

**NC Association of County Clerks**  
Business Meeting  
Pinehurst Resort – South Room  
Pinehurst NC  
March 23, 2018 - 10:45 am

The North Carolina Association of County Clerks held its Business Committee Meeting at 10:45 am on March 23, 2018 at the Pinehurst Resort -South Room, in Pinehurst, North Carolina.

**Officers Present**

Laura Williams, Vice President – Moore County  
V. Michelle Parker-Evans, Secretary – Durham County  
Jason Robinson, Treasurer – Yancey County  
Julie J. 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

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**Call to Order**

Vice President Laura Williams, Moore County, called the meeting to order at 10:45 am. She announced that President Kimberly Hines was not in attendance due to the recent birth of her son.

**Invocation**

Vice President Williams offered the invocation.

**Introductions**

Each Clerk and Deputy Clerk as well as other guests introduced themselves and were welcomed by all.

Present were:

Amy Anderson	Iredell County
Julie Bennett	Washington County
Carol Bowden	Wayne County
Donna Buff	Gaston County
Ann Clark	Ashe County
Dena Cook	Richmond County
Kym Crowell	New Hanover County
Dana Cuddington	Johnston County
Morgan Cunningham	Onslow County
Angelena Kearney-Dunlap	Warren County
Kay Draughn	Burke County

Shannon Eason  
Tory Frink  
Retha Gaither  
Jennifer Gamble  
Tanya Gentry  
Yvonne Gilyard  
June B. Hall  
Rachel Hammer  
Debbie Harris  
Marie Hass  
Denise Hogan  
Trisha Hogan  
Nan Holton  
Debra Ivey  
Sonya Johnson  
Kristen King  
Melissa Lawrence  
Laura Linker  
Melissa Long  
Barbara McCoy  
Cheryl Mitchell  
Penny Owens  
V. Michelle Parker-Evans  
Lindsay Ray  
Brenda Reaves  
Jason Robinson  
Lynn Scott  
Angela Stacks  
Marion Thompson  
Monica Toomer  
Amanda Triplett  
Amanda Varner  
Leeann Walton  
Julie Wand  
Candance Way  
Gina Wheeler  
Andrea White  
Laura Williams  
Lynn Wilson  
Paula Woodard  
Trey Allen

Harnett County  
Alamance County  
Iredell County  
Lee County  
Yadkin County  
Wake County  
Columbus County  
Carteret County  
Davidson County  
Cherokee County  
Wake County  
Transylvania County  
Craven County  
Southwestern COG  
LRCOG – Robeson County  
Franklin County  
Gates County  
Alleghany County  
Pender County  
Ashe County  
McDowell County  
Tyrrell County  
Durham County  
Chatham County  
Person County  
Yancey County  
Pasquotank County  
Gaston County  
Martin County  
Durham County  
Caldwell County  
Randolph County  
Currituck County  
Onslow County  
Haywood County  
Harnett County  
Brunswick County  
Moore County  
Davidson County  
Johnston County  
UNC School of Government

**Approval of Minutes**

*Julie Bennett, Washington County Clerk, made a motion which was seconded by Trisha Hogan, Transylvania County Clerk, to approve the August 11, 2017 Business Meeting minutes. The motion carried unanimously.*

**Approval of Treasurer's Report**

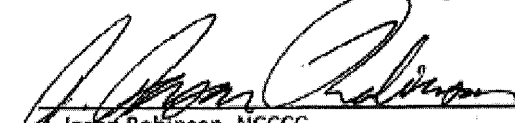
Treasurer Jason Robinson distributed the Treasurer's Report, current as of March 20, 2018. Treasurer Robinson stated that he would contact the Accountant regarding the taxes for 2017.

Interest Checking	\$ 34,307.58
Money Market	\$ 67,679.03
Share Account	<u>\$ 5,088.64</u>
Reconciled bank balance with transactions through March 20, 2018	<b>\$107,075.25</b>

*Lindsay Ray, Chatham County Clerk, made a motion which was seconded by Debbie Harris, Davidson County Clerk, to approve the Treasurer's Report as presented. The motion carried unanimously.*

**Bank Balance - March 20, 2018**

Interest Checking	\$34,307.58
Money Market	\$67,679.03
Share Account	<u>\$5,088.64</u>
Reconciled Bank Balance with Transactions through March 20, 2018	<b>\$107,075.25</b>

