

**NC ASSOCIATION OF COUNTY CLERKS
BUSINESS MEETING
Sheraton Imperial Resort, Imperial Room 6 & 7
Durham County
Thursday, November 14, 2019
4:15 P.M.**

The North Carolina Association of County Clerks held a Business Meeting at 4:15 P.M. on Thursday, November 14, 2019 at the Sheraton Imperial Resort, Imperial Room 6 & 7, Durham, North Carolina.

Officers Present

Jason Robinson, President – Scotland County
Donna Buff, Vice-President – Gaston County
Trisha Hogan, Secretary – Transylvania County
Debbie Harris, Treasurer – Davidson County

Directors Present

Denise Hogan – Wake County
Lauren Linker – Cabarrus County
Melissa Long – Pender County
Lindsay Ray – Chatham County
Julie Wand – Onslow County

Absent

Laura Williams, Past President – Moore County

Call to Order

President Jason Robinson convened the meeting at 4:15 P.M. and welcomed everyone in attendance.

Invocation

Vice-President Donna Buff offered the invocation.

Introductions

President Robinson called for self-introductions.

Present were:

Trey	Allen,	UNC-SOG
Mary	Anderson-Faison,	Halifax County
Julie	Bennett,	Washington County
Donna	Buff,	Gaston County
Sarah	Call,	Wilkes County
Dena	Cook,	Richmond County
Dana	Cuddington,	Johnston County
Karen	Davis,	Camden County

Maria	Edwards,	Bladen County
Janice	Evans,	Nash County
Jared	Galloway,	Brunswick County
Jennifer	Gamble,	Lee County
June	Hall,	Columbus County
Regina	Hallstock,	Hoke County
Rachel	Hammer,	Carteret County
Debbie	Harris,	Davidson County
Maria	Hass,	Cherokee County
Denise	Hogan,	Wake County
Trisha	Hogan,	Transylvania County
Debra	Ivey,	Southwestern COG
Sonya	Johnson,	Robeson, Lumber River COG
Vickie	King,	Lenoir County
Kristen	King,	Franklin County
Lauren	Linker,	Cabarrus County
Melissa	Long,	Pender County
Gwen	McGougan,	Hoke County
Cheryl	Mitchell,	McDowell County
Phyllis	Nowlen,	Cleveland County
Penny	Owens,	Tyrrell County
Lindsay	Ray,	Chatham County
Jason	Robinson,	Scotland County
Tanya	Smallwood,	Northampton County
Angela	Stacks,	Gaston County
Lois	Stotesberry,	Hyde County
Monica	Toomer,	Durham County
Nathan	Walls,	Surry County
Julie	Wand,	Onslow County
Andrea	White,	Brunswick County
Terry	Wilson,	Henderson County
Paula	Woodard,	Johnston County

Approval of Minutes

Secretary Trisha Hogan submitted the minutes from the August 23, 2019 Business Meeting for approval. **Melissa Long moved to approve the minutes as submitted, seconded by Julie Bennett and unanimously approved.**

Approval of Treasurer's Report

Treasurer Debbie Harris reported that immediately following the Business Meeting in August, the Association was notified by the LGFCU that they would no longer service business accounts effective September 30, 2019. LGFCU considered the Clerks Association to be a business account. The Clerks Association had been notified previously but was informed there would be time to transition. The Executive Committee was consulting with the NCACC at the time we received the letter informing us our

accounts would be closed. For our Association to have a subaccount with the NCACC would cost \$150/month in bank fees. Therefore, the Executive Committee approved transferring the Association's accounts to Civic. Civic is part of the same SECU/LGFCU organization, but it is a completely online banking institution with no brick and mortar facilities. They charge us \$0 in fees. Most importantly, the physical location of a particular banking institution will not be a factor in determining future Treasurers for our Association.

The Treasurer's Report included a close-out of the LGFCU account from September and showed the transfer of funds to the new Civic account and the balance as of October. The report also indicated a transfer of funds from the Civic checking account into the Civic money market account due to the money market having a higher interest rate, leaving a checking account balance of \$10,000. The share account requires a balance of only \$20, so the remaining funds were also transferred to the money market to earn more interest.

