

Minutes, Executive Board Meeting, Macon, March 29, 2007

The Executive Board of the Association County Clerks of Georgia met with the various Committee and District Chairs on March 29, 2007 in Macon for a planning session. Attending were: President, Sandra Higginbotham, Talbot County; President Elect, Pam Gibson, Ware County; Vice President, Joni Holcombe, Harralson County; Secretary, Janet Joiner, Dooly County; Treasurer, Brenda Stalvey, Echols County; Bylaws Committee, Deborah Cox, Colquitt County; Hospitality Committee, Janeann Allison, Habersham County and Keisha Burkes, Randolph County; Web Site Committee, Judith Mancil, Atkinson County; District 5 Chairman, Jackie Smith, Newton County; District 12 Chairman, Evelyn Wilson, Bulloch County. Also present were Jean Lord and Catherine Bennett with the Carl Vinson Institute of Government.

The following items were discussed:

- **Bylaws Changes:** The following changes to the bylaws were suggested for presentation to the membership at the April Meeting in Savannah.
 1. Combining the duties of the Vice President with those of President Elect and eliminating the President Elect position. This would become effective in April 2008.
 2. Change the description of the Education Committee to bring the duties of the Committee in line with the updated curriculum and certification program. Education issues would be reported to the President Elect and the committee would meet on an as needed basis. Jean Lord suggested curriculum guidelines be sent out with conference brochures.
 3. Instead of the Association sending one representative (currently President Elect) to the International Institute of Municipal Clerks Annual Meeting (IIMC), change bylaws to send both the President and President Elect. If either of these cannot attend, a representative can be selected from the other officers or membership in general.
 4. **IIMC:** Catherine Bennett presented information concerning the IIMC Annual Meeting May 20-27, 2007. This will be held in New Orleans, LA. She encouraged everyone to become active in this organization and attend the conferences.
 5. **County Clerk's Week:** Sandra Higginbotham announced plans for County Clerk's Week. Clerks will meet at the Capital on Thursday, April 5 for a meeting and photograph with the Governor. He will also sign a proclamation proclaiming May 7-11, 2007 as County Clerk's Week. She encouraged all Clerks to participate.
 6. **ACCG Annual Meeting:** The ACCG Annual Meeting is April 21-24, 2007 in Savannah. Sandra Higginbotham announced a sponsor had been obtained for the Clerk's Luncheon, the outgoing President will provide table decorations, the PR Committee will set up the Clerk's information table, and the Hospitality Committee is responsible for staffing the table.
 7. **Clerk's Institute:** At the February 2007 meeting the membership voted to hold the Clerk's Institute in September in conjunction with the Clerk's Training Sessions in Athens. General consensus was that Saturday and Sunday prior to the other activities beginning on Monday was the most convenient time for the Institute. However, due to UGA ballgames in September, it was determined February would be the better time for the Institute. This change of dates will be proposed to the membership in April.
 8. **Web Site:** Judith Mancil gave an update on the web site progress. The site should be up soon. The group agreed to use "Preserving the Past, Preparing for the Future" as the Association's slogan.
 9. **Commemorative Bricks for Retiring Clerks:** The membership voted at the September 2006 meeting to honor retiring Clerks with a commemorative brick in The Georgia Center Path of Life-

long Learning beginning in 2007. Some guidelines have been established; however, there is a need to define retiring Clerk.

10. **50th Anniversary:** Evelyn Wilson discussed plans for the 50th Anniversary. She asked for help with compiling a history of the Association and planning a Clerks' Day at the Legislature.
11. **District Chairmen:** Sandra Higginbotham encouraged all District Chairs to stay in contact with the Clerks in their districts. This could be a very effective networking and communication method.
12. **Responsibilities/Commitment:** In order to have an effective and efficient organization, each Officer, Committee Chair, and District Chair must take their responsibilities seriously. Since taking an office requires a 4-5 year commitment, it was suggested that officers acquire a letter of support from their Board of Commissioners before accepting a position.

**Respectfully Submitted,
Janet P. Joiner, Secretary**