  
J. Jason Robinson, NCCCC  
Treasurer/Yancey County Clerk

	CHECKING ACCOUNT	Receipts	Debits	Explanation
4/12/2017	Opening Balance for LGFCU	\$28,825.85		Changeover from SECU to LGFCU
4/12/2017	Deposit	\$3,078.00		Registrations for Annual Conference
4/18/2017	Deluxe Checks		(\$179.00)	Checks
4/26/2017	Dividend Earned	\$1.96		Interest
4/26/2017	Service Fee		(\$1.00)	SECU Foundation
4/26/2017	Julie Bennett (#1001)		(\$626.88)	Lodging for Annual Conference for President
4/26/2017	Chowan County Government (#1002)		(\$357.80)	Reimbursement for Susanne Stallings--Scholarship
4/26/2017	Brunswick County Government (#1003)		(\$460.00)	Reimbursement for Andrea White--Scholarship
4/26/2017	Angelena Kearney-Dunlap (#1004)		(\$460.10)	Reimbursement for Annual Conference--Scholarship
4/26/2017	Paula Seamster (#1005)		(\$332.39)	Reimbursement for Annual Conference--Scholarship
4/26/2017	Chatham County Government (#1006)		(\$410.40)	Reimbursement for Lindsay Ray--Scholarship
5/5/2017	The Awards Gallery (#1007)		(\$113.32)	Clerk of the Year Award
5/5/2017	Cleveland County Government (#1008)		(\$7,946.28)	Reimbursement for Annual Conference
5/5/2016	Kristen Kling (#1009)		(\$171.00)	Reimbursement for scrapbook
5/5/2017	Julie Bennett (#1010)		(\$110.00)	Gift Card and check fee
5/5/2017	Jones, Brady, and Co. CPA's (#1012)		(\$450.00)	2016 taxes
5/5/2017	Michelle Parker-Evans (#1013)		(\$126.24)	Reimbursement for flowers (Maria Hass)
5/5/2017	Michelle Parker-Evans (#1014)		(\$73.61)	Reimbursement for flowers (Jason Robinson)
5/19/2017	Vibrant Coaching (#1015)		(\$2,400.00)	Annual Conference Speaker for 2017
5/23/2017	Service Fee		(\$1.00)	SECU Foundation
5/23/2017	Dividend Earned	\$2.83		Interest
5/25/2017	UNC School of Govt. (#1016)		(\$1,455.00)	Training
6/15/2017	Yancey Graphics (#1017)		(\$19.22)	Deposit Stamp
6/15/2017	Deposit	\$50.00		Membership Dues
6/22/2017	Service Fee		(\$1.00)	SECU Foundation
6/22/2017	Dividend Earned	\$2.10		Interest
7/14/2017	Tim Eggebraaten (#1018)		(\$2,500.00)	Deposit for speaker for 2018 Conference
7/25/2017	Service Fee		(\$1.00)	SECU Foundation
7/25/2017	Dividend Earned	\$2.12		Interest
8/8/2017	Deposit	\$100.00		Membership Dues
8/24/2017	Service Fee		(\$1.00)	SECU Foundation
8/24/2017	Dividend Earned	\$1.70		Interest
9/27/2017	Service Fee		(\$1.00)	SECU Foundation
9/27/2017	Dividend Earned	\$1.94		Interest
9/28/2017	Michelle Parker-Evans (Check #1019)		(\$69.39)	Reimbursement for flowers (Penny Owens)
10/4/2017	Deposit	\$1,155.00		Western Regional
10/10/2017	Deposit	\$50.00		Membership Dues
10/11/2017	Michelle Parker-Evans (Check #1020)		(\$58.71)	Reimbursement for flowers (Julie Bennett)
10/11/2017	Pitt County (Check #1021)		(\$212.83)	Reimbursement for Western and Piedmont Regionals
10/11/2017	Randolph County Govt. (Check #1022)		(\$290.51)	Scholarship for Dana Crisco-Western Regional
10/12/2017	Greenville Convention Center(Ck #1023)		(\$750.00)	1st Deposit for 2019 Conference
10/12/2017	Ashe County Govt. (Check #1024)		(\$148.20)	Reimbursement for Western Regional
10/12/2017	Smoky Mountain BBQ (Check #1025)		(\$241.94)	Food for Western Regional
10/12/2017	The Baker's Addict, LLC (Check #1026)		(\$160.00)	Food for Western Regional
10/17/2017	Deposit	\$1,815.00		Piedmont Regional
10/25/2017	Service Fee		(\$1.00)	SECU Foundation
10/25/2017	Dividend Earned	\$1.73		Interest
11/14/2017	Chatham County Government (Ck.#1027)		(\$1,244.19)	Reimbursement for Piedmont Regional
11/21/2017	Pender County Government (Ck.#1028)		(\$1,511.35)	Reimbursement for Eastern Regional
11/28/2017	Service Fee		(\$1.00)	SECU Foundation
11/28/2017	Dividend Earned	\$2.09		Interest
11/28/2017	Pinehurst, LLC (Ck. #1029)		(\$1,800.00)	2018 Annual Conference deposit
12/12/2017	Deposit	\$1,705.00		Eastern Regional
12/27/2017	Service Fee		(\$1.00)	SECU Foundation
12/27/2017	Dividend Earned	\$1.45		Interest
12/28/2017	Deposit	\$605.00		Membership Dues/Regional Registration
1/12/2018	Deposit	\$900.00		Membership Dues
1/26/2018	Deposit	\$1,300.00		Membership Dues
1/29/2018	Service Fee		(\$1.00)	SECU Foundation
1/29/2018	Dividend Earned	\$1.81		Interest
2/2/2018	Creative Flowers and Interiors (Ck.#1031)		(\$222.36)	Condolences for K. Kling, M. Honeycutt, C. Bowden
2/5/2018	Deposit	\$1,500.00		Dues and Vendor Sponsor
2/5/2018	Kimberly Hines (Ck. #1032)		(\$50.00)	Gift for Conference Host
2/7/2018	Creative Flowers and Interiors (Ck.#1033)		(\$74.12)	Flowers for Condolences