Debbie reported that all is working well with Civic. So far, she has found the electronic deposit method to be simple and she keeps detailed records via an excel spreadsheet. Civic suggested the Clerks Association keep on record the physical checks until we are past the point of being audited for a particular year. When the Treasurer starts to receive large batches of checks during the time of membership renewal and annual conference registration, Civic will accept those checks by mail for deposit and cover the shipping costs. In the future, Civic intends to have a method for sending in large batches of checks electronically for deposit. Debbie noted that she gets an email notification when a deposit is made, and she has instant access to the account online.

Civic will be a vendor and possible sponsor at the upcoming annual conference in Cabarrus County.

Debbie noted the change in procedures will require a bylaws' revision which will be proposed for approval in March. She also noted that the transition to the new Treasurer was conducted differently this year. Trisha Hogan, the previous Treasurer, completed all the banking transactions following the annual conference, then she and Debbie spent an afternoon together reviewing the procedures before completely handing off the Treasurer's responsibilities to Debbie. Being an active Treasurer is probably the most difficult position on the Executive Committee, so she would like to propose the same transition and include it as part of the bylaws.

This discussion segued into the Treasurer's Role agenda item. Debbie reported that the League of Municipalities assists the Municipal Clerks Association with their finances. The Executive Committee has been in consultation with the NCACC and they have agreed to help our Association with its finances. Yesterday, the Executive Committee proposed that the Treasurer continue to manage the daily financial activities and the NCACC reconcile our accounts at the end of the month, essentially serving as a second set of eyes over our finances. In addition, the NCACC is allowing the Clerks Association to use their online registration portal for membership renewal and conferences. This should reduce the number of checks the Treasurer will handle because most clerks will use their p-cards for ease of transaction. The NCACC is willing to work with us on a trial basis with no memorandum of understanding or fee-for-service while we determine what works best for both organizations.

President Robinson pointed out the bylaws' revision for the Treasurer's role will be part of the larger bylaws' revision submittal for March. Until then, Debbie requested the membership suspend the rules so that the Association and NCACC can begin working with each other. It also moves the Association into the 21st century with the online registration process for the upcoming conference.


Lindsay Ray moved to accept the Treasurer's Report, seconded by Mary Anderson-Faison and unanimously approved.

President Robinson asked if there were any concerns about the proposals for the Treasurer's role, noting the current bylaws do not allow for much flexibility. If the membership allows for a suspension of the rules, Debbie can begin working with the NCACC on establishing the new procedures; otherwise, it will fall on the new Treasurer who takes office in March 2020.

The comments favored suspending the rules to give the Treasurer more flexibility and allow for an easier transition to the new Treasurer in March.

President Robinson thanked Debbie for all her work in her role as Treasurer to transition our banking and establish new procedures.

Lauren Linker moved to suspend the rules as requested, seconded by Melissa Long and unanimously approved.

<u>Bank Balance:</u>	11/5/2019	
Interest Checking		\$11,808.18
Money Market		\$89,079.91
Share Account		<u>\$20.01</u>
		\$100,908.10
Reconciled with Bank Statements Through	10/31/2019	
		
Deborah J. Harris, MMC, NCMCC		
Treasurer/Davidson County Clerk		

LGFCU End September Per Records:

Checking	\$24,835.56
Money Market	\$68,932.41
Share	\$ 5,129.02
Total	\$98,896.99

Civic New Account:

