



*North Carolina Association
of County Clerks
to the
Boards of County Commissioners*

January 22, 2018

Dear Clerks, Deputy Clerks, and COG Secretaries:

“Finding Your Beat, the Rhythm of Life,” is the theme for our 31st Annual Conference. I encourage you to attend Moore County/Pinehurst Resort on March 21-23, 2018. The theme this year goes along with our speaker’s message. Our guest speaker, Tim Eggebraaten, is joining us from Detroit Lakes, MN. You will be energized by his session! I think everyone will really enjoy the facility too. The rooms are very spacious and elegant. Mr. Eggebraaten will offer Wednesday evening entertainment and a 30 minute welcome beer/wine reception will be offered courtesy of the resort. A photo safari scavenger hunt is planned for Thursday afternoon, along with evening lawn games (like glow-in-the-dark putt-putt and corn hole), and please plan to stay for the Friday night banquet which is sure to be exquisite. In addition to the Howard Holly Outstanding Clerk of the Year Award, we will have our installation of the incoming officers, presentation of certification name plates and recognition of retirees.

Scholarships for the conference are available to a limited number of clerks who may require financial assistance in order to attend. To request a scholarship, please submit a letter of need to myself addressing your reasons for applying no later than February 21, 2018. Please note that past scholarship recipients are not eligible to reapply for three (3) years after receiving a scholarship. For more information on the criteria that will be considered for a scholarship, please see page 41 in our bylaws.

[http://www.nccountyclerks.org/Portals/0/Documents/BYLAWS and HANDBOOK JAN 2017 VERSION.pdf](http://www.nccountyclerks.org/Portals/0/Documents/BYLAWS_and_HANDBOOK_JAN_2017_VERSION.pdf)

As always, please make it a point to visit with our vendors during the conference and we encourage you to bring door prizes and items for goody bags.

Sincerely,

Kimberly W. Hines, MMC, NCCCC
President – NC Association of County Clerks
Pitt County Clerk to the Board

**REGISTRATION FORM
MMC ACADEMY AND SPRING ANNUAL CONFERENCE
NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS
MARCH 21 – 23, 2018
PINEHURST RESORT, MOORE COUNTY**

Name: _____ Title: _____
Organization: _____
Mailing Address: _____
Telephone: _____ Email: _____

PLEASE INDICATE YOUR PARTICIPATION AND GUEST REQUIREMENTS BELOW:

Wednesday MMC Academy (Fee: \$100.00) \$ _____
(Fee includes breakfast)

Thursday/Friday Spring Conference (Fee: \$175.00) \$ _____
(Fee includes breakfast both days, Thursday lunch, Friday banquet)

Group Activities *(please also include your quests in calculation):*

Photo Safari Scavenger Hunt in Village of Pinehurst (Fee: \$20/person) \$ _____
Thursday, 3/22/18, 3:30-5:00pm

Lawn Games on West Lawn of Hotel (Fee: \$10/person) \$ _____
Nite Lite Putting, Bocce Ball, Big Connect 4, Corn Hole, Ladder Golf
Thursday, 3/22/18, 7:00-9:00pm

Guest Meals:

Thursday Lunch (Fee: \$25/person) \$ _____

Friday Banquet (Fee: \$50/person) \$ _____

TOTAL \$ _____

REGISTRATION DEADLINE: FRIDAY, MARCH 2, 2018

Please make checks payable to: North Carolina Association of County Clerks
Return registration form and check to: Laura Williams, Clerk
Moore County Board of Commissioners
P.O. Box 905
Carthage, NC 28327

REMEMBER TO BRING DOOR PRIZES AND GOODY BAG ITEMS!

Room Reservations: Please try to make your reservation by **February 5, 2018** (last day for Association to alter room nights reserved) and no later than **February 19, 2018** (last day room block is reserved).
The nightly rate is \$159 plus taxes/fees.



Finding Your Beat – The Rhythm of Life

North Carolina Association of County Clerks
2018 Annual Conference
March 21- 23, 2018
Pinehurst Resort
80 Carolina Vista Drive, Pinehurst, North Carolina



FINDING YOUR BEAT – THE RHYTHM OF LIFE

AGENDA

WEDNESDAY, MARCH 21, 2018

7:30 am – 8:30 am	Breakfast
8:00 am – 8:25 am	Registration <i>Outside South Room</i>
8:25 am – 8:30 am	Welcome/Introductions <i>South Room</i>
8:30 am – 10:30 am	MMC Advanced Academy I <i>Finding Your “Rhythm of Life”</i> Tim Eggebraaten <i>South Room</i>
10:30 am – 11:30 am	MMC Advanced Academy I <i>What a Clerk Needs to Know about the Property Tax</i> Chris McLaughlin Associate Professor of Public Law and Government UNC School of Government <i>South Room</i>
11:30 am – 1:00 pm	Lunch (<i>on your own</i>)
1:00 pm – 3:30 pm	MMC Advanced Academy I <i>Drafting Ordinances – Writing What You Mean and Meaning What You Write</i> Norma Houston Lecturer in Public Law and Government UNC School of Government <i>South Room</i>

3:30 pm – 4:00 pm

Visit with Vendors

North Room

4:00 pm

NC Association of Co. Clerks Executive Committee Meeting

South Room

Dinner *(on your own)*

7:00 pm – 7:30 pm

Welcome Reception *courtesy of Pinehurst Resort*

Carolina Hall / Terrace

7:00 pm – 9:00 pm

Musical Entertainment *by Tim Eggebraaten*

Carolina Hall / Terrace

THURSDAY, MARCH 22, 2018

7:30 am – 8:30am

Breakfast *SPONSORED BY MUNICODE*

8:00 am – 8:30 am

Registration

Outside South Room

Visit with Vendors

North Room

8:30 am – 8:45 am

Welcome from Moore County Board of Commissioners

Chair Catherine Graham

South Room

8:45 am – 10:15 am

MMC Advanced Academy II

Finding Your “Rhythm of Life” (cont’d)

Tim Eggebraaten

South Room

10:15 am – 10:30 am

Coffee Break *courtesy of Pinehurst Resort*

10:30 am – 12:00 pm

MMC Advanced Academy II

The Price of Promises

Dale R. Folwell, CPA

State Treasurer of North Carolina

South Room

12:00 pm – 1:00 pm

Lunch *(on site – Carolina Dining Room)*

1:00 pm – 1:15 pm

Vendor Recognition

Carolina Dining Room

1:15 pm – 3:15 pm

MMC Advanced Academy II
The Multi-Purpose County Clerk

Trey Allen
Assistant Professor of Public Law and Government
UNC School of Government
South Room

3:30 pm – 5:00 pm

Group Activity – *Photo Safari Scavenger Hunt in Village*

5:00 pm – 7:00 pm

Dinner (*on your own*)

7:00 pm – 9:00 pm

Group Activity – *Games on the West Lawn*

FRIDAY, MARCH 23, 2018

7:30 am – 8:30 am

Breakfast *SPONSORED BY LGFCU*

8:00 am – 8:30 am

Local Government Federal Credit Union Presentation

Jazmine Kilpatrick
Membership Development Director
LGFCU

8:30 am – 9:45 am

MMC Advanced Academy II

Meeting Agenda Software: The Good, The Bad, & The Ugly

Panel Discussion –
Michelle Parker-Evans (Durham Co.), Lindsay Ray (Chatham Co.),
Melissa Long (Pender Co.), Debbie Harris (Davidson Co.), Tory
Frink (Alamance Co.)
South Room

9:45 am – 10:30am

MMC Advanced Academy II

Legislative Update for County Clerks

Amy Bason
Deputy Director/General Counsel
North Carolina Association of County Commissioners
South Room

10:30 am – 10:45 am

Door Prizes/Visit with Vendors

North Room

10:45 am

NC Association of Co. Clerks Business Meeting

South Room

Lunch/Afternoon (*on your own*)

6:00 pm – 8:30 pm

Banquet / Installation of Officers

Cardinal Ball Room

The MMC Advanced Academies are presented by the School of Government, University of North Carolina at Chapel Hill. The School is the International Institute of Municipal Clerks' approved provider of educational programs for clerks in North Carolina.

Clerks who successfully complete MMC Advanced Academy I will be eligible for 2.75 MMC/CMC points and 5.5 credit hours towards recertification as an NCCCC or, if applicable, certification or recertification as an NCMCC. Clerks who successfully complete MMC Advanced Academy II will be eligible for 3.5 MMC/CMC points and 7 credit hours towards recertification as an NCCCC or, if applicable, certification or recertification as an NCMCC. Partial credit is not available for either Academy.

North Carolina Association of County Clerks
Speaker/Session Information

Wednesday, March 21, 2018
MMC Advanced Academy I

8:30 am – 10:30 am

Finding Your “Rhythm of Life”

Tim Eggebraaten

We all face daily challenges to maintain harmony in our lives. We strive to strike the perfect chord to balance our mental, physical and spiritual components of our lives and making sure that our work lives and personal lives exist in a healthy and effective proportion.

Tim Eggebraaten will work with the NCACC members in two interactive presentations to provide useful life-tips so that we maintain our pitch and don’t become flat in life. Using powerful stories, Tim will share with you some of his techniques that he uses to keep a positive and productive outlook on life.

10:30 am – 11:30 am

What a Clerk Needs to Know about the Property Tax

Chris McLaughlin

Associate Professor of Public Law and Government
UNC School of Government

The county commissioners play a large role in administering the property tax, which means clerks need to be familiar with how that tax works. This session will provide a quick overview of the county property tax process as well as a detailed discussion of the board’s authority and obligations concerning this tax.

1:00 pm – 3:30 pm

Drafting Ordinances – Writing What You Mean and Meaning What You Write

Norma Houston

Lecturer in Public Law and Government
UNC School of Government

Clerks often take the lead in drafting ordinances for their governing boards. In this session, clerks will learn the basic rules for drafting ordinances and practice applying those rules through group exercises.

Thursday, March 22, 2018
MMC Advanced Academy II

8:45 am – 10:15 pm

Finding Your “Rhythm of Life” (cont’d)

Tim Eggebraaten

10:30 am – 12:00 pm

The Price of Promises

Dale R. Folwell, CPA

State Treasurer of North Carolina

1:15 pm – 3:15 pm

The Multi-Purpose County Clerk

Trey Allen

Assistant Professor of Public Law and Government

UNC School of Government

County clerks often serve as the go-to officials for their jurisdictions. This session will examine laws relevant to county clerks in their many roles. It will pay special attention to statutes that expressly impose duties on county clerks. This session will also discuss important and readily available resources that can help clerks do their jobs.

Friday, March 23, 2018

MMC Academy II (cont'd)

8:30 am – 9:45 am

Meeting Agenda Software: The Good, The Bad, & The Ugly

Panel Discussion

More and more local government boards use or would like to use meeting agenda software to help manage their meetings. One obstacle is the array and complexity of available programs. In this session, a panel of county clerks will share their experiences with various agenda programs, focusing on the advantages and drawbacks of each.

9:45 am – 10:30 am

Legislative Update for County Clerks

Amy Bason

Deputy Director/General Counsel

North Carolina Association of County Commissioners

Amy Bason will bring clerks up-to-date on the legislative goals of the North Carolina Association of County Commissioners and review county issues sure or likely to come before the General Assembly in 2018, including those that could have a direct impact on county clerks.

Speaker Biographies

Trey Allen joined the School of Government in 2013. He was previously an attorney at Tharrington Smith LLP in Raleigh, where he represented local school boards. Prior to that Trey served as a law clerk for Justice Paul M. Newby of the North Carolina Supreme Court and as a judge advocate in the United States Marine Corps. Trey earned a bachelor's degree from the University of North Carolina at Pembroke and a law degree from the University of North Carolina at Chapel Hill, where he was a published staff member of the *North Carolina Law Review*. Trey's areas of expertise at the School include general local government law, the general ordinance authority of local governments, board procedures, and local government liability. He is the School of Government's advisor to municipal and county clerks.

Amy Bason serves as legal advisor to the Board of Directors, Board of Trustees, and Executive Director across all services areas including the Risk Management Pools, advocacy, member services and internal support functions at the North Carolina Association of County Commissioners.

Dale R. Folwell was a four-term member of the N.C. House of Representatives, including two years as Speaker Pro Tempore. During that time, he sponsored 29 major pieces of legislation enacted with bi-partisan support. More recently, he was Assistant Secretary of Commerce with the Division of Employment Security, where he took the most "broke and broken" unemployment system in the United States and turned it into a national leader in debt-repayment, quality and customer service. He is a Certified Public Accountant (CPA) with a Masters in Accounting. Married for 28 years with three children, he lives in Winston-Salem.

Norma Houston joined the School of Government in 2006. Prior to that, she served as chief of staff and general counsel to State Senate President Pro Tempore Marc Basnight. She has also worked for UNC President Erskine Bowles and served as Dare County attorney, assistant attorney general in the NC Department of Justice, and staff attorney for NC Prisoners Legal Services. She is a member of the North Carolina State Bar and serves on the boards of several organizations. Houston has been an adjunct faculty member at the UNC-Chapel Hill School of Law and also teaches state government in the School's graduate program in public administration. She was named Albert and Gladys Hall Coates Term Lecturer for Teaching Excellence for 2015-2017. Houston earned a BS in criminal justice and psychology and a JD from the University of North Carolina at Chapel Hill.

Chris McLaughlin joined the School of Government in 2008. He was named Albert and Gladys Hall Coates Distinguished Term Assistant Professor for 2012–2014. Previously, he practiced law with Wilmer Hale in Boston and Verrill Dana in Portland, Maine. Most recently, he served as adjunct professor and assistant dean for student affairs at Duke Law School. McLaughlin is a magna cum laude graduate of the University of Pennsylvania's Wharton School of Business and Duke Law School, where he was also Order of the Coif. He is a member of the North Carolina, Massachusetts, and Maine state bars.