-Evans	Treasurer, Durham County
Paula G. Woodard	Immediate Past-President, Johnston County

Directors Present

Penny Owens	Director, Tyrrell County
Jason Robinson	Director, Yancey County
Donna Buff	Director, Gaston County
Trisha Hogan	Director, Transylvania County
Julie Wand	Director, Onslow County

Call to Order

President Julie Bennett, Washington County, convened the meeting at 11:00 A.M.

Invocation

Vice-President Kimberly Hines delivered the invocation.

Introductions

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

Donna Buff	Gaston County
Paula Woodard	Johnston County
Kristen King	Franklin County
Retha Gaither	Iredell County
Trisha Hogan	Transylvania County
Robin Keller	Guilford County
Lynn Wilson	Davidson County
Debbie Harris	Davidson County
Bonnie Huntley	Anson County
Denise Hogan	Wake County
Yvonne Gilyard	Wake County
Amanda Varner	Randolph County

Ann Clark	Ashe County
Penny Owens	Tyrrell County
Jason Robinson	Yancey County
Julie Wand	Onslow County
Heather Norris	Onslow County
Rachel Hammer	Carteret County
Cindy Turbyfill	Avery County
Cheryl Mitchell	McDowell County
Marcia Wilson	Wayne County
Gaynell Lee	Lee County
Marion Thompson	Martin County
Tanya Gentry	Yadkin County
Michelle Parker-Evans	Durham County
Julie Bennett	Washington County
Kimberly Hines	Pitt County
Laura Williams	Moore County

Approval of Minutes

Donna Buff made a motion, seconded by Kristen King, to approve the April 15, 2016, Business Meeting minutes as written. The motion passed unanimously.

Approval of Treasurer's Report

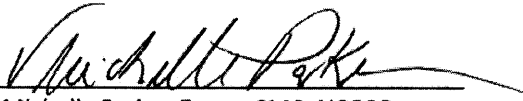
Treasurer Michelle Parker-Evans distributed the Treasurer's Report through August 1, 2016, which listed a balance of \$12,528.18 in interest checking, \$66,839.96 in the money market account and \$5,049.73 in the share account for a total \$84,179.87.

Trisha Hogan made a motion, seconded by Paula Woodard to approve the Treasurer's Report as submitted through August 1, 2016. The motion passed unanimously.

Bank Balance – August 1, 2016

Interest Checking	\$12,528.18
Money Market	\$66,839.96
Shares	<u>\$ 5,049.73</u>

Reconciled Bank Balance with Transactions through August 1, 2016	\$84,179.87
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V. Michelle Parker-Evans, CMC, NCCCC
Treasurer/Durham County Clerk

