



**NC ASSOCIATION OF COUNTY CLERKS BUSINESS MEETING**

**2023 NC Association of County Commissioners Annual Conference**

**Raleigh Convention Center**

**500 S. Salisbury Street  
Raleigh, NC 27601**

**Room 305A&B**

**Friday, August 25, 2023**

**12:00 P.M.**

**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*

Special Guest Attending:

Tim Moore, North Carolina Speaker of the House

Clerks and Deputy Clerks participating were:

<b>Last Name</b>	<b>First Name</b>	<b>County</b>
Eason	Arlissa	Mecklenburg
Smith	Kristine	Mecklenburg
Pulley	Paula	Warren
Linker	Lauren	Cabarrus
Tipton	Kristy	Polk
Hall	Hailey	Lee
Capps	Melissa	Harnett
King	Vickie	Lenoir
Bowden	Carol	Wayne
Evans	Janice	Nash
Wand	Julie	Onslow
Mosher	Katie	Beaufort

Singleton	Janna	Pitt
Wallace	Monica	Durham
Harris	Debbie	Davidson
Stiles	Dale	Catawba
Matthews	Ashleigh	Forsyth
Smith	Carla	Caswell
Holton	Nan	Craven
George	Lacee	Chatham
Carlton	Macio	Durham
Womack	Toni	Wake
Keller	Robin	Guilford
Webb	Ariane	Guilford
Buff	Donna	Gaston
King	Kristen	Franklin
Robinson	Jason	Scotland
Hogan	Trisha	Transylvania
Crowell	Kym	New Hanover
Turbyfill	Cindy	Avery
Whitley	Kayla	Wayne
Ray	Lindsay	Chatham
Long	Melissa	New Hanover
Nowlen	Phyllis	Cleveland
Hass	Maria	Cherokee
Gilyard	Yvonne	Wake

**Approval of April 19, 2023 Minutes**

*Phyllis Nowlen, Secretary*

Vickie King motioned to approve the April 19, 2023, Meeting Minutes. Katie Mosher seconded the motion. The motion passed unanimously.

**Approval of Treasurer's Report**

*Maria Hass, Treasurer*

Carol Bowden motioned to approve the submitted August 25, 2023, Treasurer's Report. Kym Crowell seconded the motion. The motion passed unanimously.

**Bank Balance:**

Interest Checking	\$ 7,118.46
Money Market	\$ 72,800.75
Share Account	\$ 21.06
	<b>\$79,940.27</b>



Maria Hass, CMC, NCMCC  
Treasurer, Cherokee County Clerk  
8/8/2023

Date	Category Name:	Receipts credit	Debits debit	Explanation
1/1/2023	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
2/22/2023	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 Momery #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	Clerk of the Year Plaque Paid
3/10/2023	Lindsay Ray #1173		\$600.00	2024 IIMC Annual Conference Registration Paid
3/21/2023	Deposit	\$575.00		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 Lanyards 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_MCCL, LLC/Exhibit Space - Sponsorships_Mt. Calvary
4/16/2023	Deposit/Alleghany County	\$55.00		Center for Leadership Development and Membership Fee
4/16/2023	Lindsay Ray #1178		\$428.63	Membership Dues
4/17/2023	Jones, Brady & Company CPA's #1179		\$495.00	Airline Reimbursement/IIMC Conf in MN Paid
4/17/2023	Davidson County #1180		\$148.48	2022 tax prep Paid
4/17/2023	Eddies Floral Gallery		\$ 1,075.35	Reimburse for Lodging/Debbie Harris Paid
4/17/2023	Bluewater Grill		\$ 8,369.20	Flowers for Banquet
4/21/2023	Deposit	\$15,000.00		Annual Banquet
4/22/2023	Johnny O's #1181		\$619.53	Transfer from Money Market
4/22/2023	Lindsay Ray #1182		\$321.03	Awards, Inc. for Plaques Paid
4/22/2023	New Hanover County #1183		\$218.00	Gift Cards/beach supplies for conference Paid
4/22/2023	Kym Crowell #1184		\$789.15	New Hanover County for Conference Reimbursement Paid
4/23/2023	Holiday Inn - Wrightsville Beach/Posting Error	\$561.71		Conference supplies/gifts Paid
4/23/2023	Holiday Inn - Wrightsville Beach		\$10,000.00	Hotel posting error to conference lodging
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	\$8,195.86		
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	\$ 525.85		
5/26/2023	Lindsay Ray #1186		\$882.56	Reimburse for gift cards/beach supplies for conference
5/31/2023	Credit Dividend	\$ 1.29		
6/5/2023	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		\$13.70	Reimburse for postage for mailing Treasurers debit card
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
7/24/2023	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-Faison	\$ 55.00		Membership Dues
7/31/2023	Deposit/Pasquotank Scott and Reid	\$ 110.00		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, incl shipping UPS
8/7/2023	Deposit/Clay County Bradley	\$55.00		Membership Dues
8/8/2023	Lindsay Ray #1189		\$250.00	Reimburse for BOD meeting room
8/8/2023	Deposit/Rockingham County Woods and Washburn	\$110.00		Membership Dues
		<b>Totals credit</b>	<b>debit</b>	
		\$55,496.74	\$48,378.28	
	<b>Balance</b>	\$7,118.46		
	<b>In Balance</b>			
	Marla Hass, Treasurer/Cherokee County Clerk			
	8/8/2023			

