

**NC ASSOCIATION OF COUNTY CLERKS  
BUSINESS MEETING  
New Hanover County  
Hotel Ballast – Merrick Room (Ground Level)  
August 13, 2021  
11:45 AM**

The North Carolina Association of County Clerks held a Business Meeting at 11:45 A.M. on Friday, August 13, 2021, as part of the 2021 North Carolina Association of County Commissioners Annual Conference. The meeting was held at the Hotel Ballast, Merrick Room, Wilmington, North Carolina.

**Officers Participating**

Trisha Hogan, President – Transylvania County  
Debbie Harris, Vice President – Davidson County  
Lindsay Ray, Secretary – Chatham County  
Melissa Long, Treasurer – Pender County  
Donna Buff, Immediate Past President – Gaston County

**Directors Participating**

Lauren Linker – Cabarrus County  
Phyllis Nowlen – Cleveland County  
Vickie King – Lenoir County  
Debra Ivey – Southwestern Commission COG  
Carol Bowden – Wayne County

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**Call to Order**

After everyone in attendance had received lunch, President Trish Hogan called the meeting to order at 12:18 P.M.

**Welcome**

Trisha Hogan welcomed everyone to the business meeting.

**Invocation**

Vickie King offered the invocation.

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

The Board started self-introductions followed by introductions from each table.

New Clerks attending were Tony Womack, Wake County; Tera Cline, Pender County; Daralyn Spivey, Brunswick County; Ashley Honeycutt, Ashe County; Kourtney Lanier, Onslow; and Kayla Whitley, Wayne County.

Clerks and Deputy Clerks participating were:

<b>Last Name</b>	<b>First Name</b>	<b>County</b>
Monica	Toomer	Durham
Yvonne	Gilyard	Wake
Tory	Frink	Alamance
Toni	Womack	Wake
Macio	Carlton	Durham
Kayla	Whitley	Wayne
Sonya	Johnson	Lumber River COG
Tanya	Smallwood	Northampton
Kristin	King	Franklin
Lauren	Linker	Cabarrus
Ashley	Honeycutt	Ashe
Penny	Owens	Tyrrell
April	Radford	CFCOG
Daralyn	Spivey	Brunswick
Kym	Crowell	New Hanover
Denise	Cannon	Anson
Ashleigh	Sloop	Forsyth
Phyllis	Nowlen	Cleveland
Nan	Holton	Craven
Vickie	King	Lenoir
Tera	Cline	Pender
Cheryl	Mitchell	McDowell
Lynn	Wilson	Davidson
Jennifer	Gamble	Lee
Kourtney	Lanier	Onslow
Julie	Wand	Onslow
Lindsay	Ray	Chatham
Donna	Buff	Gaston
Trisha	Hogan	Transylvania
Debbie	Harris	Davidson
Melissa	Long	New Hanover

### **Approval of Minutes**

**Upon motion by Vickie King and second by Kym Crowell, the minutes of the April 22, 2021, Business Meeting were unanimously approved.**

### **Approval of Treasurer's Report**

Melissa Long reported that Treasurer's Report was current through June 30, 2021.

**Upon motion by Yvonne Gilyard and second by Tory Frink, the August 13, 2021, Treasurers Report was unanimously approved.**

Trisha Hogan asked to add the following items to the agenda:

- Recruiting for 2022 regionals and future annual conferences under the program update.
- Add discussion about a donation request for an endowment scholarship fund in honor of Frayda Bluestein
- Bylaw provision for Program Chair to attend all regionals workshops

### **Items of Business**

#### *Website Update & Introduction of Kylie Ogburn*

Debbie Harris introduced Kylie Ogburn from the NC Association of County Commissioners and said she has done so much for the Association behind the scenes. Thanks to Kylie, the Association website is much more robust. Kylie helps get registrations setup and the calendar updated. he has basically the webmaster for the Association. Trisha thanked Kylie for all of her help and hard work.

#### *Association Membership & Rebranding Discussion*

Trisha Hogan stated the Executive Committee is meeting more often through Zoom and in person work sessions. The Committee is interested in making the membership more meaningful. Currently, the membership really only allows members to vote on business items. We are looking for ways to incentivize being a member. Trisha asked those present for their input.

Yvonne Gilyard said would like to hear more about what the Committee discussed. Trisha said the Committee is interested in rebranding the Association. The logo is outdated. The Committee thought it would be great to solicit concepts from the membership for a new logo. The Cabarrus County graphics team has agreed to help come up with some possible logos based on membership input.

