



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

**2024 Association of County Clerks November Academies
Beaufort Hotel
Beaufort, NC
Thursday, November 21, 2024
12:00 P.M.**

Call to Order

Melissa Long, President

President Melissa Long called the meeting to order at 12:00 P.M.

Invocation

Phyllis Nowlen Vice-President

Vice-President Phyllis Nowlen delivered the invocation.

Self-Introductions & Recognition of New Clerks

Melissa Long, President

Clerks and Deputy Clerks Participating were:

Last Name	First Name	County
Carlton	Macio	Durham
Smith	Kristine	Mecklenburg
Bell-Raig	Jaime	Harnett
Gilyard	Yvonne	Wake
Capps	Melissa	Harnett
Owens	Penny	Tyrrell
Wallace	Monica	Durham
Womack	Toni	Wake
Wilson	Abigail	Craven
Covington	Rosalyn	Forsyth



Bradley	Mandy	Madison
West	Morgan	Yancey
Seivers	Missy	Ashe
Tyson	Dorothy	Scotland
Boyd	Tracy	Pamlico
Davis	Karen	Camden
Edwards	Maria	Bladen
Bruce	Sheila	Cabarrus
Hoskins	Trisha-Ann	Duplin
Carr	Jaime	Duplin
Farmer	Jennifer	Lincoln
Bowden	Carol	Wayne
Cuddington	Dana	Johnston
Reeves	Susie	Johnston
Whitley	Kayla	Wayne
King	Kristin	Franklin
Soloman	Michele	Person
Call	Sarah	Wilkes
Faison	Tammi	Edgecombe
Lauffer	Denisa	Henderson
Deaver	Reekitta	Lenoir
Mitchell	Katie	PTRC



Johnson	Jenifer	Chatham
Rease	Julia	Martin
Nowlen	Phyllis	Cleveland
Stiles	Dale	Catawba
Hass	Maria	Cherokee
Ray	Lindsay	Chatham
Harris	Debbie	Davidson
Long	Melissa	New Hanover
Crowell	Kym	New Hanover

Approval of April 10, 2024 Minutes

Maria Hass, Secretary

Lindsay Ray made a motion to approve the April 10, 2024 Business Meeting Minutes. Kym Crowell seconded the motion. The motion carried unanimously.

Approval of October 2024 Treasurer's Report

Katie Mosher, Treasurer

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



Accts Balance YTD

Interest Checking	\$ 14,112.70
Money Market	\$ 51,029.16
Share Account	\$ <u>21.06</u>
	\$ 65,162.92

