

**NC ASSOCIATION OF COUNTY CLERKS
BUSINESS MEETING
Grandover Resort
Provencial Room
Guilford County
Friday, August 23, 2019
12:00 P.M.**

The North Carolina Association of County Clerks held a Business Meeting at 12:00 P.M. on Friday, August 23, 2019 at the Grandover Resort, Provencial Room, Greensboro, 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

Others Present

Chris Baucom, Digital Media Director, NC Association of County Commissioners
Amy Bason, Deputy Director and General Counsel, NC Association of County Commissioners

Call to Order

President Jason Robinson called the meeting to order at 12:00 P.M.

Invocation

Vice-President Donna Buff offered the invocation.

Introductions

President Robinson welcomed everyone and called for introductions.

Present were:

Julie	Bennett	Washington County
Carol	Bowden	Wayne County
Donna	Buff	Gaston County
Denise	Cannon	Anson County
Ann	Clark	Ashe County
Kym	Crowell	New Hanover County

Janice	Evans	Nash County
Tory	Frink	Alamance County
Yvonne	Gilyard	Wake County
Debbie	Harris	Davidson County
Denise	Hogan	Wake County
Trisha	Hogan	Transylvania County
Robin	Keller	Guilford County
Kristen	King	Franklin County
Lauren	Linker	Cabarrus County
Melissa	Long	Pender County
Barbara	McCoy	Ashe County
Phyllis	Nowlen	Cleveland County
Penny	Owens	Tyrrell County
Lindsay	Ray	Chatham County
Jason	Robinson	Scotland County
Ashleigh	Sloop	Forsyth County
Tanya	Smallwood	Northampton County
Kristine	Smith	Mecklenburg County
Monica	Toomer	Durham County
Cheryl	Mitchell	McDowell County
Cindy	Turbyfill	Avery County
Julie	Wand	Onslow County
Ariane	Webb	Guilford County
Lynn	Wilson	Davidson County

Approval of Minutes

Secretary Trisha Hogan submitted the March 21, 2019 Business Meeting Minutes for approval. **Lindsay Ray moved to approve the minutes, seconded by Julie Bennett and unanimously approved.**

Approval of Treasurer's Report

Treasurer Debbie Harris has been dealing with illness in her family and the loss of her father-in-law just last night. She will provide a detailed report at the November meeting.

President Robinson asked everyone to keep Debbie and her family in their thoughts and prayers.

Items of Business

Outstanding Clerk Point Sheet – Vote

Proposed changes to the Outstanding Clerk Point Sheet and related bylaws revisions were presented for discussion and final amendments at the March 21, 2019 Business Meeting. It was reported at that time the amendments would be placed on the Business Meeting in August for a final vote of the membership.

The following amendments were presented at the March 21, 2019 Business Meeting:

Point Sheet – Note #3 / Bylaws – Page 38 #7:

- Clerk may not submit points from prior years.

Point Sheet:

- REMOVAL: *Other Significant and Professional Recognition Categories*

(Categories are subjective and unclear and place the burden of discretion on the committee/committee chair. Specific criterion was added to replace these categories including the IIMC Regional and Annual Conferences, the NACo Conference and the Municipal and County Administration Course.

- ADDITION: Notes Section # 2: *“Clerk must be an active dues paying member of the Association in order to submit points.”*
- ADDITIONAL LANGUAGE ADDED - *Advanced Academy Course:*

(For any course designated as ‘Advanced Academy’, clerks are allowed an additional point, in addition to the Annual Conference point.)

- LANGUAGE CLARIFICATIONS – *“January Clerk School” changed to “Annual Clerk School”; “Certifications” changed to “Certifications and Re-certifications”*

(Points counted upon initial certification/re-certifications only.....)

Bylaws – Page 38 - #2:

- *100 points/10 years of Combined Service as a Clerk/Deputy Clerk as minimum qualification for Outstanding Clerk*

Melissa Long moved for the approval of the Outstanding Clerk Point Sheet and related bylaws revisions, seconded by Lindsay Ray. The motion carried by a majority vote, with one nay vote.

Website Update

Debbie Harris reported that our website has been redirected and linked to the NCACC website. It contains the same information as it did previously and looks really nice. The NCACC is in the process of revamping their website and she will be working with Chris Baucom to determine what best fits our needs as an association. The NCACC uses CivicPlus which does not allow for us to have our own separate webpage and unique look. Going out on our own to create a new website would be cost-prohibitive. The new NCACC website will host the County Clerks webpage which will be more dynamic and allow us more control over the content. Debbie pointed out one of the benefits of having a new webpage will be the ability to have online registration for programs and membership. It would be the intent to have a committee of trained clerks updating the website, rather than the workload being the responsibility of only a couple of

clerks. The NCACC would then serve as support when needed. Discussions continue, so Debbie intends to have additional information at the November Business Meeting.

In the meantime, if anyone has questions pertaining to the website or suggestions about avenues to explore, they should contact Debbie so she can communicate the information to the NCACC.

President Robinson noted there never seems to be enough people serving on committees to cover the workload. If there are committees that need additional members, he asked the chairs to contact him.