NC Association of County Clerks Calendar Year 2016 Checking Account Activity					
Date	Category Name:	Receipts	Debits	Explanation	
1/1/2016	Opening Balance	\$8,200.04			
1/4/2016	Deposit	\$550.00			Dues Received
1/12/2016	Deposit	\$1,400.00			Dues Received
1/13/2016	Susanne Gaddis (ch # 1315)		(2,500.00)		50% of speaking fee for annual conference
1/14/2016	Deposit	\$250.00			Dues Received
1/19/2016	Country Gardens Florist (ch # 1316)		(52.04)		arrangement for Paula Woodard (surgery)
1/25/2016	Deposit	\$600.00			Dues Received
1/20/2016	Bank Fee		(1.00)		SECU foundation
1/20/2016	Dividend earned	\$2.13			interest
2/4/2016	Deposit	\$400.00			Dues Received
2/11/2016	UNC SOG (ch # 1317)		(870.00)		Fees for Training Services for Regional Academies
2/16/2016	Deposit	\$600.00			Dues Received
2/15/2016	Bank Fee		(1.00)		SECU foundation
2/15/2016	Deposit	\$1.52			interest
2/25/2016	Jones, Brady & Co., CPAs (ch# 1318)		(450.00)		tax prep for year ending 12/31/2015
2/29/2016	Deposit	\$300.00			Dues Received
3/7/2016	Paula Woodard (ch # 1319)		(203.31)		reimbursement for frames, mats, certificates
3/8/2016	Deposit	\$150.00			Dues Received
3/9/2016	Angel Roses Florist (ch # 1320)		(61.25)		flower for Michelle Parker-Evans
3/10/2016	Ivy Garden Florist (ch # 1321)		(53.38)		flower for Julie Bennett
3/10/2016	Orange Co. (ch# 1322)		(50.00)		refund Donna Baker's dues (paid twice)
3/11/2016	Deposit	\$355.00			conf. reg. & member dues
3/18/2016	Deposit	\$7,400.00			conf. reg., conf. vendor reg., & member dues
3/15/2016	Bank Fee		(1.00)		SECU foundation
3/15/2016	Dividend earned	\$1.74			interest
3/24/2016	Deposit	\$300.00			Dues Received
3/29/2016	Paula Woodard (ch # 1323)		(166.23)		reimbursement for gift cards Julie Wand & Justin -Rowan Co.
4/6/2016	Deposit	\$355.00			dues and conference registrations received
4/6/2016	The Trophy House (ch # 1324)		(719.41)		plaques/nameplates for annual banquet
4/8/2016	Caldwell County (ch# 1325)		(310.00)		reimbursement - A. Triplett conference registration fees
4/11/2016	Julie Bennett (ch# 1326)		(100.00)		reimbursement for presiden't gift
4/11/2016	The Trophy House (ch # 1327)		(21.40)		nameplates for annual banquet
4/12/2016	Kristen King (ch# 1328)		(149.96)		reimburse for scrapbook
4/13/2016	Deposit	\$278.00			Conference guest tickets
4/13/2016	Deposit	\$4,748.00			Conference registration fees & \$50 member dues
4/13/2016	Deposit	\$50.00			Dues Received
4/13/2016	The Flame Catering (ch # 1329)		(2,274.15)		annual conference banquet
4/13/2016	Daniel Normile (ch # 1330)		(700.00)		band for annual banquet
4/15/2016	Mission BBQ (ch #1331)		(819.05)		lunch for conference (Friday, April 15, 2016)
4/19/2016	Bank Fee		(1.00)		SECU foundation
4/19/2016	Dividend earned	\$3.99			interest
4/21/2016	Deposit	\$538.00			Conf registration fees - Julie Bennett (Washington County)
4/21/2016	Deposit	\$310.00			Conf registration fees - Trish Hogan(Transylvania County)
4/21/2016	Deposit	\$210.00			Conf registration fees - Carmen Miracle and Rose Marshburn
4/21/2016	Deposit	\$10.00			Conf registration fees - Carolyn Barger - Balance due
4/21/2016	Deposit	\$18.00			Conf registration fees - Michelle Parker-Evans - Balance due
4/21/2016	Deposit	\$18.00			Conf registration fees - Penny Owens - Balance due
4/21/2016	Deposit	\$30.00			Conf registration fees- Dena Cook (Banquet fee)
4/21/2016	Deposit	\$30.00			Conf registration fees - Cheryl Mitchell - Banquet fee
4/21/2016	Deposit	\$5.00			Conf registration fee - Rachel Hammer - Balance due
4/21/2016	Awards Gallery (ch#1332)		(101.41)		NC State Plaque - Clerk of the Year
4/21/2016	Communications Doctor (ch#1333)		(2,731.41)		Conference Speaker final payment and expenses
4/22/2016	Pitt County Government (ch# 1334)		(433.15)		Reimbursement for conference fees for Kim Hines (door prize)
5/6/2016	Deposit	\$105.00			Conf registration fees - Angelica Hall - Balance due
5/6/2016	Deposit	\$105.00			Conf registration fees - Lois Stotesberry - Balance due
5/6/2016	Michael Horne Florist (ch#1335)		(57.78)		Flowers sent to Bonnie Huntley - Bereavement
5/16/2016	Bank Fee		(1.00)		SECU foundation
5/16/2016	Dividend earned	\$2.93			interest
5/17/2016	Onslow County Government (#1336)		(1,878.15)		Reimbursement for Annual Conference expenses
5/25/2016	Carmen's Flowers (#1337) - (VOID)				Flowers sent to Laura Williams - Bereavement
5/25/2016	Deposit	\$105.00			Conf registration fees - Amanda Varner - balance due

