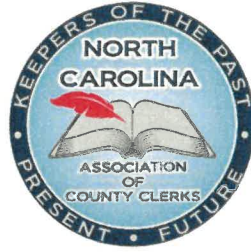


NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS



**Eastern Regional Advanced Clerk Academy
Friday, September 22, 2023
Onslow County
234 NW Corridor Boulevard
Jacksonville, North Carolina 28540**

AGENDA

- 8:00 a.m. – 8:30 a.m. **Registration/Continental Breakfast**
(Breakfast Provided by Onslow County Government)
- 8:30 a.m. – 8:45 a.m. **Welcome/Introductions**
Julie Wand, Clerk to the Board
- Welcoming Remarks**
Tim Foster, Chairman
- 8:45 a.m. – 9:00 a.m. **NCACC Certification/IIMC Certification Discussion**
Lindsay K. Ray, President, North Carolina Association of County Clerks
Kristina Wilson, Assistant Professor of Public Law and Government, UNC School of Government
- 9:00 a.m. – 10:30 a.m. **Everything you need to know to be ready for an Election Year**

Kristina Wilson, Assistant Professor of Public Law and Government, UNC School of Government
- 10:30 a.m. – 10:45 a.m. **Break/Snacks**
- 10:45 a.m. – 12:00 p.m. **Everything you need to know to be ready for an Election Year (continued)**
Kristina Wilson, Assistant Professor of Public Law and Government, UNC School of Government
- 12:00 p.m. – 1:00 p.m. **Lunch**
(Lunch Provided by Publix Catering)

- 1:00 p.m. – 2:00 p.m. **Records Retention in a Digital World**
 Francesca Evans, Records Analyst, Records Analysis Unit, NC
 Department of Natural and Cultural Resources
- 2:00 p.m. – 3:00 p.m. **How a Bill Becomes Law in North Carolina**
 Christine Wunsche, Director, Legislative Reporting Services, UNC
 School of Government
- 3:00 p.m. – 3:15 p.m. **Break/Snacks**
- 3:15 p.m. – 4:15 p.m. **Clerk BINGO!**
 Kristina Wilson, Assistant Professor of Public Law and Government,
 UNC School of Government
- 4:15 p.m. – 4:30 p.m. **Regional Wrap-up/Questions**
 Lindsay K. Ray, President, North Carolina Association of County
 Clerks
 Kristina Wilson, Assistant Professor of Public Law and Government,
 UNC School of Government

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 will be eligible for 3.00 MMC/CMC points and 6.0 credit hours towards recertification as an NCCCC or, if applicable, certification or recertification as an NCMCC.

Partial credit is not available for the Academy.

North Carolina Association of County Clerks Speaker/Session Information

8:45 a.m. – 9:00 a.m.:

NCACC Certification/IIMC Certification Discussion

Lindsay K. Ray, President, North Carolina Association of County Clerks

Kristina Wilson, Assistant Professor of Public Law and Government

Time is being allotted for questions and answers about the IIMC (CMC and MMC) and the NCACC (NCCCC and NCMCCC) clerk certifications.

9:00 a.m. – 12:00 p.m.:

Everything you need to know to be ready for an Election Year

Kristina Wilson, Assistant Professor of Public Law and Government

UNC School of Government

An election year is fast approaching, and clerks often play an active role in pre- and post-election processes. This session will address laws surrounding oaths of office, the organizational meeting, bonds, campaign ethics and requirements, and tricky first amendment issues that might arise during campaign season.

1:00 p.m. – 2:00 p.m.:

Records Retention in a Digital World

Francesca Evans, Records Management Analyst, Records Analysis Unit

State Archives of North Carolina, Government Records Section

With the pandemic came a lot of changes in how local governments operate. Local governments quickly shifted to virtual meetings and various online platforms for interoffice communication and meetings. This session will take a look at how the records retention schedule addresses the types of documents that these virtual platforms create and help clerks better understand where these documents fall into the retention schedule.

2:00 p.m. – 3:00 p.m.:

How a Bill Becomes Law in North Carolina

Christine Wunsche, Director, Legislative Reporting Services

UNC School of Government

Clerks frequently are responsible for staying abreast of changes in legislation. This session will explore the legislative process and give clerks resources to find, understand, and apply developing and newly enacted legislation.

3:15 p.m. – 4:15 p.m.:

Clerk BINGO!

