

## Minutes

### GEORGIA COUNTY CLERKS ASSOCIATION

Monday, April 29, 2013

Savannah Civic Center, Musgrove Room

Savannah, Georgia

#### Call to Order

Don Townsend, President (Dade County)

#### Invocation

Brenda Stalvey, Past-President (Echols County)

#### Pledge of Allegiance

Led by Don Townsend, President (Dade County)

#### Recognition of Special Guests

Mark Massey, Vice-President (Fulton County)

***Mr. Ross King, ACCG Executive Director***- Mr. King gave a brief overview of the new brand of ACCG and explained the four pillars contained therein: Legislative Advocacy, Leadership Development, Civic & Community Engagement, and Member Services. Furthermore, Mr. Ross explained the implementation of the Lifelong Academy and the new Dashboard for County Clerks. In closing, Mr. King prompted all to attend the Centennial Celebration of ACCG. This celebration will be held in conjunction with the conference on April 12-14<sup>th</sup> at Hutchison Island Conference Center in Savannah. Additionally, Mr. King thanked current President Don Townsend for his dedicated service.

***Ms. Michelle NeSmith, Esq., Research and Policy Development Director, NACO***- Ms. Nesmith noted that the recent adoption of SB 160, required counties to submit a total of three (3) new reports. To date, Georgia counties have had 100% compliance rating with the submittal of these reports. As informational tools, Ms. NeSmith distributed a County Immigrant Checklist which provides every county immigration compliance requirement under Georgia Law.

***Ms. Anna Boling, J.D., CVIIOG Public Service Associate***- Ms. Boling replaces Catherine Bennett who is now the Training Director for Athens-Clarke County. Ms. Boling has been with the Carl Vinson program for a total of nine years and has worked on many certificate programs. Mr. Mark Massey asked the Clerks in attendance to welcome Ms. Boling on Board; whereupon the body offered applause. Mark Massey, Vice-President advised that the County Clerks Association delivered balloons, a rose bush, and a hanging basket to Catherine to show our support and gratitude for her years of service.

*The Honorable John H. Eaves, Chairman, Fulton County Board of Commissioners-* Chairman Eaves thanked the Clerks for their hard work and commended them for their dedicated service.

#### **Installation of New Officers (April 2013 – April 2014)**

Fulton County Chairman John Eaves administered oaths to the following officers (individually):  
Mark Massey, President, Fulton County  
Ricky Clark, Vice-President, Spalding County  
Kathy Hayes, Treasurer, Oconee County

#### **Recognition of New Clerks and First Time Attendees**

President Mark Massey asked the new Clerks and first time attendees to be acknowledged by standing and giving their name. New Clerks in attendance are as follows: Rene' Whidby, Worth County (since February 15<sup>th</sup>); Amanda Lynn, Wayne County (since February 21<sup>st</sup>); Tameka White, Fayette County Assistant County Clerk.

#### **Recognition of Retiring Clerks or Promotions**

President Mark Massey asked the body to present any known retirements within the Clerks Association. Sherry Little, Jeff Davis County, was the only name brought forward.

#### **Recognition of Newly Certified County Clerks and Finance Officers**

Ms. Stacy Jones, CVIOG Associate Director presented plaques to the following clerks: Jamie Bennett (Douglas County), Jessica Reynolds (Butts County) & Davida Simpson (Dawson County).

#### **Consideration to approve Minutes of the September 10, 2012, Board Meeting**

Ricky Clark, GCCA Vice President, Spalding County, presented the minutes. A motion was made by Nancy Livingston (Telfair County) and seconded by Pam Gibson (Ware County), to approve the minutes. Hearing no objections, it was so ordered.

#### **Consideration to approve the Treasurer's Report**

Kathy Hayes, GCCA Treasurer, Oconee County, presented a detailed report to the body of our current financial state. As prescribed in the report, at the end of 2012 there was a total balance of \$14,247.52. This includes the \$1,000 set aside for the scholarship fund. Additionally, we have a certificate of deposit in the amount of \$20,585.23 which has accrued \$9.44 in interest. Furthermore, Mrs. Hayes noted that there is still \$60.00 in dues pending. President Mark Massey commended Kathy for a great and detailed reporting of the Association's accounting. A motion was made by Mark Massey, Fulton County, and seconded by Christi Dockery, Lee County, to approve the treasurer's report as presented. Hearing no objections, it was so ordered.