5/31/2016	Pitt County Government (ch# 1338) (VOID)			Reimbursement for flowers sent to Laura Williams - Bereavement
6/10/2016	Pitt County Government (ch#1339)		(63.38)	Replacement for check #1338 which never arrived to Pitt County
6/15/2016	Ivy Garden Florist (ch #1340)		(58.72)	Flowers sent to Penny Owens - Bereavement
6/15/2016	Bank Fee		(1.00)	SECU foundation
6/15/2016	Dividend earned	\$2.64		interest
6/17/2016	Washington County (ch #1341)		(79.63)	Reimbursement for conference supplies
7/20/2016	Bank Fee		(1.00)	SECU foundation
7/20/2016	Dividend earned	\$3.00		interest
	Totals	\$27,437.99	(\$14,910.81)	
		Balance	\$ 12,527.18	
Name:	V. Michelle Parker-Evans, CMC, NCCCC			
Title:	Treasurer/Durham County Clerk			
Date:	8/1/2016			

**NC Association of County Clerks
Calendar Year 2016 Money Market Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawals
1/1/2016	Opening Balance		66,442.95	
1/20/2016	Dividend	\$65.46	\$65.46	
2/15/2016	Dividend	\$47.26	\$47.26	
3/15/2016	Dividend	\$52.76	\$52.76	
4/19/2016	Dividend	\$63.73	\$63.73	
5/16/2016	Dividend	\$49.20	\$49.20	
6/15/2016	Dividend	\$54.71	\$54.71	
7/20/2016	Dividend	\$63.89	\$63.89	

CY2016 Total	Dividends	\$397.01	\$66,839.96
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Name:	V. Michelle Parker-Evans, CMC, NCCCC
Title:	Treasurer/Durham County Clerk
Date:	8/1/2016

CLUB: 81004

**NC Association of County Clerks
Calendar Year 2016 Share Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawal
1/1/2016	Opening Balance		\$5,027.22	
1/20/2016	Dividend	\$3.72	\$3.72	
2/15/2016	Dividend	\$2.68	\$2.68	
3/15/2016	Dividend	\$2.99	\$2.99	
4/19/2016	Dividend	\$3.61	\$3.61	
5/16/2016	Dividend	\$2.79	\$2.79	
6/15/2016	Dividend	\$3.10	\$3.10	
7/20/2016	Dividend	\$3.62	\$3.62	

CY2016 Total			\$5,049.73	
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Name: V. Michelle Parker-Evans, CMC, NCCCC
Title: Treasurer/Durham County Clerk
Date: 8/1/2016

Items of Business

Program Committee Update

Vice President Kimberly Hines reviewed information for upcoming educational events and asked that any topic ideas for these events be emailed to her.

2017 Annual Conference Update

President Julie Bennett said that the 2017 annual conference would be held in Cleveland County in April and more information would be sent as soon as possible.

Conference Dates – Bylaws Amendment

President Bennett reviewed a proposed bylaws amendment which would authorize the Site Selection Committee, in consultation with the Executive Committee, to choose the days on which the annual conference would be held, rather than requiring the conference to be held on Thursday through Saturday each year. This change would give more flexibility for rural counties where venues were limited and quickly booked.

Donna Buff made a motion, seconded by Paula Woodard, to approve the amendment as presented. The motion passed unanimously.

SUGGESTED CHANGE TO NCACC BYLAWS

July 11, 2016

(to be presented for a vote at the NCACC Business Meeting on August 12, 2016)

Current bylaw:

Conference Dates

The traditional date for the Annual Spring Conference is during the months of March or April. The conference begins on a Thursday afternoon and ends Saturday evening. In selecting the date, care must be taken to avoid conflicts with other meetings of the School of Government, NCACC, holidays, and organized functions involving Clerks.

