



**DRAFT MINUTES
GEORGIA COUNTY CLERKS ASSOCIATION
BUSINESS MEETING
Monday, September 8, 2014
Georgia Center, Banquet Area
Athens, Georgia**

www.georgiacca.com

Call to Order

The Georgia County Clerks Association Business Meeting was called to order on September 8, 2014 at 11:51 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 Jennifer Rutledge (Rockdale County).

Pledge of Allegiance

The Pledge of Allegiance was led by Stephanie Johnson (Effingham County).

Lunch

The meeting recessed for lunch at approximately 11:53 a.m.

The meeting reconvened at approximately 11:59 a.m. Members continued to eat while business was being conducted.

Special Presentation – Drawing

Treasurer Kathy Hayes (Oconee County) presented an Erudite Owl purchased by Nancy Livingston (Telfair County) and donated to the Association. The Erudite Owl symbolizes the work of the Clerk. On behalf of the Clerks Association, Nancy was thanked for her kindness and thoughtfulness. The winner of the drawing was Dawn Peterson (Fulton County).

Recognition of Special Guests

President Barbara H. Sanders (DeKalb County) recognized special guests in attendance, which included Ben Pittarelli, ACCG Health Program and Insurance Marketing and Joe Dan Thompson, ACCG Marketing and Field Services Rep.

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 eight (8) individuals that stood up.

Recognition of Retiring Clerks and/or Promotions

Vice President Jane Greathouse (Oconee County) asked if any clerks had retired or were planning to retire and/or received any promotions. There were none.

Consideration to approve the minutes from the April 11, 2014 GCCA Meeting – Savannah, GA

Secretary Lynn Barber (Putnam County) presented the minutes. A motion was made by Paige Dukes (Lowndes County) to approve the minutes. Nancy Livingston (Telfair County) seconded and the motion passed.

Appointments to the Committees

The Nomination Committee [Jawahn Ware (Dougherty County), Natasha Kennedy (DeKalb County), Brenda Harris (Fulton County), Kathy Arp (Floyd County), Vacancy] made the following recommendations for committee appointments:

- Executive Committee: Twink Monahan (Thomas County) and Lisa Ritchie (Hall County)
- Membership Committee: Janice Bocook (Chatham County) and Jawahn Ware (Dougherty County)
- Nominating Committee (The terms of Jawahn Ware, Natasha Kennedy, and Kathy Arp are expiring, plus there is one vacancy): Dionne McKenzie (DeKalb County) to fill the vacant position, Carol Ison (Talbot County) to fill Kathy Arp's position, Doris Blackman (DeKalb County) to fill Natasha Kennedy's position, and Rene' Whidby (Worth County) to fill Jawahn Ware's position

A motion was made by Garner Mercer (Twiggs County) to close the nominations and appoint the recommended individuals. The motion was seconded and passed.

Consideration to approve the Treasurer's Report

Treasurer Kathy Hayes (Oconee County) presented the Treasurer's Report for the period April 1, 2014 through August 31, 2014. She reported that the bank statements were balanced and that the checking account had a balance of \$10,306.85 as of August 31, 2014 which includes \$1,000.00 for the Scholarship Fund. The Certificate of Deposit had a balance of \$20,589.01 as of August 31, 2014. She encouraged everyone to join the membership for only \$20 per year and to visit the Clerks Association table for a membership form. Kathy also reminded everyone that a \$1000 scholarship fund was available for the February meeting. A motion was made by Jawahn Ware (Dougherty County) to approve the Treasurer's Report. Nancy Livingston (Telfair County) seconded and the motion passed. (Copy of Treasurer's Report made a part of the minutes.)

Committee Reports

Executive Committee

No report.

Education Committee

Jane Greathouse (Oconee County), Chairperson gave a report on a recent joint meeting with the Carl Vinson Institute of Government (CVIOG) and the Georgia Municipal Clerks Finance Officers Association (GMCFOA) regarding training classes. Certification requires 101 total hours with 81 hours coming from required courses and 20 hours from elective courses. It was discussed to maybe offer 120 hours of topics so individuals could pick and choose what fits best for them. Some advanced topics discussed were: Administration hearings, Roberts Rules of Order, Open Records Requests, and something on the Public Administration component. CVIOG will pull all the ideas together and roll out the new curriculum in 2016. Jane distributed index cards to everyone and asked for written answers to the following questions: 1) Do you want a deputy clerk certification program and 2) Name one class you would like to see offered. The group also discussed the Masters Certification classes and would like to see more

opportunities to make up missed classes and make it possible to achieve certification in one to one and half years.

Membership Committee

No report.

Nominating Committee

See above.

Benevolent Scholarship Committee

No report.

Recognition/Awards Committee

No report.

Unfinished Business

None.

New Business

None.

Announcements/Upcoming Trainings

Upcoming Trainings include:

- October 8-10, 2014 ACCG Legislative Leadership Conference
- November 4, 2014 General Election
- December 2-5, 2014 Newly Elected Commissioners Conference
- December 11-12, 2014 ACCG Board of Managers Meeting
- March 1-3, 2015 Municipal and County Clerks/Finance Officers Education Program – Athens/Clarke County
- September 13-15, 2015 Municipal and County Clerks/Finance Officers Education Program – Athens/Clarke County
- March 6-8, 2016 Municipal and County Clerks/Finance Officers Education Program – Athens/Clarke County
- September 11-13, 2016 Municipal and County Clerks/Finance Officers Education Program – Athens/Clarke County

No other announcements were made. President Barbara H. Sanders (DeKalb County) gave a special thanks to Nancy Livingston (Telfair County) for purchasing the Erudite Owl and thanked everyone for coming to the meeting and conference.

Adjournment

With no other business to come before the GCCA membership, President Barbara Sanders (DeKalb County) adjourned the meeting at 12:44 p.m.

Respectfully submitted:
Lynn Barber, Putnam County
Secretary, Georgia County Clerks Association