

**North Carolina Association of County Clerks
Business Meeting
LeGrand Center, Shelby, NC
April 6, 2017, 4:30 p.m.**

The North Carolina Association of County Clerks held a Business Meeting at 4:30 P.M. on April 6, 2017, at the LeGrand Center, Shelby, 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 4:35 P.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.

Present were:

Dana Cuddington	Johnston County
Paula Woodard	Johnston County
Lindsay Ray	Chatham County
Susanne Stallings	Chowan County
Penny Owens	Tyrrell County
Conchita Atkins	Surry County
Vickie King	Lenoir County
June Hall	Columbus County
Donna Buff	Gaston County
Terry Wilson	Henderson County
Kathy Hughes	Buncombe County



Denise Miller	Brunswick County
Andrea White	Brunswick County
Dena Cook	Richmond County
Cheryl Mitchell	McDowell County
Brenda Reaves	Person County
Julie Wand	Onslow County
Heather Norris	Onslow County
Debra Ivey	Southwestern COG
Kristen King	Franklin County
Denise Hogan	Wake County
Ann Jones	Pender County
Melissa Long	Pender County
Trisha Hogan	Transylvania County
Gina Wheeler	Harnett County
Shannon Eason	Harnett County
Paula Seamster	Caswell County
Carol Bowden	Wayne County
Monica Toomer	Durham County
Jason Robinson	Yancey County
Retha Gaither	Iredell County
Debbie Harris	Davidson County
Tanya Gentry	Yadkin County
Michelle Parker-Evans	Durham County
Laura Williams	Moore County
Kimberly Hines	Pitt County
Julie Bennett	Washington County

Approval of Minutes

Lindsay Ray made a motion, seconded by Tanya Gentry, to approve the January 19, 2017, Business Meeting minutes as written. The motion passed unanimously.

Approval of Treasurer's Report

Treasurer Michelle Parker-Evans distributed the Treasurer's Report through March 15, 2017, which listed a balance of \$16,182.36 in the interest checking account, \$67,263.49 in the money market account, and \$5,073.71 in the share account, for a total of \$88,519.56.

Jason Robinson made a motion, seconded by Donna Buff to approve the Treasurer's Report as submitted through March 15, 2017. The motion passed unanimously.

Items of Business

Bylaws Amendment – Scholarship Funds

President Bennett reviewed a recommended amendment to the bylaws which would allow for scholarships to be awarded for the Association's regional workshops.



Retha Gaither made a motion, seconded by Julie Wand, to approve the bylaws amendment as presented. The motion passed unanimously.

2018 Annual Conference Update

Secretary Laura Williams said that the contract for the 2018 annual conference at Pinehurst Resort had been signed. President Bennett shared that the dates would be March 21-23, 2018.

Mentor Program

President Bennett shared that several clerks had agreed to be mentors since the need was announced in January.

Scholarships

President Bennett recognized the 2017 annual conference scholarship recipients:

Lindsay Ray – Chatham County – Fleming Bell Scholarship
Angelena Kearney-Dunlap – Warren County – Fleming Bell Scholarship
Paula Seamster – Caswell County – Fleming Bell Scholarship
Susanne Stallings – Chowan County – Susan Banks Scholarship
Andrea White – Brunswick County – Susan Banks Scholarship

Slate of Officers for 2017-2018

Immediate Past President Paula Woodard reviewed the Nominating Committee's recommended slate of officers for 2017-2018. President Bennett opened the floor for further nominations. There were none and the nominations were closed.

Kristen King made a motion, seconded by Penny Owens, to accept the recommended slate of officers for 2017-2018. The motion passed unanimously.