Proposed changes to bylaw:

Conference Dates

The traditional date for the Annual Spring Conference is during the months of March or April. The Executive Committee will be consulted by the Site Selection Committee which includes the host of the Annual Conference before setting the days of the meeting (i.e. beginning on Wednesday and ending Friday evening or beginning on Thursday and ending Saturday evening). In selecting the date, care must be taken to avoid conflicts with other meetings of the School of Government, NCACC, holidays, and organized functions involving Clerks.

Current bylaw:

Conference Facilities

The hotel/motel facility selected for the conference must generally meet the following requirements: (a) A block of sufficient sleeping rooms and two suites; (b) One meeting room, and (c) Separate space from the meeting rooms for three meal functions including a Thursday reception, a Friday luncheon and a Saturday reception and banquet.

Proposed changes to bylaw:

Conference Facilities

The hotel/motel facility selected for the conference must generally meet the following requirements: (a) A block of sufficient sleeping rooms and two suites; (b) One meeting room, and (c) Separate space from the meeting rooms for three meal functions including a ~~Thursday~~ luncheon or reception on the first day of the conference, a ~~Friday~~ luncheon on the second day and a ~~Saturday~~ reception and banquet on the last evening.

NCCCC Certification Amendment

President Bennett reviewed that recommendation had been received to amend the NC Certified County Clerk Program language in the bylaws to clarify some of the processes, etc. about which there had been questions. She asked everyone to review the proposed changes, which would come before the Association for a vote in January. President Bennett said those with questions could contact her or the Certification Committee.

NORTH CAROLINA CERTIFIED COUNTY CLERK PROGRAM

OVERVIEW

The North Carolina Certified County Clerk program is a voluntary certification program for North Carolina County Clerks, which was initiated under the sponsorship of the North Carolina Association of County Clerks and in cooperation with the School of Government at the University of North Carolina at Chapel Hill and the North Carolina Association of County Commissioners. This program is designed as an alternative to the Certified Municipal Clerk and Master Municipal Clerk program sponsored by the International Institute of Municipal Clerks; however, county clerks will still have the option of participating in the IIMC programs.

The program evolved from the realization that North Carolina County Commissioners may place greater value on a state certification program, which is tailored specifically to North Carolina counties.

OBJECTIVES

The primary objective of this program is to professionalize the office of County Clerk by:

- Establishing a minimum level of competence;
- Establishing a method of measuring the knowledge of statutory and general duties and responsibilities and the administrative and managerial competence of the county clerks of the state;
- Recognizing professional achievement through the award of certification;
- Maintaining focus on training/development that is germane to North Carolina issues for the first level of certification;
- Broadening areas of focus to include more generalized professional and management training/development for advanced levels of certification.

Its secondary objective is to provide for more efficient and effective performance of their duties by the County Clerks of the State of North Carolina.

CRITERIA FOR CERTIFICATION

To qualify as a North Carolina Certified County Clerk through the North Carolina Association of County Clerks Accreditation program, a candidate must be a member of the North Carolina Association of County Clerks and must meet the criteria outlined in one of the following categories:

1. Have successfully completed all of the course requirements of the IIMC Clerks' Certification Institute at the School of Government, including completing the Institute's written examinations with passing scores; or
2. Have a minimum of three (3) years of experience as a full-time county clerk, deputy county clerk, COG secretary or NCACC executive assistant and complete and pass the written examinations given at the IIMC Clerks' Certification Institute; or
3. Have previously received the Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks; or
4. Have successfully completed the Municipal and County Administration Course at the UNC School of Government.

The certification examination shall be administered at least once annually by the School of Government, University of North Carolina at Chapel Hill. The subject areas will be determined by the Accreditation Board of Review in consultation with the School of Government liaison.

