



**NC ASSOCIATION OF COUNTY CLERKS BUSINESS MEETING**

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**2023 NC Association of County Clerks November Academies  
Beaufort Hotel  
2440 Lennoxville Road  
Beaufort, NC 28516**

**Thursday, November 16, 2023  
11:45 A.M. – 1:15 P.M.**

Lunch

**Call to Order**

*Lindsay K. Ray, President*

President Lindsay Ray called the meeting to order at 12:00 P.M.

**Invocation**

*Melissa Long, Vice-President*

Vice-President Melissa Long delivered the invocation.

**Self-Introductions & Recognition of New Clerks**

*Lindsay K. Ray, President*

New Clerks attending:

Jamie Carr – Duplin County  
Tracy Boyd – Pamlico County  
Karen Evans – Granville County  
Kendall Bolton – Cabarrus County  
Susie Reeves – Johnston County

Clerks and Deputy Clerks participating were:

<b>Last Name</b>	<b>First Name</b>	<b>County</b>
Pulley	Paula	Warren
Linker	Lauren	Cabarrus
Mosher	Katie	Beaufort
Wallace	Monica	Durham
Gilyard	Yvonne	Wake
Harris	Debbie	Davidson
Stiles	Dale	Catawba
Covington	Rosalyn	Forsyth
Carlton	Macio	Durham

Robinson	Jason	Scotland
Hogan	Trisha	Transylvania
Ray	Lindsay	Chatham
Long	Melissa	New Hanover
Nowlen	Phyllis	Cleveland
Rease	Julia	Martin
Carr	Jamie	Duplin
Hoskins	Trisha-Ann	Dupin
Lauffer	Denisa	Henderson
Draughn	Kay	Burke
West	Morgan	Yancey
Owens	Penny	Tyrrell
Bradley	Mandy	Madison
Mitchell	Katie	PTRC
Wright	Kat	Burke
Tyson	Jason	Scotland
Boyd	Tracy	Pamlico
Bruce	Shelia	Cabarrus
Bolton	Kendall	Cabarrus
Evans	Karen	Granville
Cuddington	Dana	Johnston
Reeves	Susie	Johnston
Scott	Lynn	Pasquotank
Davis	Karen	Camden
Edwards	Maria	Bladen
Ivey	Debra	SWC COG
Johnston	Jennifer	Chatham County
Buff	Donna	Gaston
Smith	Kristine	Mecklenburg

**Approval of August 25, 2023, Minutes**

*Phyllis Nowlen, Secretary*

**Debra Ivey motioned to approve the August 25, 2023, Meeting Minutes. Trisha Hogan seconded the motion. The motion passed unanimously.**

**Approval of Treasurer's Report**

*Maria Hass, Treasurer*

**Melissa Long motioned to approve the submitted October 19, 2023, Treasurer's Report. Lauren Linker seconded the motion. The motion passed unanimously.**

Date	Category Name	Receipts credit	Debits debit	Explanation
3/1/2023	Starting Balance	\$10,149.73		Opening Balance
1/25/2023	Creative Stitch		\$1,515.85	Embroidery for Bags
1/31/2023	Credit Dividend	\$1.25		
2/6/2023	Check #1160 to NCACC for CC Fees		\$82.08	Paid
2/6/2023	Check #1161 to Davidson County - Reimbursement for IIMC Reg III Lodging		\$644.49	Paid
2/6/2023	Check # 1162 to Support Services Print Shop		\$24.98	Paid
2/6/2023	Check # 1163 to Support Services Print Shop		\$33.00	Paid
2/7/2023	Check # 1164 to CE Print Solutions, Inc.		\$1,017.57	Paid
2/14/2023	Paypal		\$289.88	Badge Ribbons
2/15/2023	Paypal		\$13.91	Badge Ribbons
2/20/2023	Deposit	\$470.00		Membership/Conference Vendor Fee
2/21/2023	Deposit	\$2,725.00		TX from Money Market
2/25/2023	Holiday Inn - Wrightsville Beach		\$325.44	Lodging/Debbie Harris Executive Committee Meeting
2/28/2023	Holiday Inn - Wrightsville Beach		\$558.55	Meeting Space/Meals - Executive Committee Meeting
2/28/2023	Credit Dividend	\$1.00		
3/8/2023	Deposit	\$325.00		Western Regional/Annual Conference Sponsorship
3/8/2023	Wayne County #1165		\$1,200.00	Reimbursement for Eastern Regional Paid
3/9/2023	Davidson County #1166		\$942.08	Reimbursement for IIMC Expenses
3/9/2023	Crown Awards		\$605.61	500 Lapel Pins
3/15/2023	Crown Awards		\$23.54	Lapel Pin Shipping
3/10/2023	Town of Momeyer #1167		\$55.00	Reimburse Membership Fee Paid
3/10/2023	Town of Robersonville #1168		\$55.00	Reimburse Membership Fee Paid
3/10/2023	Town of Pineville #1169		\$55.00	Reimburse Membership Fee Paid
3/10/2023	City of Creedmoor #1170		\$55.00	Reimburse Membership Fee Paid
3/10/2023	Town of Red Springs #1171		\$75.00	Reimburse Membership Fee Paid
3/10/2023	Pitt County Government #1172		\$68.26	Clark of the Year Plaque Paid
3/10/2023	Lindsay Ray #1173		\$600.00	2024 IIMC Annual Conference Registration Paid
3/21/2023	Deposit	\$675.00		Sponsorship/Annual Banquet Fees
3/21/2023	Catawba County #1175		\$75.00	Reimburse Regional Conference Fee Paid
3/21/2023	Town of Pineville #1174		\$55.00	Reimburse Membership Fee Paid
3/31/2023	Deposit	\$15,150.00		Annual Conference Registration Fees - NCACC
3/31/2023	Credit Dividend	\$1.09		
4/5/2023	Lindsay Ray #1176		\$292.28	Reimburse for Lanwards Paid
4/5/2023	Gaston County #1177		\$360.00	Reimb. Conference Registration/Donna Buff Paid
4/5/2023	Deposit	\$555.00		Annual Conference Sponsorship_Vendors_MCCI, LLC/Exhibit Space - Sponsorships_ML. Calvary Center for Leadership Development and Membership Fee
4/16/2023	Deposit/Alleghany County	\$55.00		Membership Dues
4/16/2023	Lindsay Ray #1178		\$428.63	Airline Reimbursement/IIMC Conf in MN Paid
4/17/2023	Jones, Brady & Company CPA's #1179		\$495.00	2022 tax prep Paid
4/17/2023	Davidson County #1180		\$148.48	Reimburse for Lodging/Debbie Harris Paid
4/17/2023	Eddie's Floral Gallery		\$1,075.35	Flowers for Banquet
4/17/2023	Bluewater Grill		\$369.20	Annual Banquet
4/21/2023	Deposit	\$15,000.00		Transfer from Money Market
4/21/2023	Johnny O's #1181		\$619.53	Awards, Inc for Plaques Paid
4/22/2023	Lindsay Ray #1182		\$321.03	Gift Cards/beach supplies for conference Paid
4/22/2023	New Hanover County #1183		\$218.00	New Hanover County for Conference Reimbursement Paid
4/22/2023	Kym Crowell #1184		\$789.15	Conference supplies/gifts Paid
4/23/2023	Holiday Inn - Wrightsville Beach/Posting Error	\$661.71		Hotel posting error to conference lodging
4/23/2023	Holiday Inn - Wrightsville Beach		\$10,000.00	Conference
4/23/2023	Holiday Inn - Wrightsville Beach		\$1,652.81	Conference
4/23/2023	Holiday Inn - Wrightsville Beach		\$9,000.00	Meals for Conference
4/27/2023	Deposit	\$6,195.86		
4/30/2023	Credit Dividend	\$2.20		
5/7/2023	USPS (Postage)		\$67.85	Postage
5/8/2023	Deposit/Lincoln County	\$55.00		Membership Dues
5/9/2023	Front Range Consulting, LLC #1185		\$4,589.43	Dan Clark/Conf. Speaker Paid
5/19/2023	Deposit	\$525.35		
5/26/2023	Lindsay Ray #1186		\$882.56	Reimburse for gift cards/beach supplies for conference
5/31/2023	Credit Dividend	\$1.20		
6/6/2023	Deposit/Hertford County	\$55.00		Membership Dues
6/6/2023	Deposit/Nash County	\$55.00		Membership Dues
6/19/2023	Washington County #1187		\$21.00	Reimb Parking Fees Debbie Harris Paid
6/30/2023	Credit Dividend	\$0.86		
7/7/2023	Deposit/Yancey County West	\$55.00		Membership Dues
7/13/2023	Melissa Long - Reimburse for postage #1188		\$13.70	Reimburse for postage for mailing Treasurers debit card Paid
7/14/2023	Deposit/Rutherford County Haynes and Aldridge	\$110.00		Membership Dues
7/24/2023	Deposit/Perquimans County Honeycutt	\$55.00		Membership Dues
7/24/2023	Deposit/Mitchell County McCurry	\$55.00		Membership Dues
7/24/2023	Deposit/Brunswick County Weigand	\$55.00		Membership Dues
7/24/2023	Deposit/Brunswick County Spivey	\$55.00		Membership Dues
7/24/2023	Deposit/Cumberland County Tebbe and Clark	\$110.00		Membership Dues
7/28/2023	Deposit/County of Chowan Stallings	\$55.00		Membership Dues
7/31/2023	Deposit/Jackson County Angela Winchester	\$55.00		Membership Dues
7/31/2023	Deposit/Halifax County Mary Anderson-Falson	\$55.00		Membership Dues
7/31/2023	Deposit/Pasquotank Scott and Reid	\$130.00		Membership Dues
7/31/2023	Credit Dividend	\$0.90		
8/3/2023	All Seasons Uniforms/Shirts for board members		\$414.04	Shirts for board members; inc/shipping UPS
8/7/2023	Deposit/Clay County Bradley	\$55.00		Membership Dues



Secretary Phyllis Nowlen advised that posts did not have to be from the Executive Committee; blog and social media posts are open to all members of the Clerks' Association. She invited Association Members to submit items to be posted.

Director Monica Wallace gave an update on upcoming blog posts for the remainder of the year.

Dale Stiles volunteered to serve as the Birthday Committee Chair.

### **Update on 2024 Annual Conference and Program Committee Update**

*Phyllis Nowlen, Secretary  
Melissa Long, Vice-President*

- Dates, Location and Lodging Information
- Registration Information
  - Athenian Dialogue – April 9, 2024
  - Master Clerk Academy I – April 10, 2024
  - Master Clerk Academy II – April 11-12, 2024
  - Annual Business Meeting – April 10, 2024
  - Banquet – April 11, 2024
- Agenda Highlights

The 2024 Annual Conference, held in Cleveland County from April 10 – 12, 2023, will be themed “Calm in Chaos,” the banquet will be at the Spinning Leaf Vineyard.

Vice President Melissa Long advised that a new feature at the conference this year is an Athenian Dialogue, which will be held on the Tuesday of the conference. The book for the Athenian Dialogue is *Mrs. Lincoln's Dressmaker*. The Athenian Dialogue can be taken by itself or in combination with the annual conference.

The Program Committee reviewed feedback collected from the last conference and restricted the conference schedule. The Professional Development speaker will present on Wednesday; a half-day is scheduled for Thursday with the banquet that evening to allow for more free time, and Friday will be all day.

### **Reviving Fundraising Committee**

*Lindsay K. Ray, President*

President Lindsay Ray spoke about presenter costs and rising inflation costs; the cost of conferences may increase in the future. The Executive Committee wants to keep registration fees at a reasonable cost. President Ray suggested reviving the Fundraiser Committee for Silent Auction items in future conferences instead of always doing door prizes. She opened the floor for discussion with the Association members.

## **Bylaws Update**

*Phyllis Nowlen, Secretary/Bylaws Chair*

Bylaws Chair Phyllis Nowlen spoke about the Bylaws work sessions and the amount of hard work and dedication the Bylaws Committee has put in.. The committee expects the bylaws/handbook to be ready for Association approval at the April 2024 Annual Conference.

## **Mentor Program**

*Lindsay K. Ray, President*

President Lindsay Ray spoke about the Mentorship Program, inviting seasoned and new Clerks to participate. She reviewed the benefits and resources associated with this program.

## **Committees**

*Lindsay K. Ray, President*

President Lindsay Ray spoke about the struggles of Clerks not staying in the Clerk profession and the challenges that come with that. She discussed the option of changing the terms of the Executive Committee and advised what committees still had availability for participation. Moving forward, Committee Chairs will provide a one-page update on what that committee has done throughout the year.

## **Announcements/Upcoming Events**

- 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, 2026 Eastern (Possibly Carteret County), 2027 Western (Possibly Blowing Rock), 2028 Piedmont (Possibly Wake County)
- 2024 Eastern Regional – TBD
- 2024 Western Regional – TBD
- 2024 Piedmont Regional – Scotland County

## **Adjournment**

**Yvonne Gilyard motioned to adjourn the meeting. Monica Wallace seconded the motion. The motion passed unanimously.**

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 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
- Re-Write Bylaws and Handbook

Lindsay K. Ray  
Lindsay K. Ray, President

Phyllis Nowlen  
Phyllis Nowlen, Secretary

Date Adopted: April 10, 2024

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