

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

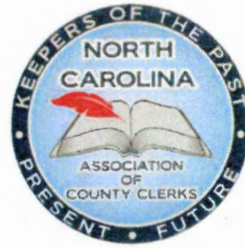
**2023 Annual Conference
Holiday Inn Resort Lumina, Wrightsville Beach, NC
Wednesday, April 19, 2023
5:00 P.M.**

Call to Order *Debbie Harris, President*
President Debbie Harris called the meeting to order at 5:04 P.M.

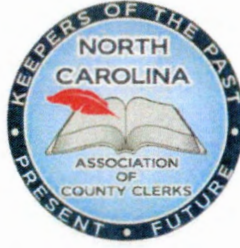
Invocation *Lindsay Ray, Vice-President*
Vice-President Lindsay Ray delivered the invocation.

Self-Introductions & Recognition of New Clerks *Debbie Harris, President*
Clerks and Deputy Clerks Participating were:

Last Name	First Name	County
Spivey	Daralyn	Brunswick
Weigland	LeAnn	Brunswick
Pack	Sarah	Rowan
Crisco	Dana	Randolph
Reeves	Susie	Johnston
Cuddington	Dana	Johnston
Smith	Kristine	Mecklenburg
Wallace	Monica	Durham
Gilyard	Yvonne	Wake
Carlton	Macio	Durham
Nowlen	Phyllis	Cleveland
Womack	Toni	Wake



Matthews	Ashleigh	Forsyth
Ivey	Debra	Southwest Commission COG
Wilson	Lynn	Davidson
Coleman	Allen	Town of Apex (Member in Transition)
Bennett	Julie	Washington
Owens	Penny	Tyrrell
Wand	Julie	Onslow
Hoffman	Angela	Onslow
Hass	Maria	Cherokee
Whitley	Kayla	Wayne
Rich	Abby	Caldwell
Oxentine	Victoria	High Country COG
Evans	Janice	Nash
Frink	Tory	Alamance
Gentry	Tanya	Yadkin
Moser	Katie	Beaufort
Capps	Melissa	Harnett
King	Vickie	Lenior
Peele	Adam	Scotland
Robinson	Jason	Scotland
Cook	Dena	Richmond
Bruce	Sheila	Cabarrus
Davis	Karen	Camden



Edwards	Maria	Bladen
Hogan	Trisha	Transylvania
Ray	Lindsay	Chatham
Linker	Lauren	Cabarrus
Long	Melissa	New Hanover
Crowell	Kym	New Hanover
Harris	Debbie	Davidson

Approval of January 24, 2023 Minutes

Melissa Long, Secretary

Debra Ivey made a motion to approve the January 24, 2023 Business Meeting Minutes. Kym Crowell seconded the motion. The motion carried unanimously.

Approval of Treasurer's Report

Lauren Linker, Treasurer

Lindsay Ray made a motion to approve the Treasurer's Report. Maria Hass seconded the motion. The motion carried unanimously.

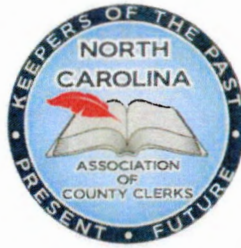
Bank Balance:

Interest Checking	\$20,930.09
Money Market	\$87,190.40
Share Account	<u>\$20.06</u>

\$108,140.55

Reconciled with Bank Statements Through 3/31/2023

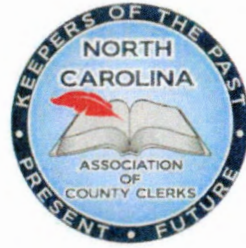
Melissa Long
 Melissa Long, MMC, NCMCC
 Secretary/New Hanover County Deputy Clerk



NC Association of County Clerks
Calendar Year 2023 Checking Account Activity

Date	Category Name:	Receipts	Debits	Explanation
1/1/2023	Opening Balance	\$ 20,704.73		Opening Balance
1/17/2023	Deposit	\$ 310.00		Membership
1/25/2023	Creative Catch		\$ 1,515.85	Subscription for Sept
1/31/2023	Credit Dividend	\$ 1.25		
2/6/2023	Deposit	\$ 2,980.00		Membership/Conference Vendor Fee
2/6/2023	Check #1160 to NCACC for CE Fees		\$ 82.08	Paid
2/6/2023	Check #1161 to Davidson County Reimbursement for HMC Reg'd Lodging		\$ 644.49	Paid
2/6/2023	Check # 1162 to Support Services Print Shop		\$ 24.98	Paid Invoice #290
2/6/2023	Check # 1163 to Support Services Print Shop		\$ 89.00	Paid Invoice #301
2/7/2023	Check # 1164 to CF Print Solutions, Inc		\$ 1,817.67	Paid Invoice 78941230
2/14/2023	Payroll		\$ 280.88	Badge Ribbons
2/15/2023	Payroll		\$ 19.91	Badge Ribbons
2/20/2023	Deposit	\$ 470.00		Membership/Conference Vendor Fee
2/25/2023	Holiday Inn - Wingersville Beach		\$ 225.44	Lodging - Debbie Martin/Executive Committee Meeting
2/28/2023	Holiday Inn - Wingersville Beach		\$ 558.85	Meeting Space/Meal - Executive Committee Meeting
2/28/2023	Credit Dividend	\$ 1.00		
3/8/2023	Deposit	\$ 325.00		Western Regional/Annual Conference Membership
3/8/2023	Check #1165 Wayne County		\$ 1,200.00	Reimbursement for Eastern Regional
3/9/2023	Check #1166 Davidson County		\$ 942.08	Reimbursement for IMC Expense
3/9/2023	Crown Awards		\$ 805.61	500 Lapel Pins
3/15/2023	Crown Awards		\$ 23.54	Lapel Pin Shipping
3/30/2023	Check #1167 Town of Blountsville		\$ 53.89	Reimburse Membership Fees
3/30/2023	Check #1168 Town of Blountsville		\$ 24.00	Reimburse Membership Fees
3/30/2023	Check #1169 Town of Blountsville		\$ 23.00	Reimburse Membership Fees
3/30/2023	Check #1170 City of Creedmoor		\$ 22.00	Reimburse Membership Fees
3/30/2023	Check #1171 Town of Reed Springs		\$ 73.00	Reimburse Eastern Regional Fee
3/30/2023	Check #1172 Pitt County Government		\$ 68.28	Clerk of the Year Pin
3/30/2023	Check #1173 Industry Day		\$ 800.00	2023 NAC Annual Conference Registration
3/21/2023	Deposit	\$ 575.00		Sponsorship/Annual Banquet Fees
3/21/2023	Check #1174 Caswell County		\$ 75.00	Reimburse Regional/Conference Fee
3/21/2023	Check #1174 Town of Pinesville		\$ 55.00	Reimburse Membership Fees
3/31/2023	Deposit	\$ 15,150.00		Annual Conference Registration Fee- NCACC
3/31/2023	Credit Dividend	\$ 1.01		Interest Received
4/5/2023	Lindis Ray		\$ 282.28	Reimburse for Lanyards
4/5/2023	Gaston County		\$ 208.00	Reimburse Annual Conference Fees
4/5/2023	Deposit	\$ 555.00		Sponsorship/Membership fees
		\$ 18,993.07	\$ 8071.52	
		\$ 20,830.55		
	Balance			In Balance

Name: Melissa Lang, Secretary, New Hanover County Deputy Clerk
Date: 4/5/2023



**NC Association of County Clerks
Calendar Year 2023 Share Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawal
1/1/2023	Opening Balance		\$20.06	

CY2023 Total **\$0.00** **\$20.06**

Name: Melissa Long, MMC, NCMCC
 Title: Secretary/New Hanover County Deputy Clerk
 Date: 4/5/2023

**NC Association of County Clerks
Calendar Year 2023 Money Market Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawals
1/1/2022	Opening Balance		\$86,837.83	
1/31/2023	Credit Dividend	\$111.47		
2/28/2023	Credit Dividend	\$114.59		
3/31/2023	Credit Dividend	\$126.51		

CY2023 Totals **\$352.57** **\$86,837.83** **\$0.00**

Grand Total: \$87,190.40

Name: Melissa Long, MMC, NCMCC
 Title: Secretary/New Hanover County Deputy Clerk
 Date: 4/5/2023

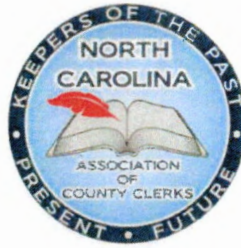
Items of Business

IIMC Region III Update

Tory Frink, IIMC Region III Director

IIMC Region III Director Tory Frink provided the following updates:

- For the 77th annual IIMC Conference, there are 628 delegates registered and 750 people attending overall.
- The Region III meeting will take place on Monday, May 15th at the annual conference.
- Tory encouraged IIMC members to apply for annual conference grants. There were 8 applicants from Regional III, and the grants were awarded to 2 Municipal Clerks.
- There are 13 proposed constitutional amendments which are mostly to clean up language. The proposed amendments will be voted on at the annual conference and then distributed to the membership for a final vote.
- The e-briefing on March 22 announced that the 2023 Study Abroad Program currently has 40 registered, with a maximum of 50 allowed. She stated that anyone interested in participating in the Study Abroad Program should email Executive Director Chris Sherman. Attendees will earn 4 education points for participating.



- Currently, only two North Carolina County Clerks are on IIMC committees. There are 10 committees, and Tory encouraged those who might be interested to join an IIMC committee.
- On the April 13th e-briefing, it was announced that IIMC is celebrating Professional Municipal Clerks Week. There was no language change in the current proclamation, but the public relations committee created a new logo that tried to capture every job title.

Update on County Clerk Week

Debbie Harris President

President Debbie Harris reported that the request for the IIMC to change “Professional Municipal Clerks Week” to “Professional Clerks Week” is still in committee, and the Board is following this closely. Debbie added that Tory had located a proclamation from 1992 that the County Clerks had put together for County Clerks Week. Trisha Hogan has made some changes, and Debbie will get that out to everyone so their Boards can adopt it. The other option is to try to put something through the NC legislature, which Debbie believes would not be hard to do.

Rebranding/Online Swag Store Update

Trisha Hogan, Immediate Past President

Trisha Hogan reported that there has been a lot of interest in having an online store. She reported that the Board has been working with NCACC about partnering with them on this because they host our website, but they have been delayed, which has delayed our association. NCACC has hired someone to work on this, and the new Board will continue moving forward. It is important to note that whatever platform the Association goes with will have to be approved by NCACC and mesh with their website.

Communications Committee Update

Melissa Long, Secretary

Melissa Long reported that the Blog has been doing well and recognized Carol Bowden for her work. She reported that there are 128 active members on Constant Contact and asked that anyone not receiving messages contact her to help fix it. Typically, the problem is a firewall issue because the messages are coming from a Gmail account, but she is happy to help anyone work through those issues. Melissa also thanked everyone for helping to keep the Directory updated and encouraged everyone to send updates as they have them. Lastly, Melissa reported that she has been updating the Facebook page since the conference started and encouraged the membership to look at it.

2023 Annual Conference Scholarships

Lindsay Ray, Vice-President

Lindsay Ray reported that no scholarship applications were received for this year’s conference and encouraged the membership to share this opportunity if they know of a clerk who did not attend for budgetary reasons.

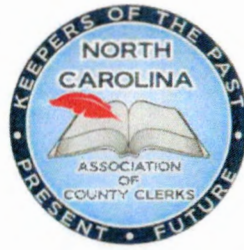
Approval of 2023-2024 Slate of Officers

Trisha Hogan, Immediate Past President

Trisha Hogan presented the proposed 2023-2024 Slate of Officers:

PROPOSED SLATE OF OFFICERS 2023-2024

President
Lindsay Ray, Chatham County



Vice-President
Melissa Long, New Hanover County

Secretary
Phyllis Nowlen, Cleveland County

Treasurer
Maria Hass, Cherokee County

Immediate Past President
Debbie Harris, Davidson County

PROPOSED DIRECTORS 2023-2024
* One Year Terms

DIRECTOR	COUNTY	YEAR OF APPOINTMENT	TERM	TERM ENDING
Yvonne Gilyard	Wake	2023	1 st term	2024
Katie Mosher	Beaufort	2023	1 st term	2024
Janna Singleton	Pitt	2023	1 st term	2024
Monica Wallace	Durham	2023	1 st term	2024
Julie Wand	Onslow	2023	1 st term	2024

Julie Bennett made a motion to approve the 2023-2024 Slate of Officers as presented. Debra Ivey seconded the motion. The motion carried unanimously.

Update on 2024 Annual Conference

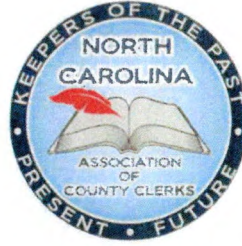
Phyllis Nowlen, Cleveland County

Phyllis Nowlen reported that Cleveland County is hosting the 2024 Annual Conference on April 9-12, 2024. The LeGrand Center has been reserved for the conference, and the banquet will be held at a beautiful winery overlooking the hills.

Athenian Dialogue Discussion

Debbie Harris, President

President Debbie Harris reported that there are several facilitators with IIMC who would like to facilitate an Athenian Dialogue for the Association. The IIMC has a list of approved books to choose from, which are all based on leadership. It is proposed to have the workshop on the Tuesday prior to the start of the conference. This will allow for more education points and maybe a bigger draw for conferences. Although some may only come for the Athenian Dialogue. There would be an additional cost for the Athenian Dialogue, which would likely be between \$60 and \$150. Trisha shared her experience with her first Athenian Dialogue. After the discussion, the members present thought it would be good to incorporate it into the Annual Conference.



Maria Hass made a motion to approve adding the Athenian Dialogue to the Annual Conference as discussed. Kayla Whitley seconded the motion. The motion carried unanimously.

Bylaws Update

Phyllis Nowlen, Director/Bylaws Chair

Phyllis Nowlen reported that the committee is getting ready to overhaul the Bylaws completely. Her vision for the next year is for the committee to tear them down and build them back up. She asked anyone with suggestions for changes to contact her.

Update on Service Projects

Debbie Harris, President

President Debbie Harris stated that the Association will be doing the Stuff the Bus campaign again this year during the NCACC Annual Conference in Wake County in August. This year the supplies will be spread to systems that have greater need. The Board of Directors is working with NCACC to identify the school systems near Wake County that have the greatest need. The Board will keep the membership posted.

Kym Crowell gave an update on Friday's service project. The service project will take place at the New Hanover County Senior Resource Center from 2 pm to 4 pm on Friday. She also provided an update on what is still needed.

Update on IIMC Conference Proposals

Trisha Hogan, Immediate Past President

Trisha Hogan reported that there is still no location for the 2027 IIMC Annual Conference. She has not been able to get a committee together to submit a bid, and this will not move forward without participation.

North Carolina is set to host the 2026 IIMC Region III conference. Planning needs to get underway, and the Municipal Clerks are looking forward to working with our association to make this happen. She asked anyone who would like to work on this to please let her know. Tory has volunteered to serve on this committee even though she will no longer be the Region III Director during the conference.

Trainings – "Lunch and Learn"

Lindsay Ray, Vice-President

Lindsay Ray proposed one-hour Lunch and Learns that would be clerk-led to receive additional training. This will move forward based on membership feedback. Lindsay stated that she would be getting an email out in the coming weeks looking for those who would like to participate in this project.

Discussion on IIMC Region III Scholarship

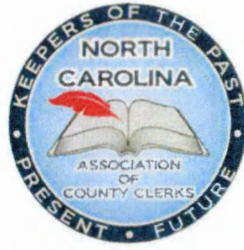
Debbie Harris, President

President Debbie Harris proposed an IIMC Region III scholarship which would cover just the registration costs. This is not something that needs to be decided today. There was interest in offering this, and it will be placed on the next business meeting agenda for deeper discussion.

Discussion of Change of November Business Meeting Time

Debbie Harris, President

President Debbie Harris reported that Carla confirmed that they could make the lunch break longer during the annual City/County Clerk School in November so the association could have a working lunch. The membership overwhelmingly supported this.



Update on Request for Seat on NCACC BOD

Debbie Harris, President

President Debbie Harris reported that she made a presentation to the NCACC last weekend at their quarterly Board of Directors meeting. She went over what clerks do and what the association does. She requested that they allow a member of the North Carolina Association of County Clerks to attend their meetings as a liaison. There were mixed feelings about clerks being included, but she believes that they are going to put a committee together to look at this.

Additional Items

Lindsay Ray thanked President Debbie Harris on behalf of the Board for her leadership this year as President. She stated that Debbie has really pushed the Board to do some incredible work, and she looks forward to having Debbie serve on the Board for another year.

Katie Mosher asked about the Clerk's license plates. President Debbie Harris explained that the process is going to have to start over. She recommended that if this moves forward, it only be for County Clerks. A brief discussion ensued about how the plates would work. Lauren Linker suggested that the County Clerks license plates follow the same guidelines as Register of Deeds, Commissioners, and Judges tags. The Board will start working on this.

Announcements/Upcoming Events

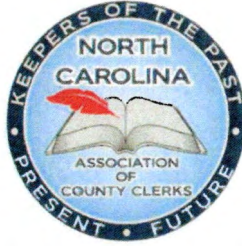
- IIMC Annual Conference – Minneapolis, MN - May 14 – 17, 2023
- NCACC Annual Conference – Wake County – August 24 – 26, 2023
- Eastern Regional – Onslow County – Date TBD
- Western Regional – Transylvania County – Date TBD
- Piedmont Regional – Guilford County – Date TBD
- IIMC Region III Conference – Columbus, GA – February 27 – March 1, 2024
- 2024 Annual Conference, Cleveland County – April 9 – 12, 2024
- Future Annual Conference Locations: 2025 Chatham County

Adjournment

Lauren Linker made a motion to adjourn the meeting. Phyllis Nowlen seconded the motion. The motion carried unanimously, and the meeting adjourned at 5:59 p.m.

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 Registrations and Program/Hour Tracking
- Creation of an Online Store
- Modernization of Operations
- Clerks Handbook
- Resource Manual



- 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
- Constant Contact
- Joint Efforts Between Clerks Association

Debbie Harris

Debbie Harris, President

Melissa Long

Melissa Long, Secretary

Date Approved: 8/25/2023