

**NC ASSOCIATION OF COUNTY CLERKS  
BUSINESS MEETING MINUTES**

**2022 NCACC Annual Conference  
Cabarrus County, NC  
Concord Convention Center | Fairway Ballroom  
Friday, August 12, 2022  
11:30 A.M.**

**Call to Order**

*Debbie Harris, President*

President Debbie Harris called the meeting to order at 11:30 A.M.

**Invocation**

*Lindsay K. Ray, Vice-President*

Vice President Lindsay K. Ray delivered the invocation.

**Self-Introductions & Recognition of New Clerks**

*Debbie Harris, President*

New Clerks attending were:

Itia Robinson (Northampton)

Hailey Hall (Lee)

Victoria Craig (McDowell)

Special Guests attending were:

Kevin Leonard – NCACC Executive Director

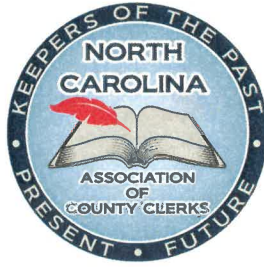
Amy Bason – NCACC Deputy Director & General Counsel

Kelly Brown – NCACC Education Services Manager

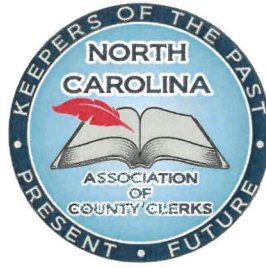
Sara Mogilski – NCACC Chief Operating Officer

Clerks and Deputy Clerks Participating were:

Last Name	First Name	County
Ray	Lindsay	Chatham
Linker	Lauren	Cabarrus
Keller	Robin	Guilford
Bowden	Carol	Wayne
Whitley	Kayla	Wayne



Stiles	Dale	Catawba
Ivey	Debra	Southwest Commission COG
Harris	Debbie	Davidson
Wilson	Lynn	Davidson
Crowell	Kym	New Hanover
Long	Melissa	New Hanover
Robertson	Itia	Northampton
Gamble	Jennifer	Lee
Hall	Hailey	Lee
High	Ange	Polk
Tipton	Kristy	Polk
Wand	Julie	Onslow
Hoffman	Angela	Onslow
Gilyard	Yvonne	Wake
Womack	Toni	Wake
Wallace	Monica	Durham
Carlton	Macio	Durham
Sloop	Ashleigh	Forsyth
Cannon	Denise	Anson
Smith	Carla	Caswell
Capps	Melissa	Harnett
Nowlen	Phyllis	Cleveland
Holton	Nan	Craven



Turbyfill	Cindy	Avery
Craig	Victoria	McDowell
Mitchell	Cheryl	McDowell
Hogan	Trisha	Transylvania
Frink	Tory	Alamance

**Approval of March 16, 2022 Minutes**

*Melissa Long, Secretary*

***Robin Keller made a motion to approve the March 16, 2022 Business Meeting Minutes with the Treasurer's Report from March 16, 2022 attached. Kym Crowell seconded the motion. The motion passed unanimously.***

**Approval of Treasurer's Report**


*Lauren Linker, Treasurer*

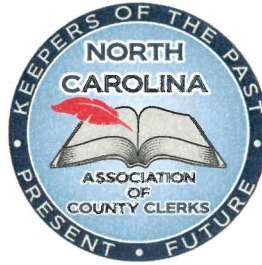
***Phyllis Nowlen made a motion to approve the Treasurer's Report. Yvonne Gilyard seconded the motion. The motion passed unanimously.***

**Bank Balance:**

Interest Checking	\$17,932.21
Money Market	\$77,111.50
Share Account	<u>\$21.06</u>
	<b>\$95,064.77</b>

Reconciled with Bank Statements Through 7/1/2022

  
 Lauren Linker, NCCCC  
 Treasurer/Cabarrus County Clerk



**NC Association of County Clerks  
Calendar Year 2019 Share Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawal
1/1/2022	Opening Balance		\$21.06	