Checking	\$10,000.00
Share	\$ 20.00
Money Market	\$88,876.99
Total	\$98,896.99

NC Association of County Clerks Calendar Year 2019 Checking Account Activity			Civic Federal Checking Account	
Date	Category Name:	Receipts	Debits	Explanation
9/25/2019	Opening Balance	\$10,000.00		Opening Balance
9/30/2019	Dividend	\$0.25		Interest
10/7/2019	Deposit	\$4,480.00		Regionals (\$4430.00) Membership (\$50.00)
10/7/2019	Montero's Restaurant (Ck# 1001)		(\$1,209.75)	Eastern Regional - Venue & Food
10/7/2019	Pasquotank County (Ck# 1002)		(\$88.76)	Reimbursement - Centerpieces - Eastern Regional
10/16/2019	Scotland County (Ck# 1003)		(\$357.78)	Reimbursement - President Travel to Eastern Regional
10/18/2019	Laura Williams (Ck# 1004)		(\$31.96)	Reimbursement - Shipping Certification Binders to K. Crowell
10/18/2019	Cleveland County (Ck# 1005)		(\$1,287.34)	Reimbursement - Western Regional
10/22/2019	Deposit	\$160.00		Membership (1) Piedmont Regional (2)
10/28/2019	Deposit	\$55.00		Piedmont Regional
10/29/2019	Deposit	\$55.00		Western Regional
10/31/2019	Dividend	\$1.56		Dividend Earned
	Total	\$14,751.81	(\$2,975.59)	
	Balance	\$11,776.22		
	Balance	In Balance		
Name	Deborah J. Harris, Treasurer/Davidson County Clerk			
Date	11/5/2019			

**NC Association of County Clerks
Calendar Year 2019 Money Market Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawals
9/25/2019	Opening Balance		\$88,876.99	
9/30/2019	Dividend	\$32.88	\$32.88	
10/2/2019	Debit - Checks (in error)			(\$11.29)
10/2/2019	Debit - Checks (in error)			(\$16.79)
10/14/2019	Credit - reimb for checks			\$28.08
10/31/2019	Dividend	\$170.04	\$170.04	
CY2019 Total	Dividends	\$202.92	\$89,079.91	

Name: Deborah J. Harris, CMC, NCMCC
 Title: Treasurer/Davidson County Clerk
 Date: 11/5/2019

**NC Association of County Clerks
Calendar Year 2019 Share Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawal
9/25/2019	Opening Balance		\$20.00	
10/31/2019		\$0.01	\$0.01	
CY2019 Total		\$0.01	\$20.01	

Name: Deborah J. Harris, CMC/NCMCC
 Title: Treasurer/Davidson County Clerk
 Date: 11/5/2019

