

NC ASSOCIATION OF COUNTY CLERKS BOARD MEETING MINUTES

Thursday, August 1, 2024

10:00 A.M.

Via Microsoft Teams

Officers and Directors participating:

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

Call to Order

President Melissa Long called the meeting to order at 10:06 A.M.

Items of Business

- Reviewed the August 9th Business Meeting Agenda. Per Kelly at NCACC, clerks will need to pick up a lunch in the General Session area, Salem Ballroom 2&3ABC, on their way into the meeting. Phyllis will include this information when sending out the conference information on Constant Contact to membership.
- Melissa said Destiny, with NCACC, has requested a few minutes during our business meeting to talk about the legislative goals process and the submission deadline.
- Phyllis said April Alligood has asked to attend our business meeting. April is the wife of Katie's county manager, in Beaufort County and is the town clerk for Washington Park. The Board agreed that she is welcome to join us.
- Program Committee Update – The next Program Committee meeting will be September 4th at 8:30. Melissa said she did not know if Tory would be at the business meeting next week, but she would contact her and try to get an IIMC Region III update.
- Board Shirts – The Board decided to only purchase shirts for new Board members.

- SWAG Store – Lindsay said Jodie is supposed to let her know something before our August 9th business meeting. We would like to have a select # of items and be able to control our logo.
- Stuff the Bus Update/Schedule – Phyllis said someone would be picking up the school supplies from the convention center around 10:15 A.M. on Saturday, the 10th.
- Next Board of Director’s meeting date is scheduled for October 30th at 11:00 A.M.
- Our next Association meeting after the NCACC conference is November 21st, so suggested by-law revisions will need to go out before November 7th.

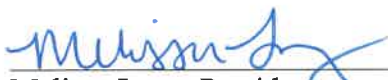
Announcements/Upcoming Events

- 2024 NCACC Annual Conference, Forsyth County, August 8-10, 2024
- 2024 Piedmont Regional – Scotland County, September 13, 2024
- 2024 Western Regional – Catawba County, September 20, 2024
- 2024 Eastern Regional – Beaufort County, October 4, 2024
- 2024 Annual City & County Clerks Academies – Beaufort Hotel, November 20-22, 2024
- 2025 IIMC Region II Conference, Orlando, FL, January 6-10, 2025
- 2025 Annual Conference, Chatham County – April 9-11, 2025
- IIMC Region III 2026 Conference in North Carolina


Melissa will send out a Save the Date for the Fall Regionals on the listserv and through Constant Contact.

Adjournment (11:00 A.M.)

Motion made by Phyllis Nowlen to adjourn and seconded by Monica Wallace. Motion passed unanimously.



 Melissa Long, President



 Maria Hass, Secretary

Date Adopted: October 30, 2024



NC ASSOCIATION OF COUNTY CLERKS BOARD MEETING MINUTES

Friday, July 5, 2024

8:30 A.M.

Wake County Justice Center

Officers and Directors participating:

Melissa Long, President	Yvonne Gilyard, Director
Phyllis Nowlen, Vice-President	Monica Wallace, Director
Maria Hass, Secretary	Dale Stiles, Director via TEAMS
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 8:30 A.M. and thanked Yvonne and Wake County for hosting the meeting.

Items of Business

- The Board discussed different topics of interest that might be helpful for new clerks. Some examples were: How to deal with the media; “Things I wish I had known”; Public records requests; Time management, etc.
- The Board participated in an icebreaker activity called two truths and a lie. Each person took a turn telling two truths and one lie. Other board members had to determine which statement was the lie.
- Approval of Minutes
 - Motion made by Lindsay Ray and seconded by Yvonne Gilyard to approve the meeting minutes of October 19, 2023; March 8, 2024; March 26, 2024; April 12, 2024; and May 2, 2024. Motion passed unanimously.

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M.H

- Treasurer’s Report: Presented by Maria Hass
 - Motion made by Katie Mosher and seconded by Lindsay Ray to approve the Treasurer’s Report as of June 30, 2024, and to move \$11,027.40 from checking to Money Market since conference registration fees have now been received from SOG. Motion passed unanimously.
- Google Drive Update – Melissa Long, President
 - Melissa explained the purpose of having Google Drive and encouraged board members to accept the invite, so everyone has access to the same information. Lindsay talked about the different documents that are on the drive.
- Stuff the Bus Discussion/Planning – NCACC Annual Conference
 - Melissa will reach out to Kelly Brown to work out details for space at the conference.
 - We will use the same graphics as last year for the “Stuff the Bus” fliers.
 - Once Ashley has chosen the recipient organizations/program, we will get information out on Constant Contact and the listserv.
 - Lindsay is working on a schedule for the “Stuff the Bus” table and will get it out to the Board.
- Committee Updates/Discussions
 - Professional Development and Conference Planning Committee

Melissa said her and Phyllis met via TEAMS on July 24th to discuss the 2024 Fall regionals. The following dates have been confirmed:

- 2024 Eastern Regional, Beaufort County – October 4th
- 2024 Western Regional, Catawba County – September 20th
- 2024 Piedmont Regional, Scotland County – September 13th

Board members shared ideas about possible topics and speakers for the 2024 Regionals and the 2024 November Academies.

Break at 10:22 A.M. – Wake County Manager, David Ellis and Commission Chair Shinica Thomas welcomed the Board to Wake County. Meeting reconvened at 10:45 A.M.

- 2025 Annual Conference Discussion

The 2025 Annual Conference will be held April 8-11 in Chatham County. Lindsay Ray and Jennifer Johnson will co-host the conference. The Board discussed doing the Athenian Dialogue on April 8th and a conference regular agenda the rest of the week. The Board also discussed going back to two full days on Wednesday and Thursday and a half day on Friday. The business meeting would be during lunch on Thursday and the banquet would be that evening.

Lindsay said the conference will be at the Chatham County Ag and Conference Center. She is waiting on a final quote for banquet, which will be at Forest Hall. She will also be working to secure a block of hotel rooms. There is a new Hampton Inn opening in September and she can request a block of rooms the week prior.

Lindsay suggested Nicole Greer as a special speaker for the conference.

The Board discussed the need for sponsors and vendors for the 2025 Annual Conference. Phyllis said she is concerned, because we did not have a lot of vendor participation at the last conference. The Board discussed ideas to draw interest from vendors and sponsors.

The Board also discussed doing a silent auction.

- Regionals and Conference Checklist Discussion

Dale said the Fall Regional checklist has been very helpful. Melissa suggested adding an appendix to the by-laws requiring review of final details for Fall Regionals two months in advance.

- Communications Committee Updates– Maria Hass, Chair

- Website – Updates by Lindsay Ray
- Constant Contact – Updates by Melissa Long
- Blog – Board members discussed various blog topics
- Facebook – Melissa, Lindsay, Dale and Maria have access to post to FB
- Directory- Melissa has submitted recent updates to Jodie at NCACC
- By-laws – Phyllis has added all of the approved updates to the by-laws. They just need to be added to the website
The Board suggested changes to the Executive Board make-up, because it is getting more difficult to find people who are willing to serve. The Board discussed changing the Board composition to nine (9) voting members; four (4) Officers and five (5) Directors, and making the Treasurer ex-officio, non-voting member with a three-year term, so there would be some continuity in the position. The Board will present these ideas to membership at the August business meeting and gauge interest and then

be prepared to present as amendments to the by-laws at the November business meeting. Phyllis will schedule a meeting with the By-laws Committee following the August Conference business meeting.

- Fundraising Committee – The Board discussed the importance of reactivating this Committee. Katie will schedule a meeting with the Fundraising Committee and report back to the Board.
- Clerks Reference Guide – Melissa said the committee is continuing to work on the refence guide.
- Membership Drive – Membership renewal opened on July 1st. Information was shared on the listserv and through Constant Contact.
- Goal 1 - Online Store/SWAG – Lindsay will follow-up with Jodie at NCACC to see if any progress has been made on developing an online store for NCACC that our Association could then partner with for Clerk swag. The Board discussed various swag item ideas and pay different options, if not partnering with NCACC.
- Goal 2 -Clerk’s Office Hours – Discussed launching one or two pilot programs; possibly hosting office hours on a quarterly basis. If registration goes through SOG, we would need to know if there are associated registration fees. The Board discussed various topics for the office hours and registration fees.
- Discussion of 2026 IIMC Region III Conference – The conference will be held the week of February 16th at Holiday Inn Lumina, Wrightsville Beach. Our Association will be partnering with the municipal clerk’s association to plan for the conference.
- Next Executive Committee Meeting Date: August 1, 2024 at 10:00 AM – Virtual via TEAMS

Announcements/Upcoming Events:


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- 2024 Eastern Regional – Beaufort County, October 4, 2024
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- 2024 Western Regional – Catawba County, September 20, 2024
- 2025 IIMC Region II Conference, Orlando, FL, January 6-10, 2025
- 2025 Annual Conference, Chatham County – April 9-11, 2025
- 2025 IIMC Annual Conference, St. Louis, MO – May 18-21, 2025

Action item: Motion made by Dale Stiles and seconded by Yvonne Gilyard to approve the “Board Resolution Authorizing Deposit” for the Civic Federal Credit Union deposit accounts. Motion passed unanimously.

Action item: Motion made by Lindsay Ray and seconded by Kristine Smith to send a \$100 donation to Plymouth Volunteer Fire Department in honor and memory of Julie Bennett's dad. Motion passed unanimously.

Adjournment (3:07 pm)

Motion made by Phyllis Nowlen to adjourn and seconded by Monica Wallace. Motion passed unanimously.



Melissa Long, President



Maria Hass, Secretary

Date Adopted: October 30, 2024