<b>CY2022 Total</b>	<b>\$0.00</b>	<b>\$21.06</b>
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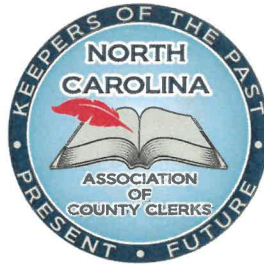
Name: Lauren Linker, NCCCC  
 Title: Treasurer/Cabarrus County Clerk  
 Date: 7/6/2022

**NC Association of County Clerks  
Calendar Year 2019 Money Market Account Activity**

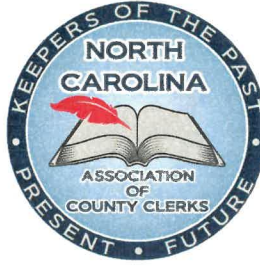
Date	Category Name:	Interest Received	Deposits	Withdrawals
1/1/2022	Opening Balance		\$91,803.06	
1/31/2022	Dividend		\$58.50	
2/28/2022	Dividend		\$52.87	
3/14/2022	Transfer to Checking			\$15,000.00
3/31/2022	Dividend		\$53.02	
4/30/2022	Dividend		\$47.46	
5/31/2022	Dividend		\$49.07	
6/30/2022	Dividend		\$47.52	

<b>CY2022 Total</b>	<b>Dividends</b>	<b>\$0.00</b>	<b>\$77,111.50</b>	<b>\$15,000.00</b>
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Name: Lauren Linker, NCCCC  
 Title: Treasurer/Cabarrus County County Clerk  
 Date: 7/6/2022