1/15/2019 Greenville Convention Center (Ck. #1056)		(\$2,250.00)	2nd Deposit for 2019 Annual Conference in Pitt Count (mailed to Pitt
1/15/2019 Deposit	\$1,700.00		2019 Membership Fees
1/29/2019 Service Fee		(\$1.00)	SECU Foundation
1/29/2019 Dividend Earned	\$2.47		Interest
1/29/2019 Deposit	\$1,850.00		2019 Membership Fees
2/6/2019 Greenville Convention Center (Ck. #1057)		(\$1,050.00)	2019 Annual Clerks Conference-Screen/LCD Package; Invoice #3134
2/6/2019 Seth Poppe, Violinist (Ck. #1058)		(\$250.00)	2019 Annual Clerks Conference-Live piano and violin background m
2/6/2019 Deposit	\$1,000.00		2019 Membership Fees
2/13/2019 Pasquotank County Government (Ck. #1059)		(\$55.00)	Reimbursement for Lynn Scott, unable to attend Eastern Regional
2/13/2019 Washington County Government (Ck. #1060)		(\$55.00)	Reimbursement for Julie Bennett, unable to attend Eastern Regional
2/13/2019 City of Whiteville (Ck. #1061)		(\$55.00)	Reimbursement for Bonnie Williams, unable to attend Eastern Regional
2/13/2019 Tyrrell County Government (Ck. #1062)		(\$55.00)	Reimbursement for Penny Owens, unable to attend Eastern Regional
2/13/2019 Warren County Government (Ck. #1063)		(\$55.00)	Reimbursement for Paula Pulley, unable to attend Eastern Regional
2/13/2019 Onslow County Government (Ck. #1064)		(\$471.54)	Reimbursement for expenses incurred for Eastern Regional
2/15/2019 Deposit	\$1,175.00		Vendor application fees for 2019 Annual Conference
2/15/2019 Deposit	\$110.00		2019 Eastern Regional
2/15/2019 Deposit	\$200.00		2019 Membership Fees
2/24/2019 Kristen King (Ck. #1065)		(\$151.44)	Reimbursement for purchase of 2018 scrapbook
2/28/2019 Deposit	\$110.00		2019 Eastern Regional (Hyde County "Refer to Maker" check
2/28/2019 Deposit	\$250.00		Vendor application fees for 2019 Annual Conference
2/28/2019 Deposit	\$700.00		2019 Membership Fees
2/28/2019 Hampton Inn Greenville (Ck. #1066)		(\$471.21)	Hotel expenses for Paula Seamster, Caswell Co Clerk, for annual conf
2/26/2019 Service Fee		(\$1.00)	SECU Foundation
2/26/2019 Dividend Earned	\$2.30		Interest
3/13/2019 Pamlico county Government (Ck. #1067)		(\$471.21)	Hotel expenses for Courtney Norfleet, Pamlico Co Clerk, for annual c
3/14/2019 Awards Gallery (Ck. #1068)		(\$101.41)	Invoice #1418, Clerk of the Year Plaque
3/14/2019 Hilton Greenville (Ck. #1069)		(\$5,269.44)	Invoice #'s 384090, 384091, 384095 Food and beverage for annual c
3/14/2019 Cox Floral Expressions (Ck. #1070)		(\$342.94)	Order # 126632 Flower arrangements for banquet during annual co
3/14/2019 Greenville Convention Center (Ck. #1071)		(\$120.00)	Invoice #3134-V, vendor tables at annual conference
3/14/2019 Greenville Convention Center (Ck. #1072)		(\$200.00)	Invoice #3134-B, bartenders for annual conference
3/14/2019 CVD Productions (Ck. #1073)		(\$700.00)	Invoice #2019113, banquet entertainment during annual conference
3/14/2019 Pitt County (Ck. #1074)		(\$539.01)	Reimbursement for Trey Allen's (UNC-SOG) lodging at annual confer
3/15/2019 Deposit	\$875.00		\$600 annual membership dues; \$275 annual conference registration
3/15/2019 Deposit	\$500.00		Vendor application fees for 2019 Annual Conference
3/18/2019 The Perfect Workday Company c/o Mike Collins (Ck. #1075)		(\$750.00)	2019 Annual Clerks Conference-speaker, remaining balance
3/18/2019 Moore County Government (Ck. #1076)		(\$534.49)	Reimbursement for President Laura Williams' hotel expenses at ann
3/18/2019 Pitt County (Ck. #1077)		(\$147.32)	Reimbursement for Mike Collins (Perfect Workday Company) lodgin
3/19/2019 Pitt County (Ck. #1078)		(\$62.01)	Reimbursement for Mike Collins (Perfect Workday Company) lodgin
3/20/2019 Jason Robinson (Ck. #1079)		(\$150.00)	Reimbursement to Vice-President for gift for outgoing President and
3/22/2019 Hilton Greenville (Ck. #1080)		(\$22.00)	Food and beverage for annual conference-coverage, paid at confer
3/22/2019 Davidson County (Ck. #1081)		(\$94.12)	Reimburse for purchase of frames from Hobby Lobby
3/22/2019 Johnny O's Awards (Ck. #1082)		(\$128.10)	Invoice #40939; plaque for President Laura Williams
3/22/2019 Johnny O's Awards (Ck. #1083)		(\$375.76)	Invoice #40940; Clerk certification name plates
3/27/2019 Service Fee		(\$1.00)	LGFCU
3/27/2019 Dividend Earned	\$2.35		Interest
4/5/2019 Deposit	\$7,700.00		Annual conference registrations
4/5/2019 Deposit	\$5,235.00		Annual conference registrations, donation to annual conference, m
4/23/2019 Johnny O's Awards (Ck. #1084)		(\$32.47)	Invoice #41039 - Clerk Certification Name Plate Correction
4/23/2019 Amanda Varner (Ck. #1085)		(\$50.00)	Refund - Membership Dues Paid
4/23/2019 Davidson County (Ck. #1086)		(\$33.67)	Reimb \$23.52 Retiree Frames/\$10.15 Ship Frame to K Hughes
4/23/2019 ImageSoft (Ck. #1087)		(\$225.00)	Refund - Conference Registration Fee - Partial
4/25/2019 Service Fee		(\$1.00)	LGFCU
4/25/2019 Dividend Earned	\$2.49		Interest
5/1/2019 Jones, Brady & Company, CPA's (#1088)		(\$450.00)	Tax Preparation
5/7/2019 Transylvania County (Ck. #1089)		(\$58.85)	Reimbursement - Flowers for J. Goddard's Granmother

