



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

Via Microsoft Teams
March 13, 2025
10:00 A.M.

Officers and Directors participating:

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

Call to Order

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

Items of Business

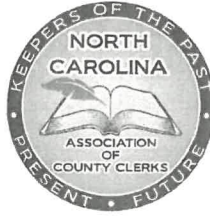
- **Meeting Minutes:** Dale motioned to approve the meeting minutes of January 17, 2025 and Ashleigh seconded the motion. Motion passed unanimously.
- **Treasurer's Report:** Lindsay motioned to approve the March 12, 2025 Treasurer's Report and Kristine seconded the motion. Motion passed unanimously.
- **Program Committee Update:**
 - *Budget and Registration Numbers:* Lindsay reported that 50 participants were signed up for Master Academy 1 on Wednesday and 50 for Academy 2 on Thursday and Friday. Registration was still open, and they hoped to increase the numbers by the final count on Monday. Lindsay said the budget is in good shape. They are working on gifts and party favors, which are being paid for by Chatham County. The remaining budget items included catering and reimbursing Camilla for travel expenses.
 - *Registration Deadline:* Melissa inquired if registration would be turned off the next day or left open through the weekend. Lindsay Ray confirmed that it would remain open through the weekend.
 - *Athenian Dialogue:* Phyllis discussed the low registration numbers for the Athenian Dialogue and the plan to extend the registration deadline by another week. The goal is to reach a minimum of 10 participants to make it worthwhile. Phyllis reported that only five participants had signed up, thus far. Phyllis is in contact with Camilla and IIMC to see if the event should proceed based on the low numbers. The Board discussed possibly doing future Athenian Dialogues as a stand-alone event, since it is difficult for clerks to be out of the office for an entire week during a conference week.



- *Tuesday Evening Event:* Melissa and Lindsay discussed plans for a Tuesday evening event at Carolina Brewery. Lindsay will email registrants to confirm attendance and finalize the time, aiming for 6:30 or 7:00 PM.
- **Review Draft Business Meeting Agenda:**
 - The Board reviewed the draft agenda for the upcoming business meeting, which included invocation, self-introductions, minutes, and the Treasurer's report. Additional items included recognizing scholarship recipients and providing committee updates. Melissa mentioned that a constant contact reminder would go out to inform members that the deadline to apply for a scholarship was the next day. The scholarship committee would meet within the next week or two to finalize the recipients. Melissa said she also plans to have committee chairs present at the business meeting to provide updates on their work. This would highlight the committees' efforts and encourage more members to join.
 - Melissa noted that the approval of the slate of officers would be included in the agenda once the nominating committee provided the proposed slate. Lindsay Ray would share the slate with the board before it was added to the agenda.
 - *Wellness Committee Proposal:* Monica proposed the idea of starting a Wellness Committee, which would offer wellness activities and resources for members. Monica suggested activities like Zumba classes during conferences, monthly emails with healthy recipes, and simple desk exercises. Melissa explained that committees are set by the President, who could discuss the proposal with the Board of Directors and set up the committee. Phyllis, the incoming President, agreed with the idea and saw potential benefits. Kristine suggested that the committee could include multiple members to share responsibilities, such as providing recipes or workout plans. Monica mentioned that Macio Carlton, who teaches fitness classes, could lead the committee. Melissa offered to discuss the proposal with Macio and encourage him to take the lead. The group agreed to keep each other posted on the progress and potential implementation of the Wellness Committee.
 - *Online Swag Store:* Melissa discussed the current setup for ordering swag and the potential for future improvements. Lindsay mentioned exploring other online store options. Melissa explained the current setup for ordering swag, which avoids online hosting fees and shipping costs. Members can order items, and the association receives a small kickback from sales. Kristine and Lindsay provided feedback on the current setup, noting issues like lack of item descriptions and high prices. They suggested improvements for future orders, such as including baseball caps and providing more detailed information about items. Melissa mentioned that this setup was a learning experience, and they planned to try it again before the Commissioners conference or the November Academy. Lindsay was also exploring other online store options for a more permanent solution.
 - *2026 Annual Conference Contract:* The group reviewed the contract for the 2026 annual conference at the DoubleTree in New Bern. They discussed room rates, the number of rooms needed, and the possibility of negotiating better rates. Maria and Lindsay Ray noted that the room rates were higher than expected, with a standard rate of \$199. They discussed the possibility of negotiating better rates or reducing the number of rooms to avoid penalties. Phyllis, as the new incoming President, will make the announcement of the 2026 Conference in New Bern, Craven County.