NC Association of County Clerks Calendar Year 2022 Checking Account Activity				Civic Federal Checking Account
Date	Category Name:	Receipts	Debits	Explanation
1/1/2022	Opening Balance	\$22,436.23		Opening Balance
1/13/2022	NCACC		32.66	Credit Card Processing Fees
1/31/2022	Dividend	\$2.86		Interest Earned
2/2/2022	Great Wolf Lodge		454.89	February 2022 Executive Committee Meeting
2/11/2022	Gaston County		\$1,776.29	Donna Buff - IIMC Region III Conference
2/17/2022	Trisha Hogan		\$182.00	Trisha Hogan - IIMC Region III Conference
2/17/2022	Transylvania County		\$1,063.40	Trisha Hogan - IIMC Region III Conference
2/17/2022	Deposit	\$250.00		Clerk Base Vendor Registration, Annual Conference
2/24/2022	Reimbursement - Great Wolf Lodge	\$37.14		Overage from Board of Directors Meeting
2/25/2022	Deposit	\$1,185.00		Membership/Annual Conference Registration
2/25/2022	Davidson County		\$100.65	Reimbursement - Supplies for Annual Conference
2/25/2022	Transylvania County		\$89.15	Reimbursement - Lodging for Executive Committee Meeting
2/25/2022	Trisha Hogan		\$118.80	Reimbursement - Mileage for Executive Committee Meeting
2/28/2022	Dividend	\$2.48		Interest Earned
3/1/2022	Deposit	\$1,020.00		Annual Conference Registration/Banquet Tickets
3/7/2022	brilLIVE		\$950.00	Annual Conference - Reception Band
3/10/2022	Great Wolf Lodge		\$2,500.00	Annual Conference - Facility Fees/Meals
3/11/2022	Walmart		\$284.40	Annual Conference - Doorprizes
3/11/2022	Great Wolf Lodge		\$14,360.03	Annual Conference - Facility Fees/Meals
3/14/2022	Transfer from Money Market Account	\$15,000.00		Annual Conference Funds
3/14/2022	Randolph County		\$295.00	Annual Conference Reimbursement
3/14/2022	Johnny O's Awards, Inc.		\$611.51	President Plaque & Name Plates
3/14/2022	Bladen County		\$330.00	Annual Conference Reimbursement
3/14/2022	Impress Me Screen Print & Awards Gallery		\$53.32	Clerk of the Year Award
3/14/2022	Walgreens		\$273.80	Gift Cards for President/Annual Conference Hosts
3/15/2022	The Speedway Club at Charlotte Motor Speedway		\$8,842.41	Annual Banquet
3/16/2022	NCACC	\$11,025.00		Annual Conference Registration/Banquet Tickets
3/20/2022	Great Wolf Lodge	\$44.95		Overage Reimbursement - Annual Conference
3/23/2022	Bluewater Waterfront Grill		\$1,750.00	Deposit - 2023 Banquet
3/23/2022	Deposit	\$875.00		Annual Conference Banquet/Vendor fees
3/23/2022	Davidson County		\$98.98	Check #1149 Supplies - Annual Conference
3/24/2022	Cherish Moore Flowers		\$335.00	Annual Conference Flowers
3/31/2022	Dividend	\$2.61		Interest Earned
4/1/2022	USPS		\$114.85	Mail Certifications
4/1/2022	Harland Clarke		\$60.48	Check Order
4/6/2022	Denise Ryan		\$2,373.00	Check #1150 Annual Conference Speaker
4/18/2022	Deposit	\$205.00		Membership/Banquet
4/18/2022	Transylvania County		\$898.84	Check #1151 Annual Conference Reimbursement
4/18/2022	Davidson County		\$293.51	Check #1152 Supplies
4/19/2022	NCACC	\$4,763.90		Annual Conference
4/30/2022	Dividend	\$2.18		Interest Received
5/11/2022	Jones, Brady & Company, CPA's		\$495.00	2021 Taxes
5/20/2022	NCACC		\$205.98	CC Fees for March
5/31/2022	Dividend	\$2.34		Interest Received
6/1/2022	Davidson County		\$90.74	Flowers
6/1/2022	Deposit	\$55.00		Membership
6/3/2022	Deposit	\$55.00		Membership
6/30/2022	Dividend	\$2.21		Credit Dividend
		\$56,966.90	\$39,034.69	
		\$17,932.21		
	Balance	In Balance		
Name:	Lauren Linker, Treasurer/Cabarrus County Clerk			
Date:	7/6/2022			



## **Items of Business**

### IIMC Region III Update

*Tory Frink, IIMC Region III Director*

IIMC Region III Director Tory Frink provided an update for IIMC Region III. She reported that clerks who are members of IIMC should have received a ballot in their email to vote on a couple of proposed constitutional amendments. Both proposed amendments passed. These constitutional amendments split Region 8 requiring two new directors to serve on the IIMC Board of Directors for the new region and bringing the total number of directors from 22 to 24. Tory also reported that in November, the IIMC Board of Directors met to consider conference sites for the 2027 annual conference. There were 7 bids received, but none of those bids yielded a viable site to hold the annual conference. Tory reminded the group of the upcoming IIMC Region III conference in February as well as the IIMC Annual Conference in May. Lastly, Tory encouraged those who are members of IIMC to take a look at the list of committees and get involved as committee members are needed for several committees. President Harris stated that she had joined a committee this year and that she looks forward to working with IIMC. President Harris thanked Tory for the update.

### Update on County Clerk Week

*Debbie Harris President*

President Debbie Harris reported that Camilla Pitman made a presentation to the IIMC Board of Directors about changing Professional Municipal Clerks Week to Professional Clerks Week. After presenting the proposal, it was forwarded to the Public Relations Committee for further review to determine how to be more inclusive. The Committee will be directed to bring additional ideas back to the Board of Directors for consideration. The executive committee will keep the association updated with their response. President Harris also noted that the association can also reach out to NACo to see about getting a County Clerks Week put in place.