5/21/2019 Deposit	\$1,650.00	Annual Conference Registrations
5/24/2019 Lower Cape Fear Hospice (Ck. #1090)		(\$50.00) Donation - Passing of Melissa Long's Grandmother
5/22/2019 Service Fee		(\$1.00) LGFCU
5/22/2019 Dividend Earned	\$2.61	Interest
5/29/2019 Davidson County (Ck. #1091)		(\$10.15) Reimbursement - Shipping Kathy Hughes' Plaque
5/29/2019 New Hanover County (Ck. #1092)		(\$59.92) Reimb - Mailing Certification (Framed and Unframed)
6/10/2019 Deposit	\$550.00	Annual Conference Registrations
6/25/2019 Service Fee		(\$1.00) LGFCU
6/25/2019 Dividend Earned	\$3.48	Interest
7/1/2019 Deposit	\$50.00	Membership Dues
7/2/2019 Transylvania County (Ck. #1093)		(\$12.80) Reimbursement - Sympathy and Congratulations Cards
7/25/2019 Service Fee		(\$1.00) LGFCU
7/25/2019 Dividend Earned	\$3.10	Interest
8/26/2019 Service Fee		(\$1.00) LGFCU
8/26/2019 Dividend Earned	\$3.31	Interest
8/30/2019 Deposit	\$50.00	Membership Dues
9/9/2019 A-1 Awards & Promotions (Ck. # 1094)		(\$352.57) Desk Blocks/Plaques (Inv # 54485 (3 31-18) 59644 (1 11-18)
9/9/2019 Carteret Health Care Found. (Ck. #1095)		(\$50.00) Donation - Passing of Debbie Harris' father-in-law
9/24/2019 Dividend Earned	\$2.88	Interest
Total	\$41,102.99	(\$516,322.43)
Balance	\$24,780.56	
Balance	In Balance	
Name:	Deborah J. Harris, Treasurer/Davidson County Clerk	
Date:	10/2/2019	

**NC Association of County Clerks
Calendar Year 2019 Money Market Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawals
1/1/2019	Opening Balance		\$68,180.67	
1/29/2019	Dividend	\$84.11	\$84.11	
2/26/2019	Dividend	\$78.59	\$78.59	
3/27/2019	Dividend	\$81.50	\$81.50	
4/25/2019	Dividend	\$81.59	\$81.59	
5/22/2019	Dividend	\$76.06	\$76.05	
6/25/2019	Dividend	\$95.89	\$95.89	
7/25/2019	Dividend	\$84.72	\$84.72	
8/26/2019	Dividend	\$90.49	\$90.49	
9/24/2019	Dividend	\$78.80	\$78.80	
CY2019 Total	Dividends	\$751.75	\$68,932.41	

Name: Deborah J. Harris, CMC, NCMCC
 Title: Treasurer/Davidson County Clerk
 Date: 10/2/2019

**NC Association of County Clerks
Calendar Year 2019 Share Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawal
1/1/2019	Opening Balance		\$5,110.09	
1/29/2019	Dividend	\$2.31	\$2.31	
2/26/2019	Dividend	\$1.96	\$1.96	
3/27/2019	Dividend	\$2.03	\$2.03	
4/25/2019	Dividend	\$2.03	\$2.03	
5/22/2019	Dividend	\$1.90	\$1.90	
6/26/2019	Dividend	\$2.38	\$2.38	
7/25/2019	Dividend	\$2.11	\$2.11	
8/26/2019	Dividend	\$2.24	\$2.24	
9/24/2019	Dividend	\$1.97	\$1.97	
CY2019 Total		\$18.93	\$5,129.02	

