



**MINUTES**  
**GEORGIA COUNTY CLERKS ASSOCIATION**  
**BUSINESS MEETING**  
**Monday, February 16, 2015**  
**Georgia Center, Banquet Area**  
**Athens, Georgia**

[www.georgiacca.com](http://www.georgiacca.com)

**Call to Order**

The Georgia County Clerks Association Business Meeting was called to order on February 16, 2015 at 11:55 a.m. by President Barbara H. Sanders (DeKalb County). (Copy of the agenda made a part of the minutes.)

**Invocation**

The invocation was given by Kathy Hayes (Oconee County).

**Pledge of Allegiance**

The Pledge of Allegiance was led by Lisa Ritchie (Hall County).

**Special Introduction**

President Barbara H. Sanders (DeKalb County) introduced Mr. Dan Roach, Public Service Assistant with the Carl Vinson Institute of Government. Mr. Roach explained that he works in Governmental Training, Education and Development. He and Doctoral student, Jacob Martin, are working on a new and improved curriculum for the clerks training.

**Door Prize Drawings**

Tickets were given out as clerks arrived at the meeting. President Barbara H. Sanders (DeKalb County) and Natasha Kennedy (DeKalb County) distributed three (3) door prizes to lucky winners.

**Recognition of Special Guests**

Vice-President Jane Greathouse (Oconee County) recognized special guests in attendance, which included Joe Dan Thompson, ACCG Marketing and Field Services Rep and Beth Brown, ACCG Director of Strategy & Innovation. There were also several of our wonderful vendors present.

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

President Barbara H. Sanders (DeKalb County) asked new clerks and first time attendees to stand and be recognized. There were approximately ten (10) individuals that stood up. Barbara welcomed them all and offered assistance if needed.

**Door Prize Drawings**

Special welcome aboard gifts were distributed to the new clerks and first time attendees.

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

President Barbara Sanders (DeKalb County) asked if any clerks had retired or were planning to retire and/or received any promotions. Brenda Harris (Fulton County) was recognized for her recent retirement.

### **By-Law Amendments**

District 10 Co-Director Jawahn Ware (Dougherty County) announced that some changes were being proposed to the current By-Laws. She explained that detailed information would be distributed to all clerks and the changes will be voted on at the September meeting. Some highlights included: changes to the Nominating Committee, formation of a new By-Laws Committee, new rules for determination of a quorum, change of terms for President and Vice-President, Tax Exempt Status, and deadlines for membership dues.

### **Consideration to approve the minutes from the September 9, 2014 GCCA Meeting – Athens, GA**

Secretary Lynn Barber (Putnam County) presented the minutes. One change was noted for page two: change Membership Committee nominee from Jawahn Ware (Dougherty County) to Patricia Tibbits (Paulding County). A motion was made by Nancy Livingston (Telfair County) to approve the minutes as corrected. Jawahn Ware (Dougherty County) seconded and the motion passed.

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

Treasurer Kathy Hayes (Oconee County) presented the Treasurer’s Report for the period September 2014 through February 12, 2015. She reported that the bank statements were balanced and that the checking account had a reconciled balance of \$9,544.55 as of January 31, 2015 which includes \$1,000.00 for the Scholarship Fund. The Certificate of Deposit had a balance of \$20,598.43 as of February 12, 2015. She also briefly went over the Check Register, the Bank Reconciliations, and the 2014 and 2015 Financial Reports. A motion was made by Amy Hitt (Pierce County) to approve the Treasurer’s Report. Danielle Austin (Barrow County) seconded and the motion passed. (Copy of Treasurer’s Report made a part of the minutes.)

### **Nominating Committee**

The Nomination Committee [Doris Blackman (DeKalb County), Carol Ison (Talbot County), and Dionne McKenzie (DeKalb County)] made the following recommendations for officers:

- Treasurer: Kathy Hayes (Oconee County). A motion was made by Twink Monahan (Thomas County) to close the nominations and elect Kathy Hayes. Jawahn Ware (Dougherty County) seconded and the motion passed.
- Secretary: Danielle Austin (Barrow County). A motion was made by Amy Hitt (Pierce County) to close the nominations and elect Danielle. The motion was seconded and passed.
- Vice President: Twink Monahan (Thomas County) nominated Glynda Hemby (Tift County). A motion was made by Danielle Austin (Barrow County) to close the nominations and elect Glynda. The motion was seconded and passed.
- President: Jane Greathouse (Oconee County). A motion was made by Danielle Austin (Barrow County) to close the nominations and elect Jane. The motion was seconded and passed.

## **Committee Reports**

### **Education Committee**

**Jane Greathouse (Oconee County), Chairperson** gave a report. The members of the Education Committee have been working with Georgia Municipal Association clerks and the Carl Vinson Institute of Government on redesigning the curriculum for the clerks training. Changes have been recommended for the required classes, the elective classes, and some advanced classes have been added. A draft of the changes will be sent out to all the members soon and a vote will be taken at the Annual Meeting in Savannah in April. The changes will be implemented hopefully in September. Jane thanked all the Education Committee members.

### **Executive Committee**

Mark Massey (Fulton County) announced that the Executive Committee had a good meeting yesterday.

### **Benevolent Scholarship Committee**

No report.

### **Recognition/Awards Committee**

Twink Monahan (Thomas County) asked Recognition/Award Committee members to briefly meet with her at the close of the business meeting.

### **Membership Committee**

No report.

### **Unfinished Business**

None.

### **New Business**

None.

### **Announcements/Upcoming Trainings**

Treasurer Kathy Hayes (Oconee County) advised that the Clerks Association would have one more drawing for a gift card at tomorrow morning's General Session. She reminded everyone to drop their business card in the bowl located at our display.

### **Adjournment**

With no other business to come before the GCCA membership, President Barbara Sanders (DeKalb County) adjourned the meeting at 12:52 p.m.

Respectfully submitted:

Lynn Barber, Putnam County  
Secretary, Georgia County Clerks Association