### Rebranding/New Logo Introduction & Discussion

*Debbie Harris, President*

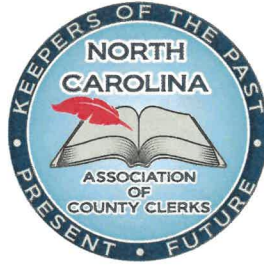
#### On Interest in Online Swag Store

President Debbie Harris stated that she hopes everyone has been to the association's desk and seen the new logo. She stated that the Board took all of the votes and suggestions from the annual conference in March to come up with the final logo. She reported that this logo was designed by a high school senior who worked closely with Lauren to take all of the suggestions and come up with the final product. President Harris turned the presentation over to Lauren to discuss swag options. Lauren stated that she hopes everyone will take time to get over to the booth and pick up some swag.

Lauren introduced the idea of a SWAG store to the group, explaining that it would be the best way to keep the integrity of the logo while affording clerks the opportunity to purchase items they would like to have and use with the new logo. The following items were suggested to be included in the online swag store:

- Shirts – short and long
- Hoodies
- Jackets
- Cardigans/professional wear/polo





- Backpacks/laptop bags
- Thermal cups
- Auto magnets
- Fanny packs
- Toboggins

After brief discussion, the membership liked the idea of an online store. Lauren reported that the Board is still working on researching platforms and will try to have some idea of a store platform before the November academies. She invited anyone who has a suggestion to email it to her as the Board works through the process.

#### Communications Committee Update

*Lauren Linker, Treasurer*

Lauren Linker reminded everyone to make sure they are connected with the association on Facebook. She also asked that if members are not receiving emails from constant contact, that they let the Board know so that it can be corrected. President Harris commented that constant contact is a great way to keep retired clerks engaged, and the Board is going to make a concerted effort to get email addresses and contact information for retired clerks so they can continue to be informed on association matters.

Lauren recognized Carol for the amazing work she is doing with the blog. If there is something that a member would like to hear about, or would like to provide any ideas for the blog, they can reach out to Carol.

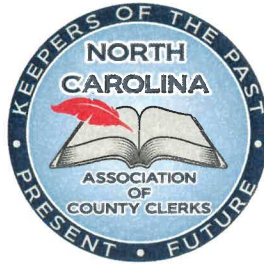
Melissa briefly touched on the Directory. The directory is updated online quarterly, but updates can be sent at any time. As the website is maintained by NCACC, the Board does not want to overburden them by updating too often. Melissa encouraged everyone to submit a photo if they have not done so, as it is great to put a face with a name when you are reaching out to someone.

Lauren also briefly spoke about the Facebook page. The name of the page is North Carolina Association of County Clerks. She suggested that members also get plugged in there as another avenue to share photos and news.

#### Discussion on Scholarships for November Academies

*Debbie Harris, President*

President Harris stated that a clerk had reached out to her about a scholarship for the November academy. The Board discussed this and suggested offering a scholarship to cover the cost for the program only. There are clerks that are struggling to get their education points because of tight budgets, especially since the pandemic. Brief discussion was held about how many scholarships to provide. Robin Keller commented on the hard road to receive the credentialing and recognition, and she feels the association should continue to support the process. After brief discussion, the membership nodded to add a change to the Bylaws update for November to add up to two (2) scholarships for the November academies.



***Debra Ivey made a motion to approve up to two (2) scholarships for this year's November academies for the program only, and to add this change into the bylaws update for November. Tory Frink seconded the motion. The motion passed unanimously.***

#### Update on 2023 Annual Conference

*Kym Crowell, New Hanover County  
Melissa Long, Secretary, New Hanover  
County*

Kym Crowell provided an update on the 2023 Annual Conference. The annual conference is being held at the Holiday Inn Resort Lumina on Wrightsville Beach April 19-21, 2023. As this conference was supposed to take place in 2021, the hotel has held the rates the same as what was in the contract in 2021 and the hotel has been completely remodeled. Originally, the hotel was going to be undergoing renovations during the conference but having to push it to 2023 has really worked well. The banquet will be held off site at Bluewater Grill. The program is still being worked on and there are some ideas for the service project. The goal is to get everyone off site and out into the community for the service project. Registration should go out sometime towards the end of January. Exciting things are coming, and New Hanover County cannot wait to welcome everyone to Wrightsville Beach in April.