Name: Deborah J. Harris, CMC/NCMCC
 Title: Treasurer/Davidson County Clerk
 Date: 10/2/2019

Items of Business

Program Committee Update/2020 Annual Conference Update

As Vice-President of our Association, Donna Buff serves as Chair of the Program Committee. She did not have a great deal of information to report since the August meeting; however, she announced the annual conference speaker has been booked – Martha Bryan with Bryan & Bryan Associates. The Program Committee will schedule another conference call soon to finalize planning for the annual conference.

Annual conference cohosts Lauren Linker and Debbie Harris provided an update. The annual conference will be in Cabarrus County at the Great Wolf Lodge on March 25-27, 2020. The hotel rate without waterpark passes is \$79/night and with waterpark passes is \$109/night. With the waterpark pass option, the hotel provides six passes per day per room and they are noted on the billing statement simply as a room charge. The room block is for Tuesday-Friday. The rate for Friday night is \$129/night which is still a discounted rate.

The banquet will be held at the Speedway Club overlooking Charlotte Motor Speedway. Cabarrus County is providing the transportation to the event.

Debbie noted they are planning some extra activities/events for those who might be interested in staying overnight on Friday. There will be lots for both children and adults to do at the Great Wolf Lodge, in addition to being in downtown Concord - near Concord Mills, Charlotte, museums, restaurants, etc. They are expecting a phenomenal conference.

The conference program will include a panel of fellow clerks, including IIMC Region III President Camilla Pittman from Greenville, SC.

Registration packets should be ready by the end of December or early January.

Kristen King pointed out the importance of networking at conferences. Conversations at the conference in Moore County two years ago led to Lauren, a brand-new clerk at the time, and Debbie agreeing to host in 2020. She commented that our conferences have always been great but this one sounds like a step above the rest.

Maria Hass pointed out that to justify staying Friday night the additional networking/teambuilding activities should be included on the agenda. She lives in a far western county, so this is especially important for her. Lauren and Debbie agreed. They felt that personal networking was just as important as the educational piece and wanted clerks to extend their stay.

Debbie noted that changing the banquet to Thursday night last year increased the attendance tremendously. President Robinson concurred and pointed out we had more flexibility on Friday to participate in additional activities. This year's conference was planned around a similar format.

President Robinson informed everyone that as part of our new partnership with the NCACC, we intend to use the annual conference to test the online registration process. The Clerks Association webpage now resides on the NCACC website, so the registration process will be very similar to the NCACC annual conference registration.

Bylaws Handbook Revision – Modernization

Phyllis Nowlen, Chair of the Bylaws Revision Committee, provided an update. She has received several proposals for the bylaws' revisions, particularly around the Treasurer's role to accommodate new procedures. The major goal of this revision is to streamline and modernize the bylaws and allow for more flexibility.

The Executive Committee, as well as Amy Bason, Deputy Director and General Counsel for the NCACC, will be conducting a review of the bylaws. Phyllis intends to send a final draft to President Robinson by mid-February for him to forward to the full membership with the goal of approving the new bylaws at the annual conference in March.

Phyllis thanked everyone who had input in this process. President Robinson expressed appreciation to Phyllis and her team for their work on this revision. The bylaws were written in the mid-1990's and they were in desperate need of an update. There have been small changes since then, but nothing this substantial.

Other Business

Debbie Harris serves as Chair of the Membership Committee. She reported that during its meeting yesterday, the Executive Committee proposed changing the membership period to be in line with the fiscal year. To transition to the new membership period, clerks would be granted an extension of their current membership for the next six months. The membership renewal period would occur July 1-September 30 each year, if approved as part of the bylaws' revision.

Lauren Linker reported she had suggested the change due to other activities going on in the Association during the same time period. (Annual conference registration and membership normally occur at the same time.) This would spread the work out over the calendar year more evenly. The online registration process should ease some of the load as well.