AWARD AND RECOGNITION

Upon completion of the IIMC Clerks' Certification Institute written exam, an application (found online~~(add to website and could add link in this file)~~) will need to be completed and returned with the fee of \$65 to the Chair of the State Association Certification Committee. The fee covers the UNC SOG framed North Carolina Certified County Clerk certificate. The **North Carolina Certified County Clerk program certificates will be presented to the recipients at the annual City and County Clerks' School, which is held in January of each year.**

The Association will incur the costs of and present **a North Carolina Certified County Clerk name plate and pin will be presented to the recipients at the annual conference of the North Carolina Association of County Clerks.**

RECERTIFICATION & ADVANCEMENT

Designation as a NCCCC requires recertification every 3 years. An application must accompany proof of membership in good standing in the North Carolina Association of County Clerks (NCACC) and completion of 60 hours of continuing education and/or service as follows:

- Continuing education as documented by the NC School of Government transcript (including MMC Academies; Clerks' Regional Academy; Annual Clerk's School of Government and Annual Conference Academies);
- Registration and attendance at NC Association of County Commissioner conferences (3 hours per conference—must have proof of registration)
- Registration and attendance at National Association of Counties Conference (3 hours per conference—must have proof of registration)
- Registration and attendance at a conference or class of an affiliate association or one approved by the School of Government (3 hours per conference—must have proof of registration/completion)
- Service as a member of the Executive Board for the NCACC (4 hours for each year served)
- Service as Chair of a NCACC committee (2 hours for each year served)
- Other educational opportunities as approved by the Certification Committee (*documentation can be submitted at time of application for recertification*)

The three year recertification period begins on January 1 of the year the recipient is scheduled to receive their certification. *Certificates will be dated January 1 of the year the certificate is presented.*

Application and payment for recertification must be received by the Chair of the State Certification Committee on or before January 31 of their year of recertification. Failure to submit a complete application could result in loss of certification. Exceptions to this policy will be reviewed by the Executive Committee of the NCACC on a case by case basis.

Clerks who have maintained their NCCCC certification for at least 6 years may apply for status as North Carolina Master County Clerk (NCMCC).

ADVANCED CERTIFICATION – NCMCC

The North Carolina Master County Clerk certification will require a prerequisite of 6 years as a NC Certified County Clerk and 45 hours of continuing education in addition to the required regular 60 hours that must be obtained within a three-year period. The additional 45 hours may be accrued over time and does not have to be within the three-year period.

Once the master certification is achieved, the advanced certification can be maintained as long as the Clerk accrues the regular 60 hours of continuing education and participation every three years.

An application (found online{add to website and could add link in this file}) will need to be completed for the North Carolina Master County Clerk certification and returned with the fee of \$35 to the Chair of the State Association Certification Committee. The fee covers the UNC SOG unframed North Carolina Master County Clerk certificate.

The Association will incur the costs of and present a North Carolina Certified Master County Clerk name plate and the certificate to the recipients at the annual conference of the North Carolina Association of County Clerks

For more information about this program or the NC Clerk's Association, check out nccountyclerks.org

*** This amendment to NC Clerk Certification Program was approved _____ during Association business meeting in _____.**

Reword first paragraph above-----

The North Carolina Master County Clerk certification will require a prerequisite of 6 years as a NC Certified County Clerk, the required regular 60 hours of continuing education that must be obtained within a three-year period, and an additional 45 hours of continuing education that may be accrued over time and does not have to be within the three-year period.

This amendment to NC Clerk Certification Program was approved _____, 2016, during Association business meeting in _____.

Other Business/Announcements

President Bennett presented the following dates of upcoming events.

2016 Fall Regional Workshops:

- Western – Transylvania County, September 23, 2016
- Eastern – Johnston County, October 14, 2016
- Piedmont – Iredell County, October 21, 2016

2016 Clerks' Certification Institute

- August 29, 2016 – September 2, 2016
- October 24-28, 2016

2017 Annual City and County Clerks' Academy, Durham

- January 18-20, 2017

2017 Annual Conference

- Cleveland County, April 5-7, 2017

2018 Annual Conference

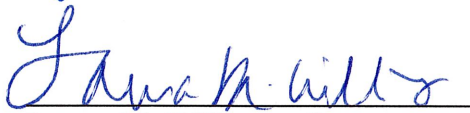
- TBD

Adjournment

Jason Robinson made a motion, seconded by Debbie Harris to adjourn the meeting. The motion passed unanimously. With no further business to come before the Association, President Bennett declared the meeting adjourned at 11:15 A.M.



Julie J. Bennett, President



Laura M. Williams, Secretary

Date approved: 1-20-2017