

**NC ASSOCIATION OF COUNTY
CLERKS ANNUAL BUSINESS
MEETING AGENDA**

**Cleveland County
The LeGrand Center
1800 E. Marion Street
Shelby, NC 28152**

**Wednesday, April 10, 2024
3:15 pm - 4:15 pm**

Call to Order

Lindsay K. Ray, President

President Lindsay Ray called the meeting to order at 3:19 P.M

Invocation

Melissa Long, Vice-President

Vice-President Melissa Long delivered the invocation.

Self-Introductions & Recognition of New Clerks

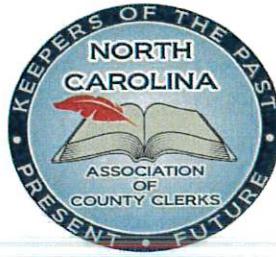
Lindsay K. Ray, President

New Clerks attending:

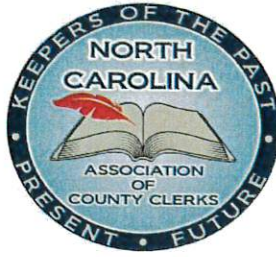
Jenifer Johnson, Chatham County

Clerks and Deputy Clerks participating were:

Last Name	First Name	County
Anderson-Faison	Mary	Halifax
Gentry	Tanya	Yadkin
Wallace	Monica	Durham
Carlton	Macio	Durham
Eason	Arlissa	Mecklenburg
Smith	Kristine	Mecklenburg
Womack	Toni	Wake
Gilyard	Yvonne	Wake
Hoskins	Trisha	Duplin
Carr	Jamie	Duplin
Ivey	Debra	SWC COG
Hall	Hailey	Lee



Matthews	Ashleigh	Forsyth
Hogan	Trisha	Transylvania
Allison	Sena	McDowell
Stiles	Dale	Catawba
Bennett	Julie	Washington
Owens	Penny	Tyrell
Capps	Melissa	Harnett
Wright	Kat	Burke
Tyson	Dorothy	Scotland
Pack	Sarah	Rowan
Nealey	Jana	Columbus
Mitchell	Katie	PTRC
Rich	Abby	Caldwell
Reed	Crystal	Town of Glen Alpine
Logan	Karen	Davie
Parker	Darla	Town of Elkin/Surry Co
Bruce	Sheila	Cabarrus
Turner	Lori	Carteret
Stacks	Angela	Gaston
Buff	Donna	Gaston
Stevens	Amy	Haywood
Wilson	Lori	Davidson
Crotts	April	Cleveland
Evans	Karen	Granville
Spivey	Daralyn	Brunswick
Weigand	Laura LeAnn	Brunswick
Cuddington	Dana	Johnston
Reeves	Susie	Johnston
Whitley	Kayla	Wayne
King	Kristen	Franklin
Cook	Dena	Richmond
Johnson	Jenifer	Chatham
Gougan	Gwen	Hoke
Mosher	Katie	Beaufort
Nowlen	Phyllis	Cleveland
Hass	Maria	Cherokee
Long	Melissa	New Hanover
Ray	Lindsay	Chatham
Harris	Debbie	Davidson



Approval of November 16, 2023, Minutes

Phyllis Nowlen, Secretary

Yvonne Gilyard motioned to approve the November 16, 2023, Meeting Minutes. Melissa Long seconded the motion. The motion passed unanimously.

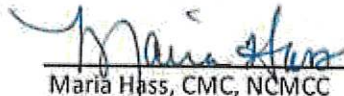
Approval of Treasurer's Report

Maria Hass, Treasurer

Katie motioned to approve the submitted March 26, 2023, Treasurer's Report. Julie Bennett seconded the motion. The motion passed unanimously.

Accts Balance YTD

Interest Checking	\$ 5,610.19
Money Market	\$ 74,085.43
Share Account	\$ 21.06
	\$79,716.68

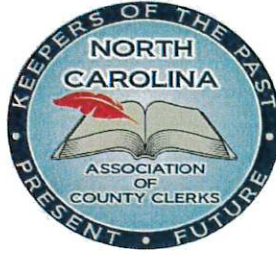


 Maria Hass, CMC, NCMCC
 Treasurer, Cherokee County Clerk
 3/26/2024

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

Date	Category Name:	Interest Received	Deposits	Withdrawals
2/1/2024	Opening Balance		\$73,909.54	
2/29/2024	Credit Dividend	175.89		
CY2024 Totals		\$175.89	\$73,909.54	\$0.00
		Grand Total:	\$74,085.43	

Name: Maria Hass, CMC, NCMCC
 Title: Treasurer, Cherokee County Clerk
 Date: 3/26/2024



Items of Business

Recognition of Scholarship Recipient

Lindsay K. Ray, Past President

Lindsay Ray reminded Association Members scholarships are available for the Annual Conference, Fall Regionals, and the November Academies. Scotland County Clerk Dorothy Tyson submitted her application and was granted the April 2024 Annual Conference scholarship.

Committee Membership Drive

Melissa Long, Vice President

Melissa Long thanked everyone who submitted their committee requests and looks forward to working with everyone in the coming year. So far, 18 applications have been turned in. The cut-off for submittal is Monday, April 15, 2024.

Approval of Slate of Officers and Directors

Debbie Harris, Immediate Past

President For 2024-2025

Debbie Harris spoke about the turnover on the governing board, leaving several positions available and opened the floor for nominations from the Association. Hearing none, nominations were closed.

The current Bylaws state that to serve as a member of the Board of Directors, the Clerk must have been a Deputy Clerk or Clerk for at least three years. She advised that there are currently three vacancies on the Board, and three applications have been received.

Dale Stiles, Catawba County Clerk, submitted her application and is just a few months shy of being a clerk for three years. The Nominating Committee and Executive Committee request a motion to suspend the rules and approve Dale's appointment with the rest of the recommended slate.

Julie Bennet motioned to suspend the rules and approve Dale Stile's appointment with the rest of the recommended slate of officers. Tanya Gentry seconded the motion. The motion passed unanimously.

Melissa Long, New Hanover – President
Phyllis Nowlen, Cleveland – Vice President
Maria Hass, Cherokee – Secretary
Katie Mosher, Beaufort – Treasurer
Yvonne Gilyard, Wake – Director
Monica Wallace, Durham – Director
Ashleigh Matthews, Forsyth – Director
Kristine Smith, Mecklenburg – Director



Dale Stiles, Catawba – Director

Julie Bennet motioned to approve the proposed slate of Officers and Directors. Melissa Long seconded the motion. The motion passed unanimously.

Adoption of Revised Bylaws

Phyllis Nowlen, Secretary/Bylaws

Chair

Phyllis Nowlen spoke about the modification process and thanked the Bylaws Committee members for their time, dedication, and hard work in completing the updated Bylaws and Governing Document. She also recognized and thanked previous members of the Bylaw Committee for their foresight and vision in laying the groundwork for the Association's bylaws.

The floor was opened to Association members for questions and discussion. Julie Bennett made the following edits to the proposed Bylaws/Governing Document

- Table of Contents/Page Numbers
- Committees are allowed to meet the yearly meeting requirement via Zoom (teleconference)
- Additional costs incurred for hosting a Regional Conference will be absorbed through the host county, not the Association

Toni Womack motioned to approve the Bylaws/Governing document to include Julie Bennett's proposed edits. Melissa Long seconded the motion. The motion passed unanimously.

Certification Questions and Answers

Debbie Harris, Immediate Past

President

Lindsay Ray advised that a Certification FAQs session will be held during the annual conference's Friday, July 11th portion.

Update on 2025 Annual Conference

Lindsay K. Ray, President

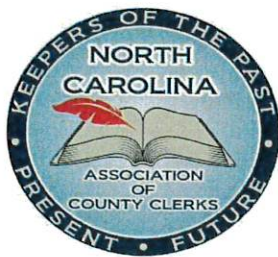
April 8-11, 2025 – Chatham County (Pittsboro)

Lindsay Ray provided the 2025 Annual Conference update. As part of the conference, an Athenian Dialogue will be held on April 8, 2024. She and co-host Jenifer Johnson are working with their Visitor Bureau to provide a variety of activities during the conference.

2024 Regionals

Lindsay K. Ray, President

- Piedmont Regional – Dorothy Tyson, Scotland County Host
- Eastern Regional – Katie Mosher, Beaufort County Host



- Western Regional – Dale Stiles, Catawba County Host

Mentor Program

Lindsay K. Ray, President

Lindsay Ray spoke about the Mentorship Program, stating if anyone would like to mentor or if any Clerk needs a Mentor, to contact onboarding President Melissa Long, who will coordinate the pairing up.

President's Update

Lindsay K. Ray, President

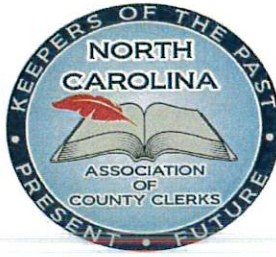
- IIMC & Region III Conference Update
IIMC Region III Director Tory Frink, Alamance County, could not attend the annual conference but submitted an update to Lindsay Ray. Lindsay will distribute the report to the Association members.
- Cherokee to Currituck 100 Counties Update
Lindsay Ray met with four of the 100 County Clerks during her Presidential initiative. Incoming President Melissa Long approved Lindsay's continuing to meet with other counties as schedules permit. Lindsay thanked Association members for their support and promised to continue advocating for Clerks.
- Possible future Bylaws amendments
Further amendments to the Bylaws/Governing document will be submitted to the Association for approval consideration in the coming months. Proposed modifications include Board of Director terms and a non-voting ex-officio Treasurer seat.

Kat Wright commented on the importance of ensuring checks and balances in that position and term limitations.

Donna Buff asked if the ex-officio member could move up on the Executive Committee after serving three years. The Board stated no, this position is intended for a Clerk who has already served in the Treasurer's role or a Director who does not want to move up on the Executive Committee.

Announcements/Upcoming Events

- IIMC Annual Conference – Calgary, Alberta, Canada - DATE
- 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

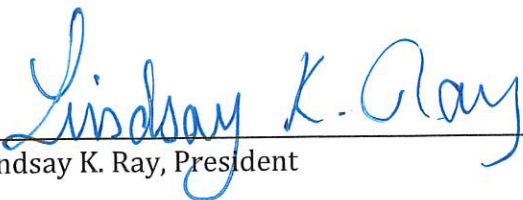


Adjournment

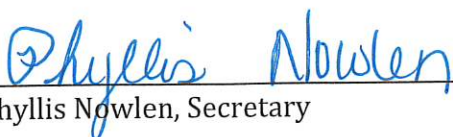
Dale Stiles motioned to adjourn. Melissa Long seconded the motion. The meeting was adjourned.

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 Bylaws and Handbook Revisions
- Clerk Reference Guide and 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 Drive for Association files
- Communications Committee
- Clerks' Office Hours
- Constant Contact
- Joint Efforts Between Clerks Association



Lindsay K. Ray, President



Phyllis Nowlen, Secretary

Date Adopted: November 21, 2024