#### **Committee Reports**

##### **Benevolent Scholarship Committee**

- **Christi Dockery, Lee County, Chairperson** advised that the GCCA will have a scholarship this year. As chairperson, Christi will spread the word on the website and listserv to encourage all

to participate. Christi discussed changing the bylaws to include three partial scholarships of registration only from the current bylaws of one full scholarship and two partial scholarships. No scholarship will be made available for housing. Additionally, Christi will correspond our deadlines with the Carl Vinson Institute of Government.

### **Recognition/Awards Committee**

**Mark Massey, Fulton County, Chairperson, “2012 Clerk of the Year”**, thanked the recognition committee for their work on “Clerk of the Year.”

### **New Business**

*Incorporation of GCCA*- Kathy Hayes, Treasurer, advised the body that to date the Association has not been incorporated as a State non-profit corporation. After a brief synopsis of what the process included and fees associated therein. A Motion was made by Nancy Livingston, Telfair County, and seconded by Brenda Stalvey, Echols County, to proceed with articles of incorporation. Hearing no objections, it was so ordered.

*Amendments to GCCA Bylaws*- Ricky Clark, Vice President, presented the changes recommended at the strategic planning session held on April 28, 2013. Mr. Clark noted that the following changes were proposed:

1. Add section numbers to the bylaws utilizing a numerical format.
2. Add language under the Membership portion of the bylaws to read: GCCA welcomes other professionals for membership; however, leadership roles are reserved for those who serve in the official County Clerks capacity.
3. Dues to be increased from \$15.00 to \$25.00, effective January 2014. ***A motion was made by Nancy Livingston, Telfair County, and seconded by Pam Ware, Worth County to approve increase of dues. Hearing no objections, it was so ordered.***
4. Provide Registration Fees for Three Scholarships. No housing will be included. ***A Motion was made by Christi Dockery, Lee County and seconded by Don Townsend, Dade County. Hearing no objections, it was so ordered.***

District Director Initiative: Jane Greathouse, Oconee County, stated that the purpose of this initiative is to create a network of District Directors that will support the objectives of the Georgia County Clerks Association and the GCCA Board. District Directors will provide leadership, expertise, and fellowship to County Clerks in their respective districts. Districts will be the same as those currently recognized by ACCG. The term of the District Directors shall be two years and will commence at the ACCG Annual Meeting with the installation of GCCA Officers. Furthermore, Mrs. Greathouse explained the following guidelines of the District Directors:

1. Must hold two District Meetings per year.
2. Shall encourage participation of other clerks for programs, memberships and training opportunities, and ACCG District Meetings.
3. Shall submit information for their District to the Technology Committee for inclusion on the GCCA website.

4. Shall make nominations for recognition and awards of members in their respective districts.
5. Shall obtain a list of new clerks from the Carl Vinson Institute of Government and make initial contact at meetings.
6. Shall coordinate mentoring opportunities and activities within their district when appropriate.
7. Shall not be a member of the Executive Committee or any other GCCA standing committee.
8. Shall report to the GCCA President.

A Motion was made by Don Townsend, Dade County, and seconded by Nancy Livingston, Telfair County, to approve the GCCA District Director Initiative. Hearing no objections, it was so ordered.

### **Announcements/Upcoming Trainings**

President Mark Massey (Fulton County)

- County Clerks Week at the Georgia State Capitol, Governor's Office – Atlanta/Fulton, May 8, 2013.
- Municipal and County Clerks/Finance Officers Education Program – Athens/Clarke, September 8 – 10, 2013
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- Capitol Connection Conference & Commissioners Training Program – Atlanta/Fulton, February 3 – 4, 2014
- County Clerks Week at the Georgia State Capitol, Governor's Office – Atlanta/Fulton, May 5 - 11, 2014
- ACCG Annual Meeting and Commissioners Training Program – Savannah/Chatham, May 10 – 12, 2014
- Municipal and County Clerks/Finance Officers Education Program – Athens/Clarke, September 7 – 9, 2014

### **Adjournment**

*Upon a motion made by Mark Massey and a second by Don Townsend, the meeting was adjourned.*