

**MINUTES**  
**GEORGIA COUNTY CLERKS ASSOCIATION**  
**Monday, September 13, 2010**  
**Georgia Center for Continuing Education**  
**Athens, Georgia**

**Call to Order/Welcome** – GCCA President Ms. Christi Dockery, Lee County

**Invocation** – Ms. Brenda Stavley, Echols County Clerk/Administrator

**Recognition of Special Guests** – President Dockery recognized special guests: Mr. Ben Pittarelli, ACCG Manager, Marketing & Field Services; Ms. Catherine Bennett, CVIOG Program Manager; Ms. Debbie Barron, CVIOG Senior Events Coordinator. Ms. Dockery thanked each representative for their commitment they provide to County Clerks and this organization.

**Recognition of Officers** – President Dockery recognized the officers of the Georgia County Clerks Association: Vice President Paige Dukes, Lowndes County; Secretary Don Townsend, Dade County; and Treasurer Mark Massey, Fulton County.

**Recognition of New Clerks & First Time Attendees** – President Dockery requested any new Clerks to stand and be recognized. She congratulated each new Clerk on their newly appointed position and thanked them for attending the conference. Ms. Dockery also encouraged them to utilize the support of fellow Clerks as well as the resources of the association. Ms. Dockery then recognized any clerk attending the GCCA conference for the first time and thanked them for choosing to advance their knowledge through the programs offered by the Carl Vinson Institute of Government.

**Recognition of Newly Certified County Clerks and Finance Officers** – President Dockery recognized Ms. Catherine Bennett, Program Manager for the Carl Vinson Institute of Government (CVIOG) to present plaques to Certified County Clerks. The following County Clerks received this distinguished recognition:

- Ms. Teresa Watson, Pike County
- Ms. Francis B. Jarriel, Tattnall County
- Ms. Judy Vaughn, Elbert County

Ms. Bennett explained to the audience the requirements to receive this distinction and encouraged all County Clerk's to determine to achieve this education for themselves and for the benefit of their respective County. Ms. Bennett went on to announce that following the Certified

County Clerk (CCC) program there is also a Masters Education Management Development Certificate Program consisting of ten courses that may be attained by each Clerk sitting here today. Ms. Bennett also noted that each Clerk is required to complete thirty (30) hours of continued education units (CEU) over a three (3) year span in order to maintain a Clerk's certificate(s) of achievement. Ms. Dockery thanked Ms. Bennett for her remarks and again encouraged each Clerk to continue their educational achievements through the CVIOG.

**Consideration to approve the Minutes** – President Dockery called on GCCA Secretary Don Townsend to provide the minutes of the last meeting held in Savannah, Georgia at the ACCGs annual meeting on Monday, April 26, 2010. Mr. Townsend noted that at the time Ms. Paige Dukes was the Secretary for GCCA and took minutes at the meeting. However, Ms. Dukes was absent from today's meeting and did not forward those recorded minutes to President Dockery. Therefore, Mr. Townsend provided oral minutes at today's meeting and reported those minutes would be provided at the February 2011 conference for approval by the membership. A copy of the minutes of the GCCA meeting held on Monday, April 26, 2010 at the Savannah Civic Center, Savannah, Georgia is attached to these minutes and made a part of the official record. President Dockery noted that the April 2010 minutes would be made available electronically prior to our February 21, 2011 business (luncheon) meeting, and would be considered for approval at that meeting in Athens, Georgia. No official action was recorded.

**Consideration to approve the Treasurer's Report** – President Dockery called on GCCA Treasurer Mark Massey to provide the 2010 Financial Report and other related financial documentation of our association. Mr. Massey reported a cash-on hand balance of \$12,541.29 in the Association's money market account located at Regions Bank; and an investment balance of \$20,519.22 held in a certificate of deposit at Regions Bank for a total asset balance of \$33,060.51. Mr. Massey provided a brief autobiography revealing his love of music and ability to sing. Ms. Nancy Livingston, Telfair County Clerk, moved to approve the financial statement as provided by Mr. Massey. Ms. Donna Studstill, Lanier County Clerk, seconded the motion. President Dockery called for any discussion; hearing none she called the question to a vote by polling the membership. President Dockery announced passage of the motion on the floor by unanimous vote.

**Committee Reports** – President Dockery called on each committee chair to make their report:

- Executive Committee – Kathy Arp, Chairperson
- Education Committee – Paige Dukes, Chairperson
- Membership Committee – Paige Dukes, Chairperson
- Nominating Committee – (to be determined)
- Benevolence/Scholarship Committee – Brenda Stalvey, Chairperson
- Recognition/Awards Committee – JoAnn Metts, Chairperson

President Dockery recognized Ms. Brenda Stalvey, Echols County, as accepting the chairmanship of the GCCA's Benevolence/Scholarship Committee and thanked Ms. Stalvey for her willingness to serve in this capacity. Ms. Dockery also noted a review of the bylaws and best practices recommendation be sent to the Education Committee for review and recommendation. No other reports were offered at the present time.

**Unfinished Business** – President Dockery reported no unfinished business to discuss.

**New Business** – President Dockery recognized Mr. Ben Pittarelli to briefly review the changes taking place to the Association of County Commissioners of Georgia. Mr. Pittarelli is the Marketing and Field Services Manager for the Association of County Commissioners of Georgia (ACCG). Mr. Pittarelli noted that it is a “New World” at ACCG and reviewed new training opportunities; negotiations of contracts with vendors for Counties to partner with; and updates to insurance (IRMA, GSIWCF, etc.). Mr. Pittarelli recommended each Clerk to meet with him and examine their county's insurance needs, and to meet ACCG's new Executive Director Mr. Ross King. Mr. Pittarelli noted there will be many enhancements made to ACCG over the next few years; therefore please stay in touch with the changes through the website – [www.accg.org](http://www.accg.org). Ms. Dockery thanked Mr. Pittarelli for his kind words regarding our association and called on all Clerks to visit with Mr. Pittarelli before leaving the conference tomorrow.

**Announcements** – President Dockery requested Mr. Mark Massey, Treasurer, Fulton County Clerk, to lead an open dialogue for any questions and/or answers that clerks attending this morning's meeting may want to ask or seek an answer to. The following recommendations were presented:

- For ACCG's Executive Director to provide in his presentation before the ACCG's Executive Committee and/or Commissioners a “State of Clerks” report be provided along with other associational reports e.g. State of Managers from local county governments.
- T-LOST – information regarding the sweeping changes that will occur regarding the Georgia Department of Transportation's recommended Transportation Local Option Sales Tax (TLOST) recently approved and to be administered to each Georgia County.
- Revamp the recognition and awards program that GCCA currently uses to recognize and/or honor County Clerks.
- Develop a “How to Work with your local Chamber of Commerce” guideline to assist County Clerks to utilize these organizations to better advertise our county governments.
- Opportunities and a “How to Use Listserv” for all County Clerks.

President Dockery noted these were only a few items on the mind of our wonderful County Clerks. She wants our leadership to explore the use and expansion of our website to utilize this technology to allow for more open communications between clerks throughout the state. She noted many of our veteran clerks are more than happy to assist new clerks with such things as typing resolutions or proclamations, etc. But many new clerks do not know how to reach out to our Clerk community in order to get their question answered. Ms. Dockery thanked everyone for participating in this discussion and also for their faithful attendance of this morning's breakfast board meeting.

President Dockery announced the next board meeting would be held at the CVIIOG offered Clerk's Conference February 20-22, 2011 here in Athens, Georgia. Mr. Dockery also announced the ACCG 2010 Legislative Leadership Conference October 4-5, 2010.

**Adjournment** – President Dockery noted we were running short on time and called for any additional business to be brought from the membership to the board meeting. Hearing none, Ms. Dockery called for a motion to adjourn the board meeting. Ms. Nancy Livingston, Telfair County Clerk, moved the meeting be adjourned. Ms. Teresa Watson, Pike County Clerk, seconded the motion. President Dockery called for any discussion; hearing none she called the question to a vote by polling the membership. President Dockery announced passage of the motion on the floor by unanimous vote

The meeting was adjourned at 8:22 a.m.

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Date Approved

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Don Townsend, Secretary