Kristina Wilson, Assistant Professor of Public Law and Government

UNC School of Government

Speaker Biographies

Francesca Evans:

Francesca Perez Evans is a Records Management Analyst at the State Archives of North Carolina. She educates and consults government employees about the life cycle of records created within the transaction of public business. Francesca joined the State Archives in 2008. She worked with the Public Services and Audiovisual Materials Units and later served as Local Records Archivist. Before her beginning her current role, Francesca was project manager of the North Carolina Digital Collections as the Information Management Archivist. Before starting her current role, Francesca was the Community Engagement Librarian at the State Library of North Carolina for three years.

Lindsay K. Ray:

Lindsay Ray is the Clerk to the Chatham County Board of Commissioners and is the current President of the North Carolina Association of County Clerks and also an At-Large board member for the Alumni Association of the Municipal and County Administration Course at the SOG. Lindsay has been designated a North Carolina Master County Clerk by the NCACC. Lindsay was hired as Deputy Clerk in August of 2011 and was appointed as Clerk in January of 2014 and has been one of the core instructors for the Chatham County Leadership Academy since 2017.

Kristina Wilson:

Kristina Wilson joined the School of Government in September 2021. Her work focuses on local government structure and authority, board procedures, and public records and transparency issues. Prior to joining the School, Wilson was a civil litigation associate at Yates, McLamb & Weyher LLP where her practice included medical malpractice defense, general liability defense, employment disputes, and constitutional matters in both federal and state court. She also worked for the U.S. Department of Justice in its Access to Justice Office addressing civil constitutional issues including nuisance ordinances and public housing and a proposed civil right to counsel. Prior to law school, Wilson worked as a communications associate for the Center for Global Development, an international development think tank in Washington, D.C. Wilson earned her J.D. cum laude from Wake Forest University School of Law where she was a published member and executive online editor of the Wake Forest Law Review. Wilson earned undergraduate degrees in English and Spanish cum laude from Georgetown University. She is a member of the North Carolina State Bar.

Christine Wunsche:

Christine Wunsche joined the School of Government in 2007 as director of the Legislative Reporting Service (LRS). Wunsche's LRS duties include acting as editor of the Daily Bulletin and running the LRS website. She also manages the LRS office, coordinating a staff of lawyers and professionals who create the Daily Bulletin and LRS online content. Prior to taking on the role of director, Wunsche worked during the 2007 legislative session as an attorney in the LRS office. Before joining the School of Government, she lobbied for clean water issues as an attorney for Environment North Carolina. Wunsche earned a B.A. and a J.D. from UNC-Chapel Hill.

Food Donations

Non-perishable child-friendly foods and easy to prepare meals are always needed. (For Safety Reasons, please do not donate glass items)

Breakfast

- Pop-tarts
- Individual Cereal
- Oatmeal
- Individual Pancake Mix
- Instant Grits
- Cereal Bars

Lunch

- Canned Soup [Chicken Noodle, Tomato, Potato]
- Peanut Butter
- Jelly (in plastic jars)
- Ravioli / Spaghetti-o's
- Crackers
- Canned Fruit/Fruit Cups
- Snack Bars/Fruit Snacks

Dinner

- Spaghetti / Sauce
- Canned Vegetables [Mixed Vegetables, Corn, Green Beans, Peas, Carrots]
- Mac & Cheese
- Complete Meal Boxes/Boxed Meals
- Canned Chili
- Beef Stew
- Beans
- Rice
- Canned Meat (Tuna, Chicken, Ham)
- Individual Instant Mashed Potatoes

**Eastern Regional Advanced Clerk Academy
Hotel Information
Jacksonville, North Carolina 28540**

Block dates: September 21, 2023 – September 23, 2023

Hilton Garden Inn 1016 Jacksonville Pkwy, Jacksonville, NC 28546 (910-346-2400)

Double queen rooms at \$119.

Your attendee website is live

Congratulations! Your Hilton attendee website for NC CLERK REGIONAL CONFERENCE is now live and ready to share. **The link will be live until September 8, 2023 afterwards the link and the special rate will be unavailable.**

You can view your website using the following unique link:

[View your attendee website](#)

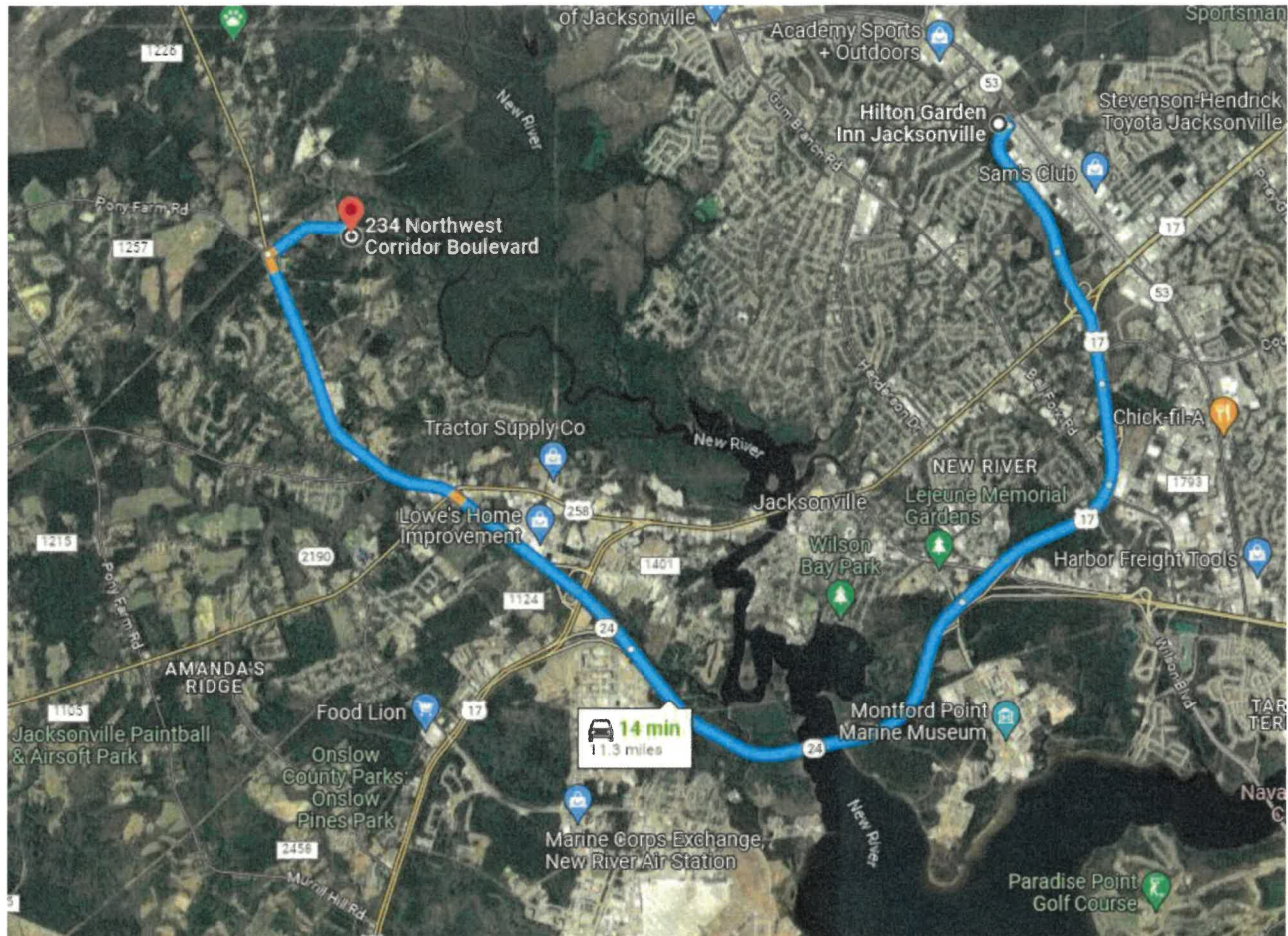
Where possible, please do not forward this email to event attendees. As the email contains a link to edit your event website, it should only be viewed by event planners.

Guest room booking

Event attendees can now reserve rooms by using the attendee website link above.

As you have already reserved a room block, all attendees will benefit from your exclusive rate when booking a room.

Jacksonville has a variety of hotels available if you prefer to stay with another brand.



Hilton Garden Inn Jacksonville
1016 Jacksonville Pkwy, Jacksonville, NC 28546

Get on Hwy 17 S in Jacksonville from Jacksonville Pkwy

3 min (2.0 mi)

Continue to NC-24 W

5 min (5.0 mi)

Continue on NC-24 W

6 min (4.3 mi)

Keep right to stay on NC-24 W

3.7 mi

Turn right onto NW Corridor Blvd.

0.6 mi

234 NW Corridor Blvd
Jacksonville, NC 28540