- *Discussion on Virtual Lunch and Learn:* Melissa would like Lindsay to give an update on the February 11th virtual Lunch and Learn and talk about the successes and introduce the next date and topic, if available. Lindsay said there is a date set and she will announce it.
- *Discussion Items from the floor:* This agenda item will give clerks an opportunity to bring up any item or idea they wish to discuss before the Board and membership.
- *Upcoming events:* All upcoming Clerk events will be listed on the agenda.
- **Service Project:** Lindsay provided an update on the service project with Second Bloom, a 501C3 organization that helps victims of domestic violence and abuse. They are collecting donations and will continue to follow up with registrants. Lindsay said the list of items needed was sent out this week. She said they will need help transporting donations to the organization.
- **Wednesday Evening Reception:** Lindsay said they will have options for things for people to do on Wednesday evening. She said there is a lot to do within walking distance of the hotel.
- **Banquet Program:** Melissa asked Lindsay if she needed help putting the banquet agenda together. Lindsay said she is just copying last year's agenda, and said she and Jenifer would get them printed.
- **Fundraising Committee:** Phyllis discussed the fundraising committee's plans, including a silent auction, 50/50 raffle, and scavenger hunt. She said the goal is to raise funds for the association's 50th anniversary next year. She asked for donors to send photos of auction items so she could send out teasers leading up to the conference. She said we also need to know the value of the donated items so we can list that on the silent auction bid sheet. Phyllis said the 50/50 raffle will be \$1 per ticket and we will limit the sales to 1198 tickets to keep it under the \$600 IRS rule; \$1198, to be split \$599 each between the winner and the Association. Phyllis will be in charge of getting hats or something to identify ticket holders and Maria will bring the tickets and money bags.
- **Scavenger Hunt and Door Prizes:** Phyllis said we are also going to do a scavenger hunt with vendors to get clerks to interact more with the vendors. She said we will also do tickets for door prizes and clerks who bring a door prize will get a ticket for a door prize.
- **Communications Committee:** Not much to report. There has been a lot of information going out the last few weeks leading up to the conference.
- **Bylaws Committee:** Phyllis provided an update on the bylaws committee's work, including cleaning up language about executive assistants and board membership. They will discuss these changes in their next meeting. Maria suggested adding into the by-laws, a requirement that assistants serving in clerk roles must provide a letter from the Chairman of the Board of Commissioners stating that they perform the duties of the Clerk before they can become a member of the Association. Phyllis asked Board members to write down their ideas and suggestions and be



prepared to share them at a future meeting. Melissa reminded the Board that there has been past discussion and it was the intention of the Board to add a revision to the by-laws changing the requirement that a Clerk be a Clerk for three (3) years to two (2) years, to serve on the Board of Directors. The Board will add this to the next suggested revisions to go out to membership. Phyllis said the committee would also be discussing PayPal and Credit Cards as a means of payment, in addition to cash and check.

- **Clerk's Reference Guide:** Melissa said the Clerks Reference Guide Committee had a meeting earlier this week and that the Guide is in the final stages of updating and will be ready to send out with the agenda on the 26th. She said the document is then incorporated into the by-laws as an appendix.

Next Meeting: The Board will meet virtually on March 25th at 11:00 a.m. to review the slate of officers for the upcoming year.

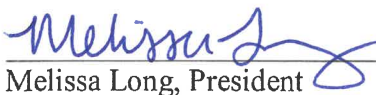
Follow-up tasks:

Announcements/Upcoming Events

- 2025 IIMC Annual Conference, St. Louis, MO – May 18-21, 2025
- 2025 NCACC Annual Conference, Pitt County, August 21-23, 2025
- 2025 Eastern Regional, Edgecombe County – Date TBD
- 2025 Piedmont Regional, Rowan County – Date TBD
- 2025 Western Regional, Henderson County – Date TBD
- 2026 IIMC Region III Conference, Wrightsville Beach, NC – February 16-20, 2026

Kristine motioned to adjourn and Monica seconded. Motion passed unanimously.

Adjournment at 11:11 a.m.



Melissa Long, President



Maria Hass, Secretary

Date Adopted: 3/25/2025