**NC Association of County Clerks  
Calendar Year 2023 Money Market Account Activity**

<b>Date</b>	<b>Category Name:</b>	<b>Interest Received</b>	<b>Deposits</b>	<b>Withdrawals</b>
7/1/2023	Opening Balance		<b>\$72,615.50</b>	
7/31/2023	Credit Dividend		\$185.25	

**CY2023 Totals** \$0.00    \$72,800.75    \$0.00

**Grand Total:    \$72,800.75**

Name:                    Maria Hass, CMC, NCMCC  
Title:                    Treasurer, Cherokee County Clerk  
Date:                    8/1/2023

**NC Association of County Clerks  
Calendar Year 2023 Share Account Activity**

<b>Date</b>	<b>Category Name:</b>	<b>Interest Received</b>	<b>Deposits</b>	<b>Withdrawal</b>
7/1/2023	Opening Balance		<b>\$21.06</b>	

**CY2023 Total** \$0.00    \$21.06

Name:                    Maria Hass, CMC, NCMCC  
Title:                    Treasurer County Clerk  
Date:                    8/1/2023

**Items of Business**

**LELA Course Update from School of Government**

*Patrice Roesler, Manager of Elected Official Programming, Center for Public Leadership and Governance*

Patricia Roesler, Manager of Official Programming at the Center for Public Leadership and Governance, provided information regarding an instructional workshop that will be held

on August 26, 2023, at 10:00 a.m. The workshop will review the ease of account access, logging on, accessing the accounts, adding credits, or looking up their board members' status. The new program tracks LELA credits earned by local elected officials working towards the various levels of LELA recognition and earning certificates as Practitioner, Master, and Mentor. Other topics to be covered included a new Level 401 program.

### **2023-2024 Membership Update**

*Debbie Harris, Immediate Past President*

Immediate Past President Debbie Harris provided an update on the 2023 – 2024 Association Membership. She advised the membership process is halfway complete, with 92 Clerks renewing their annual membership. She encouraged those in attendance to reach out to their fellow Clerks and ensure they completed their initial membership or renewal.

### **Online SWAG Store Update**

*Debbie Harris, Immediate Past President*

Immediate Past President Debbie Harris provided an update on the Online Swag Store. The North Carolina Association of County Commissioners staff is still collaborating with the Clerk's Association for an online store. Another option for SWAG purchase would be through the website Shopify. Debbie will be reaching out to them for more information.