Other Business/Announcements

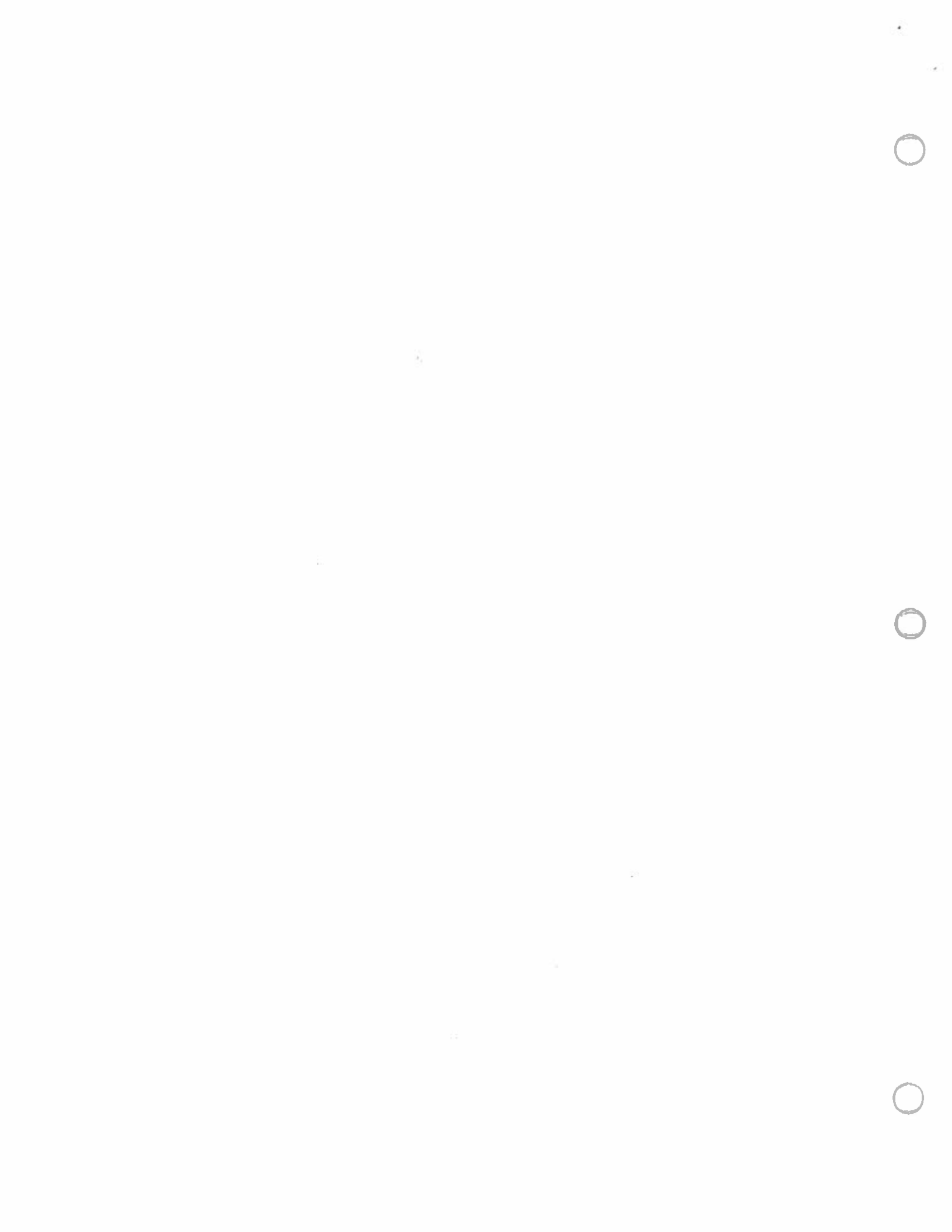
President Bennett reviewed the following upcoming events:

2017 Clerks' Certification Institute

- May 8-12, 2017
- August 28-31, 2017 or August 29-September 1, 2017 (two tracks for Local Gov. Finance)
- October 23-27, 2017

2017 Regional Workshops

- Eastern Regional Workshop, Pender County, Date TBD
- Western Regional Workshop
- Piedmont Regional Workshop



2018 Annual Conference

➤ Moore County (Pinehurst), March 21-23, 2018

2019 Annual Conference

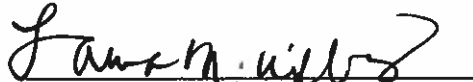
➤ Pitt County (Greenville), Date TBD

Adjournment

Jason Robinson made a motion, seconded by Kristen King, to adjourn the meeting. The motion passed unanimously. With no further business to come before the Association, President Bennett declared the meeting adjourned at 4:50 P.M.