Trisha also pointed out that information that goes out on the listservs goes to nonmembers as well as members. The Committee is looking at a Constant Contact account to give special attention to the mebers. The Committee also thought there could be possible discount rates for conferences for members and higher rates for non-members.

Debbie Harris suggested the Association just modernize the logo instead of totally change it. Lauren Linker said it is important the Association provide resources and be seen as a professional organization like the managers association. Clerks should be seen as professionals. The Committee wants members to feel appreciated for being a part of the Association.

Debbie said Constant Contact groups could be set up for all the different committees. Donna Buff said the Committee we would like to hear how often members want to get information.

Tanya Smallwood asked if the listservs would still be available. Debbie said the listservs would always be available but Constant Contact would be used to communicate with Clerks on the Association's membership list. Trisha added that when the agendas, minutes and treasurer reports go out on the listservs, they go to people who are not part of the membership and often are not even clerks. It may be beneficial to only share our financial information with the membership.

Trisha asked the membership if it would be best to send something out in writing and solicit input later. Members felt having an email soliciting input would allow them more time to think and provide input. Tory Frink said the quill in the logo is outdated. Yvonne thanked the Committee for giving the membership an opportunity to participate in the decisions.

The membership discussed association t-shirts clerks could wear to commissioner conferences. As well as bookbags and other swag. Trisha said the t-shirts are part of the Committee's plan. Yvonne suggested the Association set up a table at conferences to give some general information and giveaways. She also said it would be nice at the commissioners conference for the NCACC to have a reception for clerks so new clerks can meet some new faces prior to the business meeting. Everyone agreed that is a great idea. Phyllis agreed that a booth and reception lets commissioners know clerks are more than their secretary. Trisha stated it has been through the Association members that she has become better at her job while making lifelong friends.

#### *Communications Committee & Constant Contact*

Trisha Hogan said the Committee has come up with some deadline dates for the logo in hopes to unveil at the annual conference in March. Debbie Harris said it would be nice to do more than just a couple things a year so that new faces have more contact with the Association. Tanya Smallwood pointed out that new clerks often don't know the different paths to certification. Debbie stated part of the regionals this year will focus on the different certifications. Lauren Linker said that is exactly why there is a need for a Communications Committee. Debbie asked Kylie Ogburn if members can ask questions on the website. Kylie believes they can create a form on the website for us.

Trisha said the Executive Committee will meet in Cleveland County in October for a day and a half work session. Lauren asked the membership to contact her if they have ideas for the communication committee.

Vickie King said when she started she was paired with a mentor and that was very helpful. She doesn't know if she would have continued as a clerk if she had not had that mentor. She asked if the Association still has a mentor program. Trisha said she thinks we can still do it. Kristen King said the Association didn't have a lot of turnover for a long time and now there are a lot of retirements and new clerks coming in. Debbie suggested the membership chair could head it up. Phyllis Nowlen said the handbook states that presidents will be in charge of the mentor program. Trisha said she is willing to get that program going again and will what Clerks are willing to be mentors.

#### *Clerks' Office Hours*

Trisha Hogan said the School of Government has regular office hours where people can call in and ask about specific topics. The Association would like to have its own office hours. Donna Warner is willing to help us iron out the details. Trisha asked the membership to contact her if they have any ideas about that structure.

### *Program Committee Update*

- **Upcoming Regionals**

Program Committee Chair said she hopes the information for the September 10<sup>th</sup> Piedmont Regional in Randolph County will be sent out at the beginning of next week. The Western Regional is September 24<sup>th</sup> in Jackson County and the Eastern Regional is October 15<sup>th</sup> in New Hanover County. Registration can be done on the website and check and paper registration can be sent as well. Trisha asked that clerks let the regional host and treasurer know if they will be sending a check.

Debbie said one program will be on business writing and homework will be assigned to gather writing samples. Ozzie from the Secretary of State will speak on notary/e-notary issues. There is also going to be a session on resiliency and a legislative update from the NCACC. Some speakers may be virtual. If clerks can't attend in their own region, they are welcome to attend in another region.

Trisha said that in reading duties in old documents, the program committee chair (always Vice President) should attend all the regionals. The chair's county would pay for regional in their own region but the Association would pay for other two regionals. Trisha asked if there is a motion to suspend the rules and get this approved today to add to the bylaws that the vice president/program committee chair can attend all the regionals.

