



**NC ASSOCIATION OF COUNTY CLERKS  
BOARD OF DIRECTORS MEETING MINUTES**

Via Microsoft Teams  
January 17, 2025  
10:00 A.M.

Officers and Directors participating:

Melissa Long, President	Yvonne Gilyard, Director
Phyllis Nowlen, Vice-President	Monica Wallace, Director
Maria Hass, Secretary	Dale Stiles, Director
Katie Mosher, Treasurer	Kristine Smith, Director
Lindsay Ray, Immediate Past President	Ashleigh Matthews, Director

**Call to Order**

President Melissa Long called the meeting to order at 10:04 A.M.

**Items of Business**

- Lindsay Ray motioned to approve the meeting minutes of October 30, 2024 and Yvonne Gilyard seconded the motion. Motion passed unanimously.
- Maria Hass motioned to approve the January 15, 2025 Treasurer's Report and Lindsay Ray seconded the motion. Motion passed unanimously.
- Vice President Phyllis Nowlen gave a Program Committee update and the following topics were discussed:
  - The Program Committee met on Friday, January 10th. Phyllis said all conference information is due by January 24<sup>th</sup>, so it can go out on the listserv and constant Contact the first week of February.
  - The service project will be Second Bloom of Chatham. It is a nonprofit organization that provides support and resources to survivors of sexual violence in Chatham County, North Carolina. The service project is fitting since the conference theme is NC Clerks Bloom and Blossom in Chatham County.
  - The Board discussed keeping registration for the Athenian Dialogue at \$95, and the vendor registration fee at \$275. Vendors will be on-site for 1.5 days. We may need to revisit these fees prior to next year's conference. Yvonne said we need to encourage clerks to visit vendor booths. Lindsay said she would encourage vendors to sponsor snacks and place them in the room where



clerks have to pass through vendors to get to the snacks.

- The Board discussed conference registration fees and the need to increase fees, due to the rise in associated costs of holding the annual conference. After discussion, a motion was made by Lindsay Ray and seconded by Kristine Smith to increase the registration fees by \$50; the Member registration fee would increase from \$375 to \$425, and the non-member fee would increase from \$425 to \$475. Motion passed unanimously.

- Lindsay said March 5<sup>th</sup> is the cut-off for the room block rate at the Hampton Inn in Pittsboro. Melissa said we will need a room block for the Clerk of the Year's (COY) attendees. Lindsay said she will reach out to the hotel to ask for additional room blocks for COY and will work with Trisha when COY is determined.

- Bylaws Update: Melissa said the revised by-laws haven't been posted to the website yet. Lindsay asked Phyllis to send her the final version and said she will send them to Jody to post on the website.
- Katie gave an update on the fundraising committee and announced the next meeting is on January 22<sup>nd</sup> at 3 p.m. She said the committee has settled on a 50/50 raffle and silent auction.
- Lindsay presented a contract from Chatham County to be considered by the board. The contract is an agreement between Chatham County and the Association. Chatham County agrees to expend funds related to hosting the annual conference and the Association will reimburse Chatham County for all associated costs. After discussion, a motion was made by Lindsay Ray and seconded by Katie Mosher to approve the contract as presented. Motion passed unanimously.
- Melissa said Clerk and IIMC Region 3 Director, Tory Frink has asked the board to comp her registration fees and hotel accommodations for the annual conference. After discussion, it was decided that due to the small size of our Association, we cannot offer additional complimentary registration and hotel accommodations. Complimentary registration and hotel accommodations will continue to be extended only to the IIMC President. Melissa will notify Tory of the board's decision.
- The next meeting date was scheduled for March 13, 2025 at 10 a.m.

#### **Announcements/Upcoming Events**

- 2025 Annual Conference, Chatham County – April 9-11, 2025
- 2025 IIMC Annual Conference – May 18-21, 2025 – St. Louis, MO
- IIMC Region III 2026 Conference in North Carolina

**Adjournment at 11:14 a.m.**



Melissa Long  
Melissa Long, President

Maria Hass  
Maria Hass, Secretary

Date Adopted: 3/13/2025