### **Communications Committee Update**

*Phyllis Nowlen, Secretary  
Monica Wallace, Director*

Secretary Phyllis Nowlen provided an update on the Communications Committee, which includes:

- Blog
- Constant Contact
- Directory
- Facebook

Phyllis 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 advised there would be several items coming out through Constant Contact and invited Association Members to submit items to be posted. She will also double-check the email subscribers on Constant Contact to make sure all paid members are signed up.

Director Monica Wallace gave an update on upcoming blog posts for the remainder of the year. These posts will include information about a food drive during the November 2023 Academies and a recap of the Stuff the Bus school drive that was held during the August NCACC Annual Conference. Phyllis and Lindsay explained what Constant Contact is and its purpose and benefits.

### **Program Committee Update**

*Melissa Long, Vice-President*

Vice President Melissa Long gave an update on the fall regionals. Registration will be open soon for the following education opportunities:

- Eastern Regional – Onslow County – September 22, 2023
- Western Regional – Transylvania County – October 13, 2023
- Piedmont Regional – Guilford County – October 27, 2023
- November Academies – Beaufort, NC – November 15-17

This year, registration will be done through the School of Government (SOG) website instead of the NCACC so the SOG can track Clerk hours and training courses attended. The business meeting that is held during the November academies will take place during lunch on Thursday, November 16, instead of at the end of the day.

President Lindsay Ray stated the food drive is still in discussions and more information will be coming out closer to the date of the academies.

### **Update on 2024 Annual Conference**

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

The 2024 Annual Conference will occur in Cleveland County from April – 12, 2023, and the theme is “Calm in the Chaos.” The banquet will take place at the Spinning Leaf Vineyard, and Phyllis Nowlen, the conference host, will arrange for shuttle transportation to the banquet.

Vice President Melissa Long advised new at the conference this year is an Athenian Dialogue that 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 Clerk certifications will be presented at each conference/academy since there are many new Clerks. Melissa also led the conversation with other topics being discussed for the annual conference, such as Clerk lead sessions, crisis communication, active shooter training, and professional development. The Executive Committee has discussed the option of moving the conference schedule around in response to feedback from the 2023 Annual Conference asking for more “free time.” Clerks in attendance had an open discussion regarding the possibility of a new conference schedule.

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. The floor was opened to Association members for comment and ideas.

### **Bylaws Update**

*Phyllis Nowlen, Secretary/Bylaws Chair*

Bylaws Chair Phyllis Nowlen spoke about the Saturday, August 26, 2023, Bylaws work session and the amount of hard work and dedication the Bylaws Committee has put in. She outlined the plan for the Bylaws and Handbook moving forward. Other members of the Bylaws Committee spoke about the foresight and intentions of the bylaws/handbook. The committee expects the bylaws/handbook to be ready for Association approval at the April 2024 Annual Conference.

**Discussion on Possibility of Virtual Clerk-Led Trainings - "Lunch and Learn"**

*Lindsay K. Ray, President*

President Lindsay Ray advised there is still interest in the Clerk-led "Lunch and Learns." This program is still in the infancy stages and is open for input and suggestions from Association members. President Ray spoke about the importance of not having courses taught strictly by outside instructors; Clerks can learn a lot from each other.

**Clerk License Plates**

*Debbie Harris, Immediate Past President*

Immediate Past President Debbie Harris stated there is still interest in the Clerk License Plates. She spoke about the process of getting the plates approved by the state and the legislation and details that are still being navigated through. The floor was open to the Association members in attendance for questions and answers regarding the license plates. Debbie will be doing more research regarding the legalities of the license plates.

**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 101**

*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. The option of changing the terms of the Executive Committee was discussed. She advised what committees still had availability for participation.

**Announcements/Upcoming Events**

- Eastern Regional – Onslow County – September 22, 2023
- Western Regional – Transylvania County – October 13, 2023
- Piedmont Regional – Guilford County – October 27, 2023
- November Academies – Beaufort, NC – November 15-17
- 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)

**Adjournment**

**Katie Mosher motioned to adjourn the meeting. Kristine Smith 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. Aary, President  
Phyllis Nowlen, Secretary  
Approved November 16, 2023