Julie Bennett, President



Laura Williams, Secretary

Date approved: 8-14-17




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Bank Balance - March 15, 2017

Interest Checking	\$16,182.36
Money Market	\$67,263.49
Share Account	<u>\$5,073.71</u>

Reconciled Bank Balance with Transactions through March 15, 2017 **\$88,519.56**

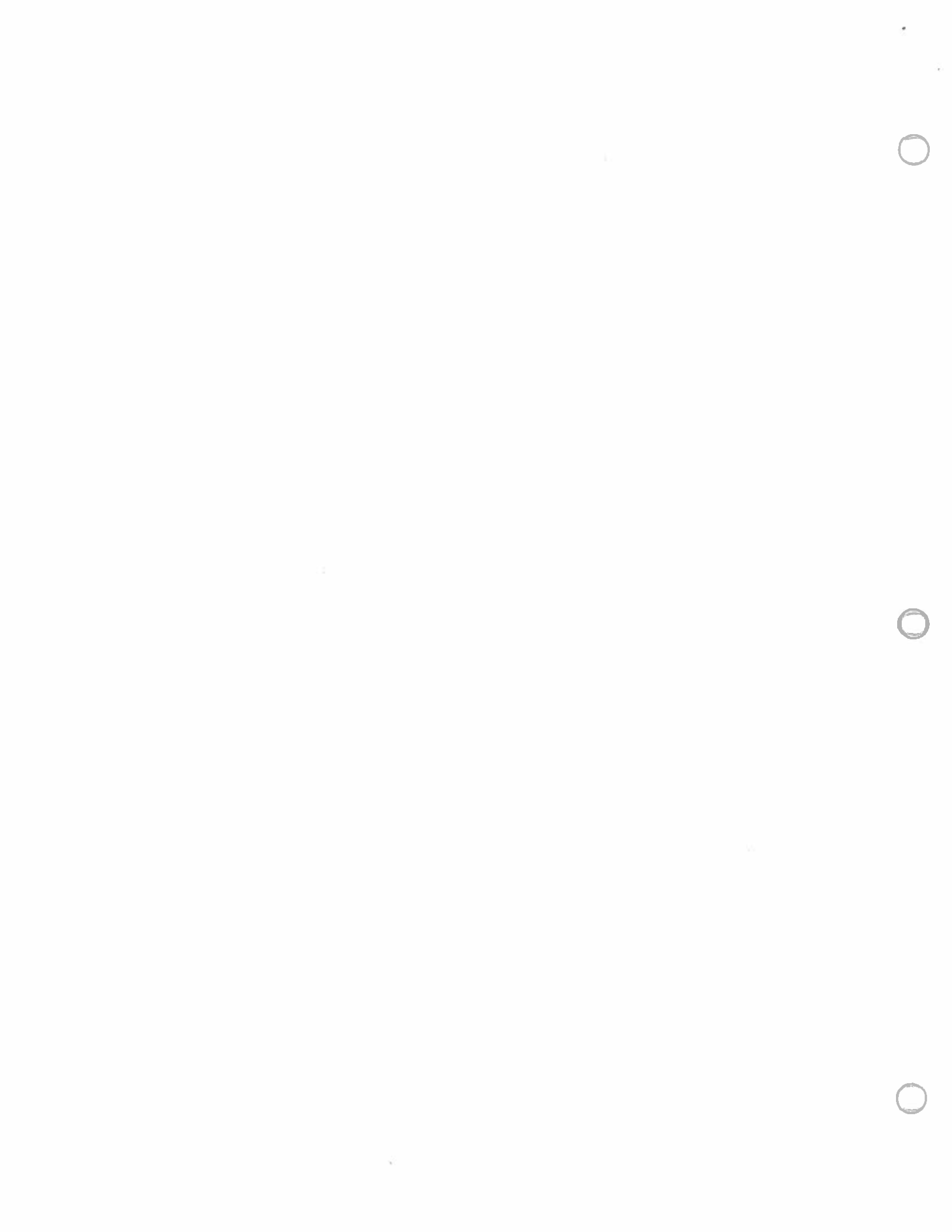


V. Michelle Parker-Evans, CMC, NCCCC
Treasurer/Durham County Clerk



NC Association of County Clerks				
Calendar Year 2017 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





**NC Association of County Clerks
Calendar Year 2017 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	
8/20/2016	Dividend	\$2.70	\$2.70	
9/20/2016	Dividend	\$3.72	\$3.72	
10/10/2016	Dividend	\$2.08	\$2.08	
11/7/2016	Dividend	\$2.90	\$2.90	
12/7/2016	Dividend	\$3.11	\$3.11	
1/11/2017	Dividend	\$3.64	\$3.64	
2/8/2017	Dividend	\$2.91	\$2.91	
3/8/2017	Dividend	\$2.92	\$2.92	
CY2017 Total			\$5,073.71	