To give an historical perspective, Julie Bennett stated the membership period was originally scheduled during the 1st quarter of the calendar year to ensure the Association had enough funds to pay for the annual conference. This was prior to the Association having a healthy bank account.

Debra Ivey inquired about new clerks wanting to join our Association now. President Robinson felt that new clerks should be able to join our Association now for free, with paid membership beginning in July.

President Robinson concurred with Julie's historical account and noted that it was because of her efforts and those of many others that we do not have to rely on fundraising at this time. The Association is in good shape financially because of them. He called for a motion to extend the current membership period since it is set to begin in January prior to the approval of the bylaws' revision at the annual conference in March.

Kristen King moved to approve moving the membership period to July 1-September 30, seconded by Julie Bennett and unanimously approved.

Lindsay Ray reported that she and Trisha Hogan have been researching cancellation/refund policies (NCACC, UNC-SOG, etc.) for the purpose of including it as a bylaws' addition due to new financial procedures. The proposal will be similar to the NCACC's policy in that the Association will issue a refund of the annual conference registration minus an administrative fee of \$40 and a refund of the regional registration minus a \$10 administrative fee, if the cancellation is made within seven days of the event. This is to recoup the credit card transaction fees. Additionally, within seven days of an event, most of the details like food and speakers have been finalized and we need to ensure the Association is not losing money. Any cancellations for unexpected circumstances occurring within the seven days would have to be approved by the Executive Committee.

President Robinson reported that the IIMC Region III requests information from our Association for their newsletter and invites the President to participate in the regional conference. To his knowledge, our Association has never sent representation to the conferences. Many times, the IIMC forgets about the NC County Clerks because North Carolina is one of few states that has separate organizations for their county and municipal clerks. He would like to attend the IIMC Region III Conference in Orlando in January if allowed. He felt it would be a great opportunity for our Association to be represented. Our bylaws state that the President will be reimbursed for certain expenses, but it does not include the IIMC conferences. This was proposed to the Bylaws Revision Committee Chair to include as one of the revisions. Because the approval will not occur until March, President Robinson asked for consideration of his request.

Vicki King moved to approve President Robinson's request to attend the IIMC Region III conference in Orlando, FL and for the Clerks Association to reimburse registration and travel costs, seconded by Mary Anderson-Faison and unanimously approved.

At the Annual Conference in March, President Robinson will provide a report to the Association on the Regional III conference.

President Robinson reported that the Executive Committee has discussed the possibility of creating a Site Selection Committee/Annual Conference Planning Committee. Rather than a clerk volunteering to host, the new committee would be charged with site selection and planning the event. The workload around planning an annual conference would be spread among the committee members and the event could be held wherever we wanted. This will be included as a bylaws' revision. Julie Bennett noted this change would impact the Outstanding Clerk Point Criteria sheet because the hosting clerk is awarded points. Melissa Long suggested the committee be awarded points based on their committee membership/service and only award points to the "host" county clerk if he/she assists with the planning. Lauren Linker noted

that with her and Debbie Harris cohosting the Annual Conference in 2020, we are already moving in this direction, just without an official committee. She felt there would be time to work out the trickle effects, like the point sheet, but knowing that clerks are willing to help with the planning is a positive. Since the next two years are already planned, it would be the goal to form the committee next year to start planning the 2022 conference. There will be opportunity for further discussion in March.

Announcements

Annual Conference:

- Cabarrus County (cohosted by Davidson County), March 25-27, 2020
- New Hanover County (cohosted by Pender County), April 21-23, 2021, Sunspree Resort/Holiday Inn, Wrightsville Beach

Donna Buff announced she has already received interest from one clerk about hosting the piedmont regional. She asked others to contact her about hosting.

The next Business Meeting will be on March 25, 2020 during the Annual Conference. President Robinson informed everyone to plan for a long meeting because there will be a lot of information to discuss.

Adjournment

There being no further business to discuss, **Phyllis Nowlen moved to adjourn the meeting at 5:30 p.m., seconded by Melissa Long and unanimously carried.**


 Donna Buff, President


 Debbie Harris, Secretary

Date Approved: 8.14.2020