2/15/2018	Deposit	\$7,675.00		Dues and Annual Conference fees
2/20/2018	A-1 Awards and Promotions (Ck.# 1034)		(\$282.05)	Desk Nameplate Invoice #60061
2/23/2018	Service Fee		(\$1.00)	SECU Foundation
2/23/2018	Dividend Earned	\$1.92		Interest
2/26/2018	Deposit	\$4,600.00		Dues and Annual Conference Fee
2/27/2018	Johnny O's Awards (Ck. #1035)		(\$128.10)	President Plaque
3/8/2018	Deposit	\$175.00		Dues
3/9/2018	Kristen King (Ck. #1036)		(\$185.24)	Scrapbook
3/9/2018	Jefferson Florist (Ck. #1037)		(\$53.50)	Flowers for Condolences
3/12/2018	Deposit	\$6,390.00		Annual Conference
3/19/2018	Awards Gallery (Ck. #1038)		(\$114.34)	Clerk of the Year Plaque
3/19/2018	Tri-City Signs and Awards, Inc. (Ck. #1039)		(\$74.18)	Desk Wedges
3/19/2018	Laura Williams (Ck. #1040)		(\$119.67)	Reimbursement for president gift and shipping
3/20/2018	Deposit	\$355.00		
	Total	\$60,300.50	(\$25,992.92)	
	Balance	\$34,307.58		
Name:	J. Jason Robinson, Treasurer/Yancey County Clerk			
Date:	3/20/2018			

**Program Committee Update**

Vice President Laura Williams noted that she would work with Trey regarding topics for the regional workshops and forward them to Jason Robinson.

**2018 Annual Conference Update**

Vice President Williams solicited any ideas for the 2019 conference.

**Scholarships**

Vice President Williams announced that two scholarships were awarded this year—Melissa Lawrence, Gates County Clerk, and Amanda Varner, Randolph County Clerk, were the recipients. She encouraged everyone to apply for scholarships.

**Clerks Reference Guide**

Lindsay Ray shared a brief update on the Reference Guide. She spoke about a committee to work on the guide, and solicited help from anyone who was interested.

**Certification Process/NCA CC Hrs.**

Amanda Varner noted that there was ongoing discussion regarding the certification process. She added that recommendations would be forthcoming before the August meeting.

**Approval of Slate of Officers for 2018-19**

Past President Julie Bennett offered the following slate of officers for the upcoming year. She announced that Michelle Parker-Evans would not be a part of the slate due to retirement. Michelle thanked everyone for the opportunity to serve, and encouraged all members to participate and be an active part of their Association.

**Executive Board**

President – Laura Williams, Moore County  
Vice President – Jason Robinson, Yancey County  
Secretary – Donna Buff, Gaston County  
Treasurer – Trisha Hogan, Transylvania County

**Directors (one-year term ending 2019)**

Julie Wand, Onslow County  
Debbie Harris, Davidson County  
Lindsay Ray, Chatham County  
Denise Hogan, Wake County  
Melissa Long, Pender County

*A motion was made by Kristen King, Franklin County Clerk, and seconded by Maria Hass, Cherokee County Clerk, to approve the 2018-2019 slate of officers. The motion carried unanimously.*

**Proposed By-law Amendment**

Michelle Parker-Evans discussed the need to increase the amount allowed for bereavement flowers. It was often challenging, especially in rural counties, to work within the limitations of the \$50. The proposal was to increase the amount from \$50 to \$60. After discussion among the members, the Association proposed that the amount be increased not to exceed \$75.

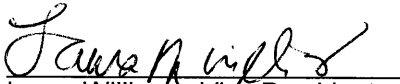
*Penny Owens, Tyrrell County Clerk, made a motion which was seconded by Melissa Long, Pender County Clerk, to approve increasing the amount of bereavement gift spending not to exceed \$75. The motion carried unanimously.*

**Other Business/Announcements**


- The August 24<sup>th</sup> Business meeting at the NC County Commissioners' Conference will be held later so that attendees can make both workshops and the meeting during the conference.
- Kristen King announced that she did not receive many Outstanding Clerk sheets. She encouraged everyone to submit points each year. She would also be revising the form.
- Julie Bennett asked for feedback from the Executive Committee for banquet interest in the conference.

**Adjournment**

There being no further business to come before the Association, *Yvonne Gilyard, Wake County Deputy Clerk, made a motion, seconded by Marion Thompson, Martin County Clerk, that the meeting be adjourned. The motion was unanimously carried.*

  
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 Laura Williams, Vice President

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V. Michelle Parker-Evans, Secretary

  
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 Donna S. Buff, Secretary

8/24/2018  
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 Date Approved