Name: V. Michelle Parker-Evans, CMC, NCCCC
Title: Treasurer/Durham County Clerk
Date: 3/15/2017



**NC Association of County Clerks
Calendar Year 2017 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	
8/15/2016	Dividend	\$47.50	\$47.50	
9/20/2016	Dividend	\$65.82	\$65.82	
10/10/2016	Dividend	\$36.60	\$36.60	
11/7/2016	Dividend	\$51.27	\$51.27	
12/7/2016	Dividend	\$54.97	\$54.97	
1/11/2017	Dividend	\$64.25	\$64.25	
2/8/2017	Dividend	\$51.54	\$51.54	
3/8/2017	Dividend	\$51.58	\$51.58	
CY2017 Total	Dividends	\$820.54	\$67,263.49	

Name: V. Michelle Parker-Evans, CMC, NCCCC
 Title: Treasurer/Durham County Clerk
 Date: 3/15/2017



BYLAW AMENDMENT (for consideration to be approved on April 6, 2017)

SCHOLARSHIP COMMITTEE

PURPOSE

The Scholarship Fund was established in order to allow participation by a Clerk who could not otherwise attend the County Clerks Annual Conference. In honor of Fleming Bell, retired Professor of Public Law and Government from the UNC School of Government, each scholarship provided is named the "A. Fleming Bell, II Scholarship". The Committee is to decide who and how many persons shall receive the scholarship(s) provided by the Association in a given year. A maximum of three scholarships may be available annually unless otherwise requested by the Scholarship Committee and approved by the Executive Board. (Amended on 3-29-2014)

Scholarships are also available for Clerks/Deputy Clerks who would like to participate in the Regional Workshops held in the Fall. One Clerk/Deputy Clerk from each region—Eastern, Western and Piedmont will be eligible to receive a scholarship.

COMPOSITION

The Committee will be comprised of the President, immediate Past President, Treasurer, a member of the Board of Directors and an active member of the Association. (Adopted and amended April 8, 2006.)

RESPONSIBILITIES

The Committee shall review the letters received from all applicants for financial need, as well as, if this County typically sends their Clerk or Deputy Clerk to the Annual Conference or the Regional Workshops. The committee shall decide which applicant(s) will receive the scholarship.

The Scholarship Fund is designated for registration for the annual conference and lodging during the annual conference. The scholarships will also include up to \$50 for mileage and meals, if requested, and funds are available. (Amended 3-29-2014)

The Scholarship Fund for each of the three Regional Workshops will cover the \$55 registration fee and the cost for mileage, and lodging if requested.

PROCEDURES

A notice shall go into the registration materials for the Annual Clerks Conference and for the Regional Workshops stating the opportunity to apply for the



County Clerks Scholarship Fund. This notice shall indicate that applicants need to submit a letter of desire stating the reason for applying for the scholarship and what criteria they feel should allow them to receive the scholarship above other applicants. (Amended 3-29-2014)

The Committee shall review applicants' letters noting criteria such as:

- Level of financial need
- New member status
- County's participation in the Association
- Size of County
- Letter of support from other elected or appointed officials (not required, but would be considered)

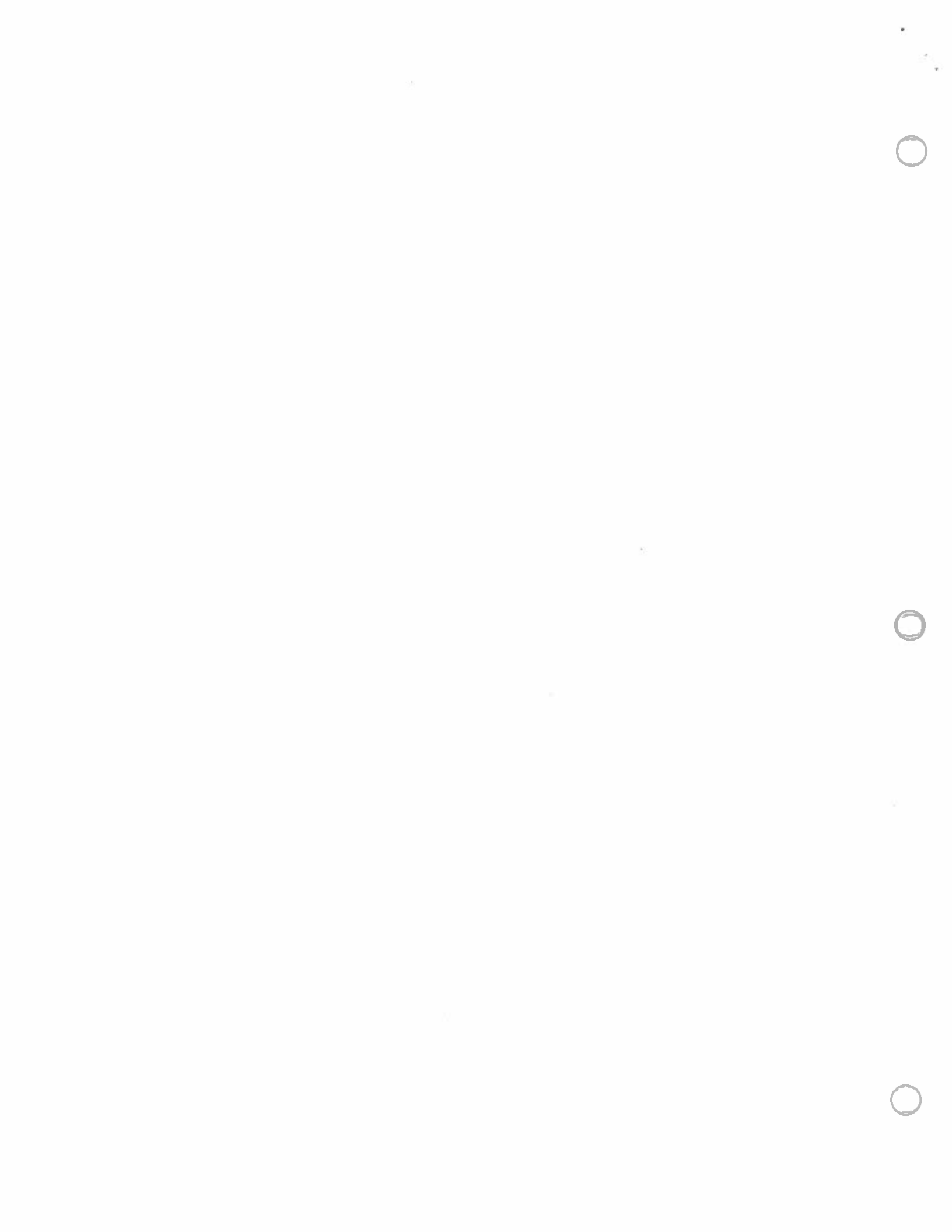
A maximum of three (3) scholarships may be available annually for the Annual Conference unless otherwise requested by the Scholarship Committee and approved by the Executive Committee. No scholarships will be given in a year unless the Association has at least \$6,000 in the checking account at the time of the deadline date for submission of scholarship applications. The total amount to be distributed each year for scholarships shall not exceed ~~\$1,500~~ \$1,650 without approval of the Executive Committee. (Adopted and amended April 8, 2006.) (Amended 3-29-2014)

A maximum of three (3) scholarships may be available annually for the Regional Workshops. The total amount to be distributed each year for the Regional Workshop scholarships shall not exceed \$300 for Regional Workshop without approval of the Executive Committee.

Scholarship recipients are not eligible to reapply for one (1) year after receiving a scholarship. (Per 8-19-11 Amendment to the bylaws)

The Scholarship Committee shall maintain an ongoing record of scholarship recipients and provide the list to the Secretary for incorporation into the Association's minute book. (Per 8-19-11 Amendment to the bylaws)

Following the decision, a letter would be sent to the applicant from the President stating their availability of receiving the scholarship fund. Letters should also be sent to other applicants, who will not receive the scholarship, encouraging them to apply in the future.



**PROPOSED SLATE OF OFFICERS
2017-2018**

President

Kimberly Hines, Pitt County

Vice-President

Laura Williams, Moore County

Secretary

Michelle Parker-Evans, Durham County

Treasurer

Jason Robinson, Yancey County

DIRECTORS	COUNTY	YEAR OF APPOINTMENT	TERM LENGTH	TERM ENDING
Donna Buff	Gaston	2017	1 year term (3 rd one year term)	2018
Julie Wand	Onslow	2017	1 year term (2 nd one year term)	2018
Trisha Hogan	Transylvania	2017	1 year term (2 nd one year term)	2018
Debbie Harris	Davidson County	2017	1 year term (1 st one year term)	2018
Lindsay Ray	Chatham County	2017	1 year term (1 st one year term)	2018