Katie Mosher,
Treasurer, Beaufort County
Balances Ending 10/29/2024



Date	Category Name	Receipts	Debits	Explanation
		credit	debit	
1/1/2024	Starting Balance	\$8,518.62		Bank Balance
1/4/2024	Deposit	\$55.00		V. Membership Dues - Lincoln County - Farmer
1/10/2024	Cherokee County #1201		\$280.00	V. Reimburse Maria's county Pcard for payment to SOG for Mandy Bradley's Nov. Clerk School Scholars
1/13/2024	Compost Pcard		\$324.81	V. Luncheon for April 2024 Conference
1/23/2024	Cleveland County #1202		\$131.82	V. Reimburse for Exec Comm Meeting Snacks/Refreshments & Postage for Mailing Book Bags
1/23/2024	Lindsay Ray #1203		\$470.25	V. Reimburse for Exec Comm lunch and AMC Region III Hotel Accommodations
1/24/2024	Phyllis Nowlen #1204		\$140.58	V. Reimburse for Meeting Space 1/19 Exec Comm Meeting
1/25/2024	Meissa Long #1205		\$1,552.16	V. Reimburse for 78th BMC Annual Conf Airfare Ticket and Conf Registration, Calgary, Canada
1/26/2024	Deposit	\$55.00		V. Membership Dues - Catawba County - Helmer
1/31/2024	Credit Dividend	\$1.68		V.
2/12/2024	Cleveland County #1206		\$144.24	V. Reimburse for By-Laws Committee 1/20 Lunch
2/19/2024	Lindsay Ray #1207		\$387.20	V. Reimburse for BMC Region III Airfare to Georgia
2/19/2024	Deposit	\$95.00		V. Registration for Athenian Dialogue - Debbie Harris
2/20/2024	Deposit	\$190.00		V. Pre-Conf Athenian Dialogue - Brunswick County, Solvey and Weigand
2/22/2024	Deposit	\$278.00		V. Clerk Base Vendor Exhibit Fee for April Conference
2/22/2024	Deposit	\$95.00		V. Catawba County Athenian Dialogue - Stiles
2/26/2024	Deposit	\$95.00		V. Transylvania County Athenian Dialogue - Hogan
2/26/2024	Johns, Brady & Company, CPAs #1208		\$495.00	V. 2023 Tax Prep & E-File
2/29/2024	Credit Dividend	\$0.75		V.
3/4/2024	Deposit	\$95.00		V. Pre-Conf Athenian Dialogue - Cleveland County - Nowlen
3/4/2024	Deposit	\$55.00		V. Membership Dues - Midtown County - Allison
3/4/2024	Deposit	\$95.00		V. Pre-Conf Athenian Dialogue - Cherokee County - Hays
3/7/2024	Deposit	\$55.00		V. Membership Dues - Wayne County - Worley
3/8/2024	Deposit	\$275.00		V. Clerk Base Vendor Exhibit Fee for April Conference
3/15/2024	Deposit	\$223.00		V. Vendor Exhibit Fee for April Conference
3/15/2024	Deposit	\$150.00		V. Sealtek Data Logic LLC Vendor Exhibit Fee for April Conference
3/18/2024	Deposit	\$275.00		V. Proves Systems Inc. Exhibit Fee for April Conference
3/18/2024	Brunswick County #1209		\$190.00	V. Refund Athenian Registration - Solvey and Weigand
3/18/2024	Crawford County #1210		\$95.00	V. Refund Athenian Registration - Harris
3/18/2024	Catawba County #1211		\$95.00	V. Refund Athenian Registration - Stiles
3/18/2024	Transylvania County #1212		\$95.00	V. Refund Athenian Registration - Hogan
3/18/2024	Cleveland County #1213		\$95.00	V. Refund Athenian Registration - Nowlen
3/18/2024	Cherokee County #1214		\$95.00	V. Refund Athenian Registration - Hays
3/18/2024	Julie Shepherd #1215		\$189.46	V. Reimburse for Pre-Conf Regional Expenses
3/18/2024	Lindsay Ray #1216		\$824.91	V. Reimburse BMC Region III Travel Expenses
3/20/2024	Deposit	\$275.00		V. Clerk Plus Vendor Exhibit Fee for April Conference
3/26/2024	Deposit	\$275.00		V. VCA Vendor Exhibit Fee for Annual Conference
3/27/2024	Deposit	\$275.00		V. eScribe Vendor Exhibit Fee for Annual Conference
3/31/2024	Credit Dividend	\$0.81		V.
3/31/2024	PCard Amazon		\$199.09	V. Tote Bags for Annual Conference Gandy Bags
4/1/2024	PCard Impress Me Print & Awards Gallery		\$71.94	V. Plaque for Conference
4/3/2024	SOG Services, Inc. #1217		\$ 285.00	V. Admin Fees per Services Agreement
4/8/2024	Deposit	\$85.00		V. A. Eason Banquet Guest Ticket
4/8/2024	Deposit Rejected		\$ 45.00	V. Small unapplied
4/15/2024	STONEY Q Awards, Inc. #1218		\$ 419.03	V. 2024 Banquet Awards/Panquet
