



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

Via Microsoft Teams  
October 22, 2025  
10:00 A.M.

Officers and Directors participating:

Phyllis Nowlen, President	Melissa Capps, Director
Maria Hass, Vice-President	Yvonne Gilyard, Director
Monica Wallace, Secretary	Ashleigh Matthews, Director
Debbie Harris, Treasurer	Kristine Smith, Director

**Call to Order**

President Phyllis Nowlen called the meeting to order at 10:00 a.m.

**Items of Business**

**Association Survey**

President Nowlen shared that the association survey would be shared via constant contact and email with responses requested by November 7, 2025.

**November Business Meeting**

President Nowlen briefly shared an overview of the November Business Meeting agenda.

**Clerk Led Panelist**

President Nowlen stated she was seeking direction on the clerk led panel. The suggestion was for one local county and one large county.

**Committee Updates**

**Bylaws**

Vice President Hass shared there was a question about decreasing served terms as a Board of Director from three (3) years to two (2) years due to an increase in turn-over. Members stated three (3) years made a big difference in the commitment to serving and agreed it should remain. Vice President Hass stated if all agreed, the bylaws would be updated and added to the business meeting agenda.

**Fundraising**

Vice President Hass stated there were two baskets being raffled at the November Academy. One basket was valued at over \$600 (Sip & Savor) and the other valued at \$300 (Bath & Body). Tickets would cost \$5 and information would be shared via constant contact and Facebook. She



added there would be no 50/50 raffle in conjunction with the raffle at the November Academy – the 50/50 raffle and silent auction would be held during the Clerk’s Annual Conference.

### **50<sup>th</sup> Anniversary Committee**

The following ideas were shared for the celebration:

- 70s Theme Day – wear 70s attire during the day and at the Wednesday Reception
- Use photos/albums and have them on display – Vice President Hass was working to locate the Shutterfly images/booklets that were passed on from Kristine King to Jana Nealey
- “Golden” Theme for the Banquet – retirees would be invited

There was discussion about the safe keeping of Association memories (photos/booklets, etc.). Moving forward, it was requested that the President or Vice President keep any photos or records so that they stay within the Executive Committee.

### **Professional Development and Conference Planning Committee**

#### **2025 Fall Regionals Recap**

Vice President Hass shared a Fall Regional Recap. She shared that \$1,773.47 was raised and noted the attendees for each location: 38 registered for Piedmont, 18 registered for Western and 23 registered for Eastern. She added that thank you cards were sent to Commissioners of each County, vendors represented and each regional host.

#### **2026 Annual Conference Update**

Vice President Hass noted that all contracts for the Annual Conference were signed and deposits were paid (Doubletree Hilton and Copper Ridge on the Neuse). Abigail Wilson (Craven County Clerk) was currently working to solicit vendors.

#### **Venue Tour**

It was decided by the board that the Executive Committee attend a tour of the venue. Members decided on January 15 – 17, 2026 (travel date 15<sup>th</sup>, tours 16<sup>th</sup> and travel back 17<sup>th</sup>). This would allow members to view the space and check out local activities. Abigail Wilson was working to secure a discounted room rate for this visit, and an agenda would be created for travel purposes.

### **North Carolina Association of County Commissioners (NCACC) 5 Year Strategic Goal Update**

President Nowlen and Vice President Hass were able to meet with Amy Bason, Deputy Director and General Counsel and Laurel Edwards, Director of Strategic Planning to discuss the needs of the Clerks and how they could be included in the 5-Year Strategic Plan of the NCACC. They shared the following as important:

- Incorporate the importance of the role of the County Clerk
- Share who we are and who we are not (our role)
- Ensure that they know we are the hub of the wheel and understand our role.



Both Amy and Laurel were in agreement with the information to include and asked that we continue to share the things that the Clerk's Association does – Regional Academies, Stuff the Bus, Fundraