

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

**2022 Annual Conference
Cabarrus County, NC
Great Wolf Lodge, White Pine III
Wednesday, March 16, 2022
5:15 P.M.**

Call to Order

Trisha Hogan, President

President Trisha Hogan called the meeting to order at 5:25 PM

Invocation

Debbie Harris, Vice-President

Vice President Debbie Harris delivered the invocation.

Self-Introductions & Recognition of New Clerks

Trisha Hogan, President

New Clerks attending were:

Dale Stiles (Catawba)

Paula Pulley (Warren)

Abby Rich (Caldwell)

Denisa Lauffer (Henderson)

Special Guests attending were:

Camila Pittman – IIMC Region 3 Director

Sheila Bruce – Program Specialist for Cabarrus County

Clerks and Deputy Clerks Participating were:

Last Name	First Name	County
Monica	Wallace	Durham
Yvonne	Gilyard	Wake
Tory	Frink	Alamance
Toni	Womack	Wake
Macio	Carlton	Durham
Kayla	Whitley	Wayne
Dale	Stiles	Catawba
Leeann	Walton	Currituck
Kristin	King	Franklin
Lauren	Linker	Cabarrus
Jason	Robinson	Scotland
Penny	Owens	Tyrrell
Gwen	McGougan	Hoke
Dena	Cook	Richmond
Julie	Bennett	Washington
Janice	Evans	Nash

Ashleigh	Sloop	Forsyth
Phyllis	Nowlen	Cleveland
Nan	Holton	Craven
Ella	Dowtin	Warren
Paula	Pulley	Warren
Lynn	Wilson	Davidson
Abby	Rich	Caldwell
Allen	Coleman	Mecklenburg
Kristine	Smith	Mecklenburg
Denisa	Lauffer	Henderson
Tanya	Gentry	Yadkin
Mary Anderson	Faison	Halifax
Maria	Hass	Cherokee
Debra	Ivey	Southwestern COG
Lindsay	Ray	Chatham
Donna	Buff	Gaston
Trisha	Hogan	Transylvania
Debbie	Harris	Davidson
Melissa	Long	New Hanover

Approval of November 18, 2021 Minutes

Lindsay Ray, Secretary

Carol Bowden made a motion to approve the November 18, 2021 Business Meeting Minutes with the Treasurer's Report from November 18, 2021 attached. Donna Buff seconded the motion. The motion passed unanimously.

Approval of Treasurer's Report

Melissa Long, Treasurer

Phyllis Nowlen made a motion to approve the Treasurer's Report. Lauren Linker seconded the motion. The motion passed unanimously. (Treasurer's Report attached)

Items of Business

Bylaws Amendments/Revisions

Phyllis Nowlen, Director, Bylaws Committee Chair

Phyllis Nowlen reviewed the proposed Bylaws revisions including moving responsibilities and duties to a more understandable document. The Bylaws are attached with proposed revisions highlighted in yellow.

Yvonne Gilyard requested the latest revision date be added to the Bylaws so that clerks always know they have the most up to date copy.

Melissa Long made a motion to approve all proposed revisions to the Bylaws. Debra Ivey seconded the motion. The motion passed unanimously.

Communications Committee Update

Lauren Linker, Director

- Blog – Lauren Linker thanked Carol Bowden for the recent blog posts. If someone wants to be a guest writer or has a blog topic idea, they can contact any member of the Communications Committee.
- Constant Contact – The Association is using the current membership list and contact info provided to add all members to Constant Contact. Any members that have not received recent Constant Contact emails should let Lauren know and the member should check with their IT department for any firewall issues making them unable to receive emails from Constant Contact.

Donna Buff suggested adding contact info for the Communications Committee at the end of each blog post for clerks that have ideas or questions.

Reference Guide Update

Debra Ivey, Director

Debra Ivey reviewed the updates made to the Clerk Reference Guide. Several links were broken, and a few additional links were added or updated with the latest version of resources. Trisha thanked Debra for her hard work on updating the guide.

2022 Annual Conference Scholarships

Debbie Harris, Vice-President

Debbie announced Mary Anderson Faison was one of the scholarship winners in 2020. Kay Draughn and Melissa Gates were also awarded scholarships in 2020, however Kay said she no longer needed the scholarship for the conference this year and Melissa is no longer a clerk.

Debbie stated that no one else applied for scholarships this year. She encouraged all members to spread the word about scholarship opportunities, especially to clerks in small counties that may have smaller training and travel budgets. The Executive Committee will use Constant Contact to send out scholarship information.

Approval of 2022-2023 Slate of Officers

Donna Buff, Immediate Past President

Donna Buff presented the proposed slate of officers for 2022-2023:

President - Debbie Harris, Davidson County

Vice-President - Lindsay Ray, Chatham County

Secretary - Melissa Long, New Hanover County

Treasurer – Lauren Linker, Cabarrus County

Immediate Past President - Trisha Hogan, Transylvania County

PROPOSED DIRECTORS 2022-2023

* One Year Terms

DIRECTOR	COUNTY	YEAR OF APPOINTMENT	TERM	TERM ENDING
Carol Bowden	Wayne	2022	2nd Term	2023
Debra Ivey	SW COG	2022	3rd Term	2023
Vickie King	Lenoir	2022	3rd Term	2023
Phyllis Nowlen	Cleveland	2022	3rd Term	2023
Maria Hass	Cherokee	2022	1 st Term	2023

Julie Bennett made a motion to approve the 2022-2023 Slate of Officers. Debra Ivey seconded the motion. The motion passed unanimously.

Fall Service Project

Debbie Harris, Vice-President

Trisha invited Lauren to talk about a service project idea for the August NCACC Annual Conference in Concord. The county clerks Association will have a table at the NCACC conference to not only make clerks visible but to also accept donations for the service project. She has spoken with school systems, and they would love us to stuff backpacks for students in need. Commissioners will be asked to participate.

Debbie said this service project will be an official part of the NCACC conference agenda. Yvonne asked if there is a list of supplies, or a school designated to receive the backpacks. Lauren said there are two school systems in Cabarrus County and the backpacks will be divided among the school systems and they will determine which schools or students receive them.

Donna asked if commissioners could donate money if they don't want to bring supplies. Lauren said she will investigate that. She said it would be great to have a school bus kind of container to put donations in. Yvonne suggested calling the service project Stuff the Bus!

Any member will be able to man the table at the conference.

Phyllis said this could also be an opportunity for new clerks to come to the table to get more information about our association and resources available.

Rebranding/Modernization of Logo

Trisha Hogan, President

The rebranding and modernization of the logo was an idea that came about in August at the NCACC conference in New Hanover County. The logos presented today are the result of member suggestions, revisions, and feedback.

The Committee hasn't talked about next steps but hopes to be able to present the new logo at the NCACC conference in Concord in August. Trisha reminded clerks that they still had time to provide feedback on the different logo options while at the conference.

Lindsay added that there is a plan to offer an online store where clerks can order swag with the Association's new logo.

Announcements

- 2022 IIMC Annual Conference, Little Rock, AR, May 22-25, 2022

Trisha said she is excited that she will be attending her first IIMC annual conference and she invited special guest Camilla Pittman to make an exciting announcement.

Camilla is the current IIMC Region 3 Director. She stated the new IIMC President will be the first clerk to have been both a county and city clerk to hold that office. Region 3 is made up of NC, SC, GA, FL, and AL associations. The position rotates among the different states. Two clerks serve each of the eleven regions and Region 3 is the largest. Camilla's three-year term ends at the Annual IIMC Conference in Little Rock in May. NC is next in the rotation for the Region 3 Director position.

Camilla said it was her great honor to announce that the next IIMC Region 3 Director is Alamance County Clerk Tory Frink, and she believes Tory will be the first county clerk to ever hold that position!

Debbie thanked Camilla for helping draw in NC county clerks into the IIMC. She emphasized that Camilla is the first IIMC member to come to one of our Association's conferences and she has also been a virtual presenter in the past.

- NC Association of County Clerks Business Meeting, Friday, August 12, 2022, Cabarrus County (NC Association of County Commissioners Conference)
- 2022 Regionals: Eastern – Vickie King, Lenoir County and Carol Bowden, Wayne County; Piedmont – Ashley Sloop, Forsyth County; Western – Maria Hass, Cherokee County
- Future Annual Conference Locations: 2023 New Hanover County; 2024 Cleveland County; 2025 Chatham County

Trisha and Donna attended the region 3 in Huntsville, AL and it was a great trip. Trisha attended her first Athenian Dialogue, and she highly recommends county clerks to attend one if the future if possible.


Trisha encouraged clerks to host an annual conference because there is a committee to assist with all the planning and logistics and host clerks do not have to plan it all alone.

Trisha also said if anyone is a certified clerk and never received a certification lapel pin or a lapel pin of our original and current logo, she has some available.


Carol Bowden thanked Trisha on behalf of the Executive Committee and the entire Association for her dedication, hard work, and friendship this past year as the Association President.

Adjournment

Debra Ivey made a motion to adjourn the meeting. Phyllis Nowlen seconded the motion. The motion passed unanimously.



Trisha Hogan, President



Lindsay K. Ray, Secretary

Date Approved: _____