#### NCACC Update

Kevin Leonard began by thanking clerks for all they do. He updated the association on the legislative goals process which is changing to get ahead of General Assembly convening. In the past the legislative goals process took place when the General Assembly would convene in January which put the process behind in terms of legislation. Kevin apologized for conflict this will cause with the November clerk school. He reminded the association that goals need to be submitted by September 12. Kevin also recognized Amy Bason. Lindsay thanked Kevin and the NCACC for allowing the Clerks Association to be a part of this conference with the service project and for allowing the clerks to have a spot. Brief discussion ensued regarding the service projects future and the suggestions that were received so far. President Debbie Harris thanked Kevin and Amy for the update and for all they do for the Clerks Association.

President Debbie Harris updated the association on the process for getting a clerk to serve on the NCACC Board of Directors. The executive committee has learned that the Municipal Clerks association has a clerk that sits on the Board of Directors for the League of Municipalities. This was brought to Kevin's attention who is running it through the NCACC Executive Committee. They currently have a manager who sits as an ex-officio member, and if granted the clerk would likely serve in the same capacity. She requested that any clerks with a commissioner on the NCACC Board make them aware of the request. More information will be provided as it becomes available.

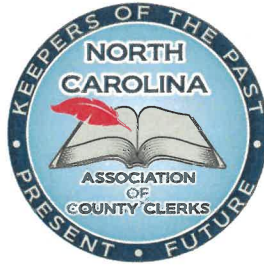
#### Hosts for 2023 Regional Conferences

*Debbie Harris, President*

President Debbie Harris stated that volunteers were needed for the 2023 fall regional conferences. After a brief discussion, the fall regional conferences for 2023 were decided as follows:

- Eastern – Onslow County, hosted by Julie Wand





- Western – Transylvania County, hosted by Trisha Hogan
- Piedmont – Guilford County, hosted by Robin Keller

#### Discussion on Member Perks/Conference Fees

*Debbie Harris, President*

President Debbie Harris presented proposed changes to the fees for the fall regional conference which will start this year. The proposal is to have a fee of \$75 for members and a fee of \$100 for non-members. For the annual conference, the fee would be a certain percentage higher for non-members, but those fees have not yet been discussed. This change will help with the rising cost of everything around, especially on a regional level because those are supposed to pay for themselves through registration fees. The association gave a nod to the fee increase. No vote was taken as those fees are set by the executive committee.

#### Discussion on Non-Clerks as Members

*Debbie Harris, President*

President Debbie Harris presented the idea of non-clerks joining the association as members. This would specifically be for individuals who perform clerk duties as part of their job who may not have the title of clerk/deputy clerk. It was also mentioned that this would be good for smaller organizations who may be succession planning. Robin Keller agreed with the proposal and noted that this is a good way to grow the organization. Toni Womack of Wake County stated that she is the Senior Executive Assistant but works with the Deputy Clerk on clerk duties and this would open the door for her to be able to join. Brief discussion ensued regarding the proposal.

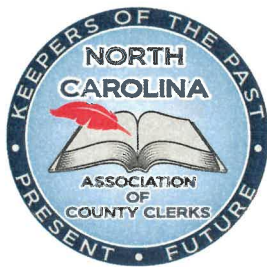
Based on the discussion there was buy-in from the group to add this change as a bylaw's amendment in November. The group felt that no one should be excluded from joining if they are performing clerk/deputy clerk duties. It was also felt that if an organization is paying for someone to attend training and get the education and certifications to become a clerk, then that was support enough. A certification is not a requirement if joining the association. This change will not affect many, but it will cover the few organizations who are hesitant to reclassify someone even when they are doing the work. A bylaws update will be presented in November for formal adoption by the association.

#### Update on Service Projects

*Debbie Harris, President*

President Debbie Harris stated that the service project response has been incredible this year and she thanked those who have participated. In speaking with Kevin Leonard, it may take a few years to get it off the ground, but as time goes on people will remember to bring school supplies to the annual conference. There was a commissioner from Bertie County who felt this should go to benefit smaller counties and those with a greater need. This is something the Board will work on for the future.

There will be smaller services projects at the regionals and that information will go out with the registration packets. Registration packets for regionals will be going out soon.



#### Update on Possible 2028 IIMC Conference Proposal

*Trisha Hogan, Immediate Past President*

President Debbie Harris stated that a new RFP will be going out for the 2027 since no one was selected. President Harris stated that she will get in touch with Lisa Stites, President of the Municipal Clerks association to get the process going. There has been talk about proposing Wake, Guilford, or New Hanover County. The Board will keep the association posted as this moves forward. In 2026 the IIMC Region 3 Conference comes back to North Carolina as well.

#### Additional Items

Robin Keller thanked everyone for sending out the information from the Attorney General's office in July regarding the Public Employee Student Loan forgiveness. The deadline for this is October 31, 2022 but Robin advised everyone to start the process now if they qualify. Robin also stated that in yesterday's State of Emergency training, it was pushed that clerks should be included as a primary role in disaster operations. This will also be included in future trainings, and she wanted the association to be aware in case clerks are recognized by their Boards. Everyone thanked Robin for the update.

Kelly Brown and Sara Mogilski provided a brief update to the association. Sara stated that the NCACC is in the early stages of updating its CRM system which is the contact database. NCACC will be in consultation with clerks during this project and wanted the association to be aware. President Debbie Harris thanked Kelly and Sara for all they, and NCACC as a whole does for the Clerks association.

#### Announcements/Upcoming Events

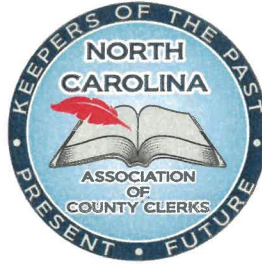
- Eastern Regional – Wayne/Lenoir Counties – September 16, 2022
- Western Regional – Cherokee County – September 30, 2022
- Piedmont Regional – Forsyth County – October 7, 2022
- November Clerk Academies – November 16-18, 2022
- NC Association of County Clerks Business Meeting, Friday, August 12, 2022, Cabarrus County (NC Association of County Commissioners Conference)
- 2023 Region III IIMC Conference, Charleston, SC – February 14-17, 2023
- Annual Conference – New Hanover County – April 19 - 21, 2023
- IIMC Annual Conference – Minneapolis, MN - May 14 – 17, 2023
- Future Annual Conference Locations: 2024 Cleveland County; 2025 Chatham County

#### Adjournment

***Phyllis Nowlen made a motion to adjourn the meeting. Trisha Hogan seconded the motion. The motion passed unanimously.***

Your Executive Committee and Board of Directors are working hard for you! This is a list of items we have been working on, and we invite your input as well as your time to help us move our Association forward as a professional organization.

- Modernization of operations



- Clerks Handbook
- County Clerks Week
- Committees – streamlining consolidation, reporting, recognition of members
- Member benefits & perks
- Outstanding Clerk Criteria Point Sheet instructions/tutorial
- Mentor Program
- Recertification Tracking
- Google Docs
- Communications Committee
- Clerks' Office Hours

*Debbie Harris*

Debbie Harris, President

*Melissa Long*

Melissa Long, Secretary

Date Approved: 1/24/2023