4/15/2024	Re-Source Solutions, Inc. #1219		\$9,200.00	V. Dr. Katrina Hutchins, Conference Speaker
4/15/2024	ReSource, Lason		\$85.00	V. A. Eason Banquet Guest Ticket
4/15/2024	ReSource Deposits, Unreadable		\$85.00	V. Returning to Clerk for New Check
4/15/2024	Deposit	\$6,135.00		V. SOG Registration Fees
4/16/2024	Scotland County #1220		\$777.51	V. Reimburse Conference Registration & Lodging for Darahmy Tyson - Scholarship Recipient
4/19/2024	Meissa Long #1221		\$161.90	V. Reimburse for gift cards for conference
4/19/2024	Debbie Harris #1222		\$29.88	V. Reimburse for frames for conference
4/23/2024	Deposit	\$575.00		V. Clerk Base banquet ticket and SOG donation to Association
4/23/2024	Deposit	\$ 35,000.00		Transfer from AMI account to cover monies owed to Cleveland Co. for reimbursement of conference expenses
4/23/2024	Cleveland County #1223		\$ 34,889.60	V. Reimburse for Annual Conference Expenses
4/29/2024	Lindsay Ray #1224		\$ 648.22	V. Reimburse for Annual Conference Hotel and Supplies
4/29/2024	Deposit	\$ 85.00		V. Banquet Check Replacement - Eason
4/29/2024	Credit Dividend	\$ 2.28		V.
5/3/2024	Voided Check #1225		\$	V.
5/13/2024	Deposit	\$ 250.00		V. PayGov US LLC Vendor Exhibit Fee
5/15/2024	Deposit	\$ 375.00		V. Granville Co. Fees owed for annual conf registration
5/22/2024	Deposit	\$ 20,135.00		Registration Fees Collected by SOG for Annual Conference
5/29/2024	Chatham County #1226		\$ 4,500.00	V. Air & Event Center Fee for 2023 Annual Conference
5/29/2024	Meissa Long #1227		\$ 1,088.25	V. Reimburse Expenses for BMC Conf. Canada
5/31/2024	Credit Dividend	\$ 1.78		V.
5/31/2024	Midtown County		\$ 175.00	V. Registration Fee for Annual Conference - Sena African
5/31/2024	Deposit	\$5.00		V. Edgecombe County - Eason membership dues
5/30/2024	Credit Dividend	\$ 2.96		V.
7/5/2024	Plymouth Volunteer Fire Dept.		\$ 100.00	V. In honor and memory of Julie Bennett's dad, John Richard Jackson
7/16/2024	Deposit	110.00		Membership Dues - Haynes & Aldridge -utherford County
7/16/2024	Transfer to Money Market Acct		11037.4	Transfer to Money market Acct 4233227
7/16/2024	Deposit	\$5.00		Membership Dues - Stallings - Chowan County
7/23/2024	Watkins Flowers		122.2	Memorial Flowers for Long Family
7/23/2024	Deposit	\$5.00		Membership Fee - Washburn - Rockingham County
8/1/2024	Credit Dividend	1.96		V.
8/1/2024	Deposit	\$5.00		Membership Fee - Crisp - Graham County
8/1/2024	Deposit	\$110.00		Membership Fee - Weigand & Spivey - Brunswick County
8/1/2024	Deposit	\$5.00		Membership Fee - Epton - Polk County
8/1/2024	Deposit	\$5.00		Membership Fee - Bradley - Madison County
8/1/2024	Deposit	\$55.00		Membership Fee - Cuckington - Johnston County
8/1/2024	Deposit	\$55.00		Membership Fee - Reeves - Johnston County
8/1/2024	Deposit	\$55.00		Membership Fee - James - Lumber River Council of Govt
8/13/2024	Credit Dividend	\$1.88		V.
8/13/2024	Deposit	\$4,845.22		SOG Registration Fees
8/23/2024	Full Source		\$391.33	Shirts for New Clerks
8/26/2024	Credit Dividend	\$1.55		V.
10/1/2024	Constant Contact		\$56.00	Web Services Contract
10/22/2024	Deposit	\$110.00		Membership Fee - Braybey & Freeman - Robeson County
10/22/2024	Deposit	\$55.00		Membership Fee - Gatling - Northampton County
10/22/2024	Deposit	\$55.00		Membership Fee - Scott - Rutherford
10/22/2024	Deposit	\$55.00		Membership Fee - Wadester - Jackson County
10/22/2024	Deposit	\$55.00		Membership Fee - Stallings - Chowan County
10/22/2024	Deposit	\$55.00		Membership Fee - Bradley - Clay County
10/22/2024	Debit		\$1,056.83	Eastern Regional Catering
10/29/2024	Constant Contact		\$56.00	Web Services Contract
	Totals	credit	debit	
		\$80,638.12	\$66,945.42	
	Balance	\$14,112.70		
	In Balance	\$14,112.70		
	Katie Misher, Treasurer, Brunswick County			



**NC Association of County Clerks
Calendar Year 2024 Money Market Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawals
6/1/2024	Opening Balance		\$39,534.50	
6/30/2024	Credit Dividend	\$97.33		
7/16/2024	Transfer from Acct 4033218		\$11,027.40	
7/31/2024	Credit Dividend		\$115.43	
8/31/2024	Credit Dividend		\$129.18	
9/30/2024	Credit Dividend		\$125.32	
CY2024 Totals		\$97.33	\$50,931.83	\$0.00
	Grand Total:		\$51,029.16	

Name: Katie Mosher, NCCMC
 Title: Treasurer, Beaufort County
 Date: 10/29/2024

**NC Association of County Clerks
Calendar Year 2024 Share Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawal
10/1/2024	Starting Balance		\$21.06	
CY2024 Total		\$0.00	\$21.06	

Name: Katie Mosher, NCCMC
 Title: Treasurer, Beaufort County
 Date: 10/29/2024



Items of Business

Committee Updates:

- Communications Committee Update

Maria Hass, Communications Committee Chair, gave an update on the following sub-committees:

- *Blog* – Maria thanked Carol Bowden for a beautifully written blog post titled *Resilient. Reliable. Ready* in the aftermath of Hurricane Helene.
- *Constant Contact* – Maria shared that this is the communication platform for membership-related content. We will continue to push meetings/conferences/regionals, blog posts, and county clerk-related information out through this. Maria shared the email address that constant contact posts are being sent from and encouraged members to check their spam/junk folders if they are not receiving the emails. *Birthdays* – Maria shared that Melissa Long had created a Birthday Survey that was sent to membership from Constant Contact, and encouraged Clerks to submit their birthdays for the monthly birthday post. Dale Stiles will be sending out monthly birthday posts.
- *Directory* – The latest directory updates were completed and submitted to Jodie at NCACC on October 1st. The next directory update will be January 1st.
- *Facebook* – Maria shared our only current social media presence is Facebook. She said the committee has discussed different platforms for greater exposure and outreach and ultimately, decided to expand our social media presence to Instagram, since we can sign up and connect through our Facebook account.

- Program Committee Update

Phyllis Nowlen, Vice-President

- *2025 Annual Conference*

Lindsay Ray and Jenifer Johnson of Chatham County gave an update on the 2025 Annual Conference to be held in Chatham County. Lindsay said the conference will be held at the Chatham County Agriculture and Conference Center. She said room block should open at the end of the year.

- Bylaws Committee Update

Phyllis Nowlen, By-laws Committee Chair, presented the following proposed Bylaws revisions:



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, Kym Crowell motioned to approve the proposed by-law revisions, as presented. Dale Stiles seconded the motion. The motion carried unanimously.

- Fundraiser Committee Update

Katie Mosher, Fundraising Committee Chair, gave an update on the Fundraising Committee, saying the committee is reactivating and will be meeting to discuss future fundraising opportunities, and asked membership to share any ideas they may have.

The fundraising committee has not been active for some time, but is important as we move forward to help create an additional revenue source for the Association.



- Clerks Reference Guide Committee Update

Debbie Harris, Clerks Reference Guide Committee Chair, gave an update on the Clerks Reference Guide.

Online SWAG Store Update

Lindsay said the Committee is still looking into options for an online store. She has been communicating with fellow clerk, Robin Keller, who has a small family business that can create items with our Association's logo. Melissa Long said some of the items include, laptop bags, polos, and cinch sack bags. The committee will continue looking at options and opportunities for an online swag store.

Discussion on Virtual Clerk-Led Training

Lindsay Ray, Immediate Past President, announced that the first virtual "Lunch and Learn" session will be held on January 22, 2025, and will be led by Carolyn Miller, Chatham County Assistant County Manager. Lindsay said the session is titled "Burnout to Motivation". She said the Lunch and Learn is free to attend.

Announcement of Upcoming Events:

- IIMC Region III Conference, Orlando, FL – January 6-10, 2025
- 2025 Athenian Dialogue, Chatham County – April 8, 2025
- 2025 Annual Conference, Chatham County – April 9-11, 2025
- 2025 IIMC Annual Conference, St. Louis, MO – May 18-21, 2025

Mention of items the Executive Committee and Board of Directors are working on. Members were encouraged to provide input and join committees to help move the Association forward.

- Creation of an Online Store
- Modernization of operations
- Clerks Handbook updates
- Member benefits & perks
- Mentor Program
- Recertification Tracking
- Google Docs Implementation
- Communications Committee
- Clerk Lunch and Learns



Melissa Long

Melissa Long, President

Maria Hass

Maria Hass, Secretary

Date Approved: *4/9/2025*