Program Committee Update

As Vice-President of our association, Donna Buff serves as the Chair of Program Committee. She reported that the agenda for the November City/County Clerks Academy is close to being finalized and will be posted on the School of Government website soon. Registration is open now. In addition, the Program Committee has participated in several conference calls to develop the agendas for the regional conferences and annual conference.

One idea that has been bounced around as an annual conference agenda item is clerk-led sessions. The Program Committee has lined up two potential sessions for the Annual Conference in 2020. These sessions provide clerks an opportunity to share their expertise and success. If anyone is interested in leading a session or has an idea about a specific topic, they should contact the Program Committee.

President Robinson was very supportive of the clerk-led sessions being part of the agenda and he encouraged anyone that may have a topic of interest for future conferences to contact the Program Committee. In his tenure as clerk, he has found that we learn best by learning from each other. Thanks to Tory Frink for keeping this idea fresh.

President Robinson announced that Camilla Pittman, the IIMC Region III Director from Greenville, SC has agreed to do a session for us at a future conference. She completed a white paper on citizen advisory councils and it was included in the last IIMC newsletter.

2020 Annual Conference Update

Lauren Linker (Cabarrus County), Debbie Harris and Lynn Wilson (Davidson County) are co-hosting the 2020 Annual Conference on March 25-27. It will be held at the Great Wolf Lodge in Concord. They have secured rates at \$73/night without waterpark passes and \$109/night with waterpark passes. The Great Wolf Lodge is offering a reduced rate of \$129/night for anyone wishing to stay on Friday night. The details for the banquet are still being finalized. They have some exciting things in store for the banquet. The hotel venue has lots of amenities and opportunities for fun group activities, like bowling, arcades, waterpark, etc., including several restaurants and adult activities. Lauren and Debbie will have more information to share at our next meeting in November.

Bylaws Handbook Revision-Modernization

Phyllis Nowlen is the Chair of the Bylaws Revision Committee. She provided a brief update on the committee's work.

The bylaws have been in need of a revision for some time. The committee's goals are to streamline and modernize the bylaws and bring them up to current practices. For instance, the bylaws should indicate that minutes are emailed for review, not mailed. The committee is also working to streamline the Professional Development and Program Committee since their work overlaps.

The committee is exploring the possibility of adding an associate membership and associate partner. They are also considering adding previous conference hosts to the Program Committee.

If anyone has any thoughts on the bylaws revision, they should forward them to Phyllis Nowlen in Cleveland County. Phyllis hopes to present a draft of the revisions at the November Business Meeting with approval at the Annual Conference in March.

President Robinson thanked Phyllis for taking on this project because it has not been an easy task.

Other Business

Congratulations to Monica Toomer on her recent promotion as the Clerk to the Board in Durham County.

President Robinson welcomed new Clerk for Northampton County, Tanya Smallwood. He informed her of our mentor program, upcoming regional conferences and November City/County Clerks Academy. Tanya said she learned about the clerks listserv today. Prior to becoming clerk, she worked in human resources. When she took her new position, she realized quickly it is the clerk that runs the county!

The registration packet for the Piedmont Regional Conference will be sent out through the listserv this weekend.

Regional Conferences

- Eastern – Pasquotank County (co-hosts Camden County, Currituck County, Gates County), September 13, 2019
- Piedmont – Guilford County, September 20, 2019
- Western – Cleveland County, October 4, 2019

Annual Conference

- Cabarrus County (co-host Davidson County), March 25-27, 2020
- New Hanover County (co-host Pender County), April 21-23, 2021
 - Holiday Inn, Wrightsville Beach
 - Standard rate-\$169/night; Oceanfront rate-\$189/night; rates good for night prior to and after the conference

Chris Baucom with the NCACC interjected briefly. He said the NCACC needs to know what our needs are for a new website and they can help us move forward. In addition to what has already discussed with the NCACC about our website needs, President Robinson suggested the idea of having a "clerks in transition" addition to the website to assist clerks in finding employment. It is important that we take care of each other.

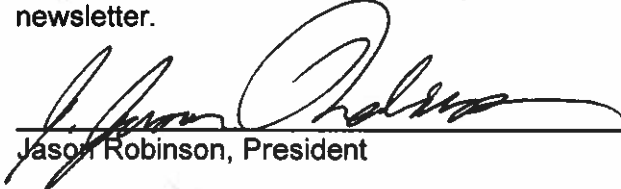
Next Business Meeting Date

The next Business Meeting will be held on Friday, November 15 following the adjournment of the City/County Clerks Academy. President Robinson will confirm once the agenda is finalized.

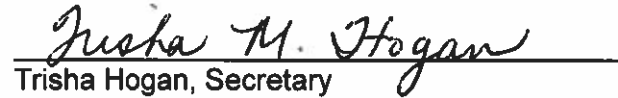
Adjournment

There being no further business to come before the Association, **President Robinson adjourned the meeting at 12:40 P.M.**

Following adjournment, everyone gathered in the hallway for a group photo for the NCACC newsletter.



Jason Robinson, President



Trisha Hogan, Secretary

Date Approved: 11/14/19