**Upon motion by Tory Frink and second by Yvonne Gilyard, amending the bylaws to include the vice president/program committee chair may attend all regionals was unanimously approved.**

- **November City/County Clerks Academy 17th – 19th**

Debbie Harris said the first planning meeting is on November 1st with representatives from the Municipal Clerks, the County Clerks, and the School of Government. The School of Government has said that clerks will have the option to attend the academy virtually or in person, however, clerks you may not choose different options for the different academies. Participants must participate completely virtually or completely in person. The academy will be held at the Sheraton in Chapel Hill. Carla Stowe said the School of Government will host future academies in any location the clerks want to go. There is a possibility of having something more central like Winston Salem for future academies. Trey's replacement starts September 1st but will slowly phase in. The Executive Committee is trying to think of ways to thank Rebecca Badgett for all her help over the past year. The Committee would also like for her to be able to teach something in March at the annual conference as well. Trey Allen, the former School of Government advisor to the clerks, is running for North Carolina Supreme Court.

Trisha Hogan said the New Clerk's Institute date is still to be determined but will be held separately from the November academies.

- **Donation & Service Projects**

Trisha Hogan said the Association has tried to have a service component for regionals in the past such as canned food donations for a local organization in the host county. These service components are completely voluntary, and it is important for clerks to give back to the community.

Trisha explained the Committee is interested in adding an in person service project at our annual conferences or the NCACC annual conferences. Participants would have t-shirts and would do this after the official conference concludes so it would be on the last day. The idea is that these service projects will be voluntary and perhaps clerks could earn an extra point for participating. Debbie Harris thinks it would be great to let our commissioners know that we are doing something good for all our communities. Lauren Linker pointed out this would be good publicity for the commissioners as well. The membership was asked to send the Committee ideas of possible service projects. Debbie pointed out that a lot of clerks are not able to stay an extra night at the end of the conference if there are not activities planned for us to attend later in the day. This may allow more clerks to stay an extra night.

#### *2022 Annual Conference Update – Cabarrus County, March 16-18, 2022*

Debbie Harris and Lauren Linker, co-hosts for the 2022 Annual Conference in Concord, updated that the Great Wolf Lodge is rolling out the red carpet for the clerks. There a lot of great activities planned and great speakers/programming. Lauren's community are really excited to host and she hopes everyone is excited about the banquet at the Speedway Club.

#### *NCACC Annual Conference Hotel Reservation Survey*

Trisha Hogan said the NCACC doesn't want hotel registration for the commissioners annual conference to be a pain for clerks and they want to be helpful. But they need feedback from us. Embassy Suites only gave the NCACC a block of 100 rooms. When you consider commissioners, clerks, staff, and 4H youth from all over the state attend the conference, the demand for rooms limits the NCACC with site selection. They have put together a survey that Trisha will send out and it is important all clerks participate. A couple years ago less than 20 people completed the survey. We need to do our part making commissioners understand a lot of things are out of our control and we need them to commit early. This year we were competing with vacationers in Wilmington as well.

#### *Bylaws & Handbook Revision Update*

Trisha Hogan said the Committee would like to add a bylaw amendment in November to add the immediate past president as the website administrator.

Phyllis Nowlen, Bylaws Committee Chair, is still trying to update and streamline the bylaws. Some big changes in are coming in March but today the focus is on what will be voted on at the November meeting. The proposed amendments are as follows:

- Susan Banks Scholarship – Phyllis pointed out this scholarship is only for conference registration and mileage. Trisha said Wake County donated the funds and the funds will be tracked separately by the Treasurer. Once the funds are depleted that scholarship will go away.
- Vice President will be able to attend all regionals
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- If a new clerk comes on in the 4th quarter (April – June) and pays dues in 4th quarter, they will not have to pay again for another fiscal year. This applies to new clerks only. Trisha said it has been an unwritten rule that new clerks that pay dues the 4th quarter of the fiscal year are not charged again a month or two later.

### *Report on IIMC Annual Conference*

Trisha Hogan invited Tory Frink to report on her trip to the IIMC Conference in Michigan and thanked Tory for representing the Association by delivering a report at the conference.

