



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

**Via Microsoft Teams
October 30, 2024
11:00 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 via TEAMS
Katie Mosher, Treasurer	Kristine Smith, Director
Lindsay Ray, Immediate Past President	Ashleigh Matthews, Forsyth County

Call to Order

President Melissa Long called the meeting to order at 11:04 A.M.

Items of Business

- Lindsay Ray motioned to approve the meeting minutes of Approval of Minutes of July 5, 2024 and August 1, 2024. Katie Mosher seconded the Motion. Motion passed unanimously.
- Lindsay Ray motioned to approve the October 29, 2024 Treasurer's Report. Motion seconded by Kristine Smith. Motion passed unanimously.
- Review of the November 21, 2024 Business Meeting Agenda. President Melissa Long, will send out the agenda, meeting minutes, treasurer's report and by-laws on November 6th.
- The board discussed ideas for the November Academies Service Project and decided the project should benefit Hurricane Helene relief efforts. Some of the ideas discussed were monetary donations, a toy drive, and a coats and blanket drive. The municipal clerks are doing a 50/50 raffle for donations to Samaritan's Purse and a Blood Connection donation drive at the academies and have invited us to participate with them. There was concern that the Blood Drive would take time away from the Academies and how that might affect SOG credit hours. After discussion, the board agreed to pick a separate project and agreed our efforts should be directed toward a reputable organization providing relief efforts to our sister counties affected by Hurricane Helene. The board discussed Samaritan's Purse and United Way. Ultimately, the board agreed to adopt United Way as the Service Project, since Samaritan's Purse would not allow an online option to designate the funds solely to N.C. hurricane relief efforts. Melissa will develop a flyer with a QR code to donate, and Maria will send it out on Constant Contact on November 1st. Kristine suggested also placing flyers at the Academies and putting the QR code on-screen in the



meeting room so everyone has an opportunity to donate and so it allows us an opportunity to share with the group what it is all about. We will also share the information on the Clerk's Listserv and the Association's Facebook page.

- Carla Stowe is retiring. The board discussed ideas for gift that could be presented to Carla at November Academy during the Association's business meeting. Some suggestions were giving her a Clerk backpack filled with Association swag, gift cards for some of her favorite things and a certificate of appreciation or plaque from the Association. Maria will re-activate the PayPal account and send out a message with the PayPal QR code on Constant Contact on November 7th for members who wish to make a monetary donation toward the retirement gifts. Members may also want to bring individual personal gifts for Carla. Lindsay will develop a Certificate of Appreciation/Resolution and order a nice document frame.
- The board discussed drinks and snacks for the dual Association reception at the November Academies. It will be on November 20th from 4:30 p.m. to 6:30 p.m. The School of Government will provide complimentary charcuterie boards, but if alcohol is to be served, the two Associations will have to cover that cost. After discussion, the board chose the cash bar option and will split the \$150 cost of a bartender and cashier with the Association of Municipal Clerks. This option allows attendees to purchase their own alcohol, and ensures the Association is not responsible for an undetermined number of tickets.
- Vice President Phyllis Nowlen provided a Program Committee update, sharing that all three regionals were a success and giving a shout-out to all regional host clerks, saying "they were amazing!". Phyllis announced the following counties had agreed to host the 2025 Regional Conferences: Henderson County, Western; Rowan County, Piedmont; and Edgecombe County, Eastern. Melissa will reach out to Denisa Lauffer in Henderson and offer our support and see if she needs to postpone hosting until another time, since the commitment was prior to Hurricane Helene.
- Phyllis said Melissa is getting questions together for a Clerk Feud survey for the April Conference and will be creating a flyer with a QR code to hand out at the November Academies for clerks to submit answers.
- Phyllis said the Annual conference is scheduled for April 9-11, 2025 in Chatham County and that Lindsay Ray and Jenifer Johnson are working on finalizing the details. She said the Committee is on track. The Lindsay said her County Manager, Carolyn Miller, will be presenting as a speaker at the conference, speaking on Conflict Resolution. She said Carolyn is also willing to do Conflict Resolution as an Office Hours/Lunch & Learn training in the future. The Athenian Dialogue will be held on the first day from 9 a.m. to 4 p.m. Camilla Pittman will be the facilitator. The book will be Mrs. Lincoln's Dressmaker by Jennifer Chiaverini.



- The board discussed the following proposed updates to the by-laws:

Amend Treasurer position to read:

- 1) Serves as a non-voting ex-officio member of the Governing Body, with a term length of three (3) years. The Treasurer may serve two (2) consecutive terms, but must step down from the Board for one (1) year after completing two terms.
- 2) Remove Attends all meetings of the Governing Body and Association. If, for any reason, the Treasurer cannot attend, the President will be notified in advance of the meeting(s). and add May attend all meetings in person or virtually if unable to attend in person.

Amend Nominating Committee Rules to:

Add "All new members must submit an application. The Treasurer will need to submit a new application for each term."

Amend Director term to read: "Once a Director has served the maximum number of terms, they are ineligible for re-election to the Board of Directors for at least one year unless they move into an officer role. However, this one-year gap requirement may be waived if it serves the best interest of the Association. Additionally, if deemed beneficial by the Nominating Committee, the Treasurer may be reappointed for an extra one-year term after completing two consecutive terms."

Amend Clerk of the Year Criteria Point Sheet to:

Reduce the number of points from three (3) points to two (2) points for serving as Treasurer during service period.

- After discussion, Maria Hass motioned to pay \$3,252.80 to 39 West Catering for the 50% deposit on the Annual Banquet for the April 2025 conference. Phyllis Nowlen seconded the motion. Motion passed unanimously.
- The board discussed an email from Tory Frink concerning establishing a Part Time/Retired Clerk List. It was decided that we do not need to establish another committee. Lindsay said the COG and NCACC should have a list of those clerks.
- The next meeting date was scheduled for January 17, 2025 at 10:00 a.m.

Announcements/Upcoming Events

- 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

Adjournment at 12:20 p.m.



Melissa Long
Melissa Long, President

Maria Hass
Maria Hass, Secretary

Date Adopted: 1/17/2025