



MINUTES (DRAFT)
GEORGIA COUNTY CLERKS ASSOCIATION
BOARD OF DIRECTORS MEETING
www.Georgiacca.com
Monday, February 11, 2013
11:45 a.m. until 1:15 p.m.
Georgia Center Magnolia Ballroom
Athens, Georgia

Call to Order

Don Townsend, President (Dade County) called the meeting to order at 12:10 p.m.

Invocation

Don Townsend (Dade County) offered the invocation.

Recognition of Guest

President Don Townsend (Dade County) recognized the following guests:

Catherine Bennett, CVIOG Public Service Associate
Debbie Barron, CVIOG Senior Events Coordinator

Recognition of Officers

President Don Townsend (Dade County) acknowledged the following officers:

Mark Massey, Vice President, Fulton County
Paige Dukes, Immediate Past-President, Lowndes County (absent)

President Townsend noted that the Secretary and Treasurer had resigned recently and that those appointments and elections would be addressed later in the meeting.

Recognition of New Clerks and First Time Attendees

President Don Townsend (Dade County) recognized the New Clerks by asking them to raise their hands, whereupon there was applause.

Recognition of Retiring Clerks or Promotions

None were noted

President Don Townsend (Dade County) recognized non-clerk attendees, including vendors, and asked them to stand and introduce themselves.

Recognition of Newly Certified Clerks and Finance Officers

President Don Townsend (Dade County) recognized Newly Certified Clerks and Finance Officers by asking them to stand and introduce themselves.

President Townsend (Dade County) advised that he had requested Catherine Bennett to facilitate a Strategic Planning meeting that was held the night before for all those members that were available to attend.

Continuing, President Townsend (Dade County) summarized by stating that a group of approximately fifteen met and reviewed items such as membership, morale, participation in the GCCA and items the GCCA has to offer the membership.

President Townsend (Dade County) advised that one concern that was addressed was the fact that the GCCA Board members have been in a rotation that appears to commit individuals to four years of service with the rotation moving an individual into a higher position each year. There were concerns that individuals may not be getting involved as they may be comfortable as the secretary or treasurer but not as the President or Vice President.

It was noted the by-laws do not require the Board to rotate and that individuals could serve in a capacity outside their comfort level. Those serving as Secretary or Treasurer could serve for more than one term and the Vice President and President were limited to one year terms.

President Townsend (Dade County) requested that the membership discuss the vacant positions on the GCCA Board so as those new officers could take their seat and participate in the Board Meeting.

President Townsend (Dade County) called on the Nominating Committee to review nominations for the position of Treasurer.

Nomination Committee Member Jawahn E. Ware (Dougherty County) stated the Nominating Committee nominated Kathy Hayes (Oconee County) as Treasurer of the GCCA.

President Townsend (Dade County) requested nominations from the membership; there were none.

Ricky Clark (Spalding County) made a motion to approve the nomination made by the Nominating Committee and close nominations. Motion seconded by Teresa Wilson (Turner County). All in favor signified by stating Aye. None were opposed. Motion carried.

Nancy Livingston (Telfair County) made a motion to elect Kathy Hayes (Oconee County) to the position of GCCA Treasurer. Motion seconded by Ricky Clark (Spalding County). All in favor signified by stating Aye. None were opposed. Motion carried.

Nomination Committee Member Jawahn E. Ware (Dougherty County) stated the Nominating Committee nominated Melissa McCain (Hall County) as Secretary of the GCCA.

President Townsend (Dade County) requested nominations from the membership; there were none.

Twink Monahan (Thomas County) made a motion to approve the nomination made by the Nominating Committee and close the nominations. Motion seconded by Ricky Clark (Spalding County). All in favor signified by stating Aye. None were opposed. Motion carried.

Mark Massey (Fulton County) made a motion to elect Melissa McCain (Hall County) to the position of GCCA Secretary. Motion seconded by Nancy Livingston (Telfair County). All in favor signified by stating Aye. None were opposed. Motion carried.

Nomination Committee Member Jawahn E. Ware (Dougherty County) stated the Nominating Committee nominated Ricky Clark (Spalding County) to the position of GCCA Vice President to take office April 29, 2013.

President Townsend (Dade County) requested nominations from the membership; there were none.

Linda Woodson (Dooley County) made a motion to approve the nomination made by the Nominating Committee and close the nominations. Motion seconded by Sharon Robinson (Jasper County). All in favor signified by stating Aye. None were opposed. Motion carried.

Melissa McCain (Hall County) made a motion to elect Ricky Clark (Spalding County) to the position of GCCA Vice President to take office April 29, 2013. Motion seconded by Jawahn E. Ware (Dougherty County). All in favor signified by stating Aye. None were opposed. Motion carried.

Consideration to approve the minutes of the September 10, 2012 Board Meeting

President Don Townsend (Dade County) indicated that past minutes are available via the GCCA website (www.georgiacca.com) and the minutes from the past meeting in September 2012 were disseminated via the listserv and they were also available on the website.

President Townsend (Dade County) asked for any questions and with none, entertained a motion to approve the minutes as prepared by Mark Massey, Vice President (Fulton County).

Ricky Clark (Spalding County) made a motion to approve the minutes as presented. Motion seconded by Jawahn E. Ware (Dougherty County). All in favor signified by stating Aye. None were opposed. Motion carried.

Consideration to approve the Treasurer's Report

Vice President Mark Massey (Fulton County) indicated that Treasurer Lisa Ritchie had resigned her position on the GCCA Board as she had changed positions and was no longer eligible to hold the GCCA position as Treasurer.

It was noted that all items pertaining to the GCCA finances were turned over to Vice President Mark Massey (Fulton County) and will be giving to newly elected Treasurer Kathy Hayes (Oconee County).

Vice President Massey (Fulton County) stated that the current balance in the GCCA account was \$13,903.83 and there was also a Certificate of Deposit that would need to be reviewed for the status.

Continuing, Vice President Massey (Fulton County) advised that the Board will be sending out notifications to members that have renewed their 2013 membership and further advised that the membership fee is fifteen dollars and that funds were used toward the scholarship fund, which is available to clerks in need of training and funding.

Vice President Massey (Fulton County) stated his focus will be to bring the County Clerks back together into a tight-knit group that resembles the Clerks Association of the past. In prior times, the County Clerks would meet during conferences and attend social events together and network outside of the training sessions. Currently, the group has ventured away from organized social functions during conferences and he felt these events were not only entertaining, but they were a great opportunity for team building and networking.

Further, Vice President Massey (Fulton County) stated that membership was on a decline and he also wanted the Board to focus on better communication with the membership, share with the membership what the GCCA has to offer, and why GCCA membership is a benefit.

Jawahn E. Ware (Dougherty County) made a motion to approve the Treasurer's report as presented. Motion seconded by Nancy Livingston (Telfair County). All in favor signified by stating Aye. None were opposed. Motion carried.

Committee Reports

Executive Committee, [NO REPORT]

Paige Dukes, Immediate Past President, Chairperson, Lowndes County

Don Townsend, President, Dade County

Mark Massey, Vice President, Fulton County

Jennifer Rutledge, Secretary, Rockdale County

Lisa Ritchie, Treasurer, Habersham County

Christi Dockery, Past President, Lee County

Kathy Arp, Past President, Floyd County

Brenda Stalvey, Past President, Echols County

Education Committee, [NO REPORT]

Mark Massey, GCCA Vice-President, Chairperson, Fulton County

Ricky Clark, Spalding County**

Twink Monahan, Thomas County**

Mary Wynn, Turner County*

Gina Lindsey, Oconee County*

*3 year term 2010 - 2012

**3 year term 2012 - 2014

Membership Committee,

President Don Townsend (Dade County) recognized the hard work of Ricky Clark on updating the membership page of the GCCA website.

Mark Massey, GCCA Vice-President, Chairperson, Fulton County

Paige Dukes, Lowndes County

Erin Hall, Columbia County

Nancy Livingston, Telfair County

Pam Tibbetts, Paulding County

Nominating Committee [NO REPORT] [Given earlier]

Brenda Stalvey, Echols County

Shay Mathis, Henry County

Glynda Hemby, Tift County

Teresa Watson, Pike County

Nancy Livingston, Telfair County

Benevolent Scholarship Committee,

Chairperson Christi Dockery (Lee County) reported that she will be sending out the GCCA Scholarship Application through the listserv for review and completion by Clerks that are in need of financial assistance to attend training.

Continuing, Chairperson Dockery (Lee County) stated that this scholarship currently covers the cost of the conference fee and the hotel accommodations. The CVIOG also provides a conference cost only scholarship for the Clerks Conferences held in Athens in the spring and fall.

Further, Chairperson Dockery (Lee County) advised that this committee also funds the engraving of the plaque at the Center for Continuing Education. Names included are of those that have served as President of the Association as well as those with ten years of service.

Christi Dockery, Lee County, Chairperson

Kathy Arp, Floyd County
Pam Gibson, Ware County
Brenda Stalvey, Echols County
Melissa McCain, Hall County

Recognition/Awards Committee, (NO REPORT)

Mark Massey, Fulton County, Chairperson, “2012 Clerk of the Year”

Susan Mabry, Carroll County, “2011 Clerk of the Year Chairperson”
Mary Lee Sweat, Bacon County
Jackie Smith, Newton County
Melissa McCain, Hall County

Unfinished Business

Report of Technology & Bylaws subcommittee

President Townsend (Dade County) advised that he was going to keep the Bylaws Committee in place so they can continue to work on suggesting revisions to the current bylaws. If anybody has any suggestions they need to be forwarded to the committee.

President Don Townsend (Dade County) stated that he would like the sub-committee to consider items such as a blog site as well as an area on the website with forms for access by the members.

New Business:

- Amendment to Association bylaws
 - Combining Offices of Secretary and Treasurer
 - Creation of new committee – Finance Committee

President Don Townsend (Dade County) advised that this item will be postponed to a later meeting.

- Revocation of Technology and bylaws sub-committee

This item was discussed above.

- Acceptance of resignations from office:
 - Jennifer Rutledge, Secretary, Rockdale County
 - Lisa Ritchie, Treasurer, Habersham County

This item was passed as it was discussed earlier in the meeting with the nominations for the filling of these vacancies for the unexpired term.

Installation of New Officers:

President Don Townsend (Dade County) asked Melissa McCain (Hall County) and Kathy Hayes (Oconee County) to come forward at which time they were administered their oath of office and gave said oath in witness of the membership and current Board.

It was noted that these two officers were sworn in during this meeting as they are taking their seat immediately and finishing the unexpired term of their respected predecessors.

It was further noted that Vice President Elect Ricky Clark would take his oath at the Savannah Conference at which time he would take office.

Announcements

President Don Townsend (Dade County) announced the following:

- Proclamation signing at the Georgia State Capitol Building in the Governor's Office – the date will be shared once it is set.
- ACCG/GCCA Annual Meeting Saturday April 27 – 29th, 2013 in Savannah, Georgia
- ACCG Mobile Classroom May 17-18th, 2013 – Atlanta/Fulton County
- GCCA Conference (CVIORG) September 8th – 9th, 2013 – Athens, Georgia

It was noted that the membership would need to approve and authorize the new Treasurer, Kathy Hayes (Oconee County) and the current President, Don Townsend (Dade County) to sign all checks and conduct financial business and the financial affairs of GCCA on behalf of the membership.

Ricky Clark (Spalding County) made a motion to authorize President Don Townsend (Dade County) and Treasurer Kathy Hayes (Oconee County) to conduct and sign necessary financial documents on behalf of the GCCA and its members. Motion seconded by Nancy Livingston (Telfair County). All in favor signified by stating Aye. None were opposed. Motion carried.

Adjourn

With no other business to come before the GCCA Board President Don Townsend (Dade County) adjourned the meeting at 12:55 p.m.