

**North Carolina Association of County Clerks
Business Meeting
Durham Convention Center
Durham NC
August 11, 2017 – 10:45 am**

The North Carolina Association of County Clerks held its Business Meeting at 10:45 am on August 11, 2017, at the Durham Convention Center, in the Junior Ballroom, Durham, North Carolina.

Officers Present

Kimberly W. Hines	President, Pitt County
Laura M. Williams	Vice President, Moore County
V. Michelle Parker-Evans	Secretary, Durham County
Jason Robinson	Treasurer, Yancey County
Julie Bennett	Immediate Past-President, Washington County

Directors Present

Donna Buff	Director, Gaston County
Debbie Harris	Director, Davidson County
Trisha Hogan	Director, Transylvania County
Lindsay Ray	Director, Chatham County
Julie Wand	Director, Onslow County

Call to Order

President Kimberly Hines convened the meeting at 10:45 am.

Invocation

Vice President Laura Williams delivered the invocation.

Self-Introductions

Each Clerk and Deputy Clerk introduced themselves to the group:

Julie Bennett, Clerk	Washington County
Donna Buff, Clerk	Gaston County
Denise Cannon, Clerk	Anson County
Kym Crowell, Clerk	New Hanover County
Morgan Cunningham, Asst. Clerk	Onslow County
Janice Evans, Clerk	Nash County
Tory Frink, Clerk	Alamance County
Yvonne Gilyard, Deputy Clerk	Wake County
Rachel Hammer, Clerk	Carteret County
Debbie Harris, Clerk	Davidson County
Kimberly Hines, Clerk	Pitt County
Denise Hogan, Clerk	Wake County
Trisha Hogan, Clerk	Transylvania County
Kristen King, Clerk	Franklin County
Penny Owens, Clerk	Tyrell County
V. Michelle Parker-Evans, Clerk	Durham County
Lindsay Ray, Clerk	Chatham County
Brenda Reaves, Clerk	Person County

Jason Robinson, Clerk	Yancey County
Marion Thompson, Clerk	Martin County
Monica Toomer, Deputy Clerk	Durham County
Cindy Turner, Clerk	Avery County
Amanda Varner, Clerk	Randolph County
Julie Wand, Clerk	Onslow County
Laura Williams, Clerk	Moore County

Approval of Minutes

Julie Bennett moved, seconded by Yvonne Gilyard, to approve the April 5, 2017, Business Meeting minutes as written. The motion carried unanimously.

Approval of Treasurer's Report

Jason Robinson thanked the Clerk's Association for the acts of kindness shown during the loss of his grandmother. Treasurer Robinson distributed the Treasurer's Report through July 31, 2017, which listed a balance of \$13,767.62 in the interest checking account; \$67,442.48 in the money market account; and \$5,080.91 in the share account, for a total of \$86,291.01.

Mr. Robinson noted that his report only covered activity since the account had been moved from the State Employees account to the Local Government account.

Donna Buff moved, seconded by Brenda Reaves, to approve the Treasurer's Report as submitted. The motion carried unanimously.

Items of Business

Program Committee Update

Vice President Laura Williams announced that Trey Allen, School of Government, would be drafting topics for the regional conferences from the suggestions received from the Program Committee. All of the sites had been confirmed for regional conferences.

The President and Vice President would reach out to the School of Government regarding the January Clerk's School next month.

2018 Annual Conference Update

Ms. Williams updated the Board on the conference. The motivational speaker's contract had been signed. The feedback received was that Clerks wanted to focus more on professional training so the featured speaker would plan to speak for partial days and provide musical entertainment during the evening. Ms. Williams solicited topics for the annual conference.

Clerk's Reference Guide Update

Secretary Michelle Parker-Evans discussed the Clerk's Reference Guide. She met with Lindsay Ray, who agreed to work with her to update the Guide, put it in a PDF format on the website; along with expand the guide to parallel the City Clerk's MORE manual. She asked Kristin King whether the website would accommodate both manuals. Ms. King agreed to follow up on the space restrictions. The concept was to have the guide be a living document on the website that would be easy to update as needed. Ms. Ray added that she would solicit suggestions for most requested items to be included in the manual. The information would be in one location on the website. The proposed timeline would be the first of the

year. President Hines noted that if there was not enough space, the Association could look at an outside vendor for the website. It was the consensus of the Board to move forward with the electronic manuals.

President Hines mentioned that it had been suggested that the Association move to electronic reports vs. paper copies, and asked the pleasure of the group. It was the consensus of the group to use electronic copies of minutes and reports going forward.

Other Business/Announcements

President Hines recapped the Regional Conference dates. She announced the Western Regional Conference would be held in Ashe County on September 29, 2017.

Regarding the 2018 Annual Conference, Vice President Moore noted that there was a cut-off date at the resort of February 5, 2018 for room reservations. She would like to have an idea of who planned to attend by that date.

Kristen King will send an email update regarding the Website.

Adjournment

With no further business, Lindsay Ray moved, seconded by Janice Evans, to adjourn the Business Meeting at 11:30 am. The motion carried unanimously.



Kimberly Hines, President



V. Michelle Parker-Evans, Secretary

Date Approved: 3/23/18

1

Handwritten notes or scribbles in the lower right quadrant.