Tory said if a clerk is a member of IIMC, their money is working hard for them. They lost the conference space weeks before the conference due to a vaccination clinic and they were able to find space in a very short amount of time. They reduced the cap to 500 participants. There were many great presenters. Tory was reappointed to serve on the annual conference committee. The 2022 annual conference will be in Little Rock, Arkansas, May 22-25. Tory passed out a little rock buttons to the entire membership to promote the conference. Tory asked the membership to contact her if they have any questions. Yvonne Gilyard said the conference is a site to see. It really is international, and people come from all over the world. It is worth the money you spend and is a great networking opportunity where you will make lifelong friends.

Debbie Harris said one benefit of the COVID-19 pandemic is the IIMC offered a lot of virtual programs.

Tory asked if the Association president can attend the annual conference. Debbie said the bylaws say the president will attend the Region 3 conference in Huntsville. Tory thinks if the Association is going to send the president to an IIMC conference, it should be the annual conference. Debbie said the Region 3 conference is the only one the Association has ever been asked to attend and the annual conference is more expensive. Jason Robinson was the first president asked to attend the Region 3 conference. Trish said she would welcome adding a bylaw amendment to allow the president to attend the annual IIMC conference as well. Tory said that four members of the Association attend every year and it would be wonderful to have the president attend with them.

### *Frayda Bluestein Endowment Scholarship for the Municipal and County Administration Course*

Trisha said that Bob Hagemann, Chatham County Attorney, approached Lindsay Ray and said the Attorneys Association is raising funds for a scholarship fund in honor of Frayda Bluestein to be awarded for the Municipal and County Administration Course. Their goal is to raise \$200,000 and give three scholarships a year. They made an informal request of the Association to donate to this scholarship fund. They are asking organizations to donate \$10,000 and Lindsay let Bob know it would have to go to the membership for discussion.

Debbie Harris said the attorney groups work much more closely with Frayda than the clerks. Yvonne Gilyard said the Association needs to provide scholarships for our own clerks with our funds. Donna Buff said the request is over 10% of our current balance. Trisha pointed out the Association didn't do anything in honor of Flemming Bell, but we do give scholarships in his name. The Association also hasn't done anything by way of scholarships in honor of Trey Allen. All the clerks before us did so much work to get that money raised. Debbie said Lindsay is going to make the ask that if the Association donates to the scholarship fund that a Clerk should be awarded one. Since it is a pathway to certification it would be nice to have money dedicated to a clerk.

Tory Frink commended the Executive Committee for all their hard work and the great job they are doing.

### *Recruiting for Regionals and Annual Conferences*

Trisha Hogan said the Executive Committee is seeking volunteers for 2022 Regionals. Vickie King and Ashley Sloop offered to host.

Trisha said the Committee tries to rotate throughout the state to more destination type places for annual conference. North Carolina now has hotels attached to casinos and the Committee wants to make sure the Association is okay that there may be a conference or meeting that may be attached to a casino. After discussion the membership agreed it was okay to move forward with having future conferences and regionals at a hotel attached to a casino.

### **Other Business /Announcements**

#### Important Upcoming Dates

City/County Clerks Academy MMCI & MMCII, Sheraton, Chapel Hill, November 17-19, 2021  
 New Clerks Institute, December 2021, Dates TBA  
 IIMC Region III Conference, Huntsville, AL, February 1-4, 2022  
 2022 Annual Conference Update – Cabarrus County, March 16-18, 2022

#### Regionals 2021

- Piedmont – Randolph County, Asheboro, NC, September 10, 2021
- Western – Southwestern Commission COG, Sylva, NC, September 24, 2021
- Eastern – New Hanover County, Wilmington, NC, October 15, 2021

#### Annual Conferences Update

Conference through 2025 will be held as follows: 2022 in Cabarrus County; 2023 in New Hanover County; 2024 in Cleveland County; and, 2025 in Chatham County.

#### Next Business Meeting

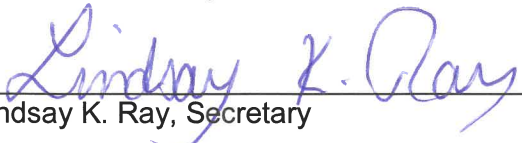
The next Business Meeting was tentatively scheduled during the NCACC Annual Conference at Great Wolf Lodge in Concord.



**Adjournment**

**Upon motion by Lauren Linker and second by Phyllis Nowlen, the Association unanimously adjourned the meeting.**

  
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Trisha Hogan, President

  
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Lindsay K. Ray, Secretary

Date Approved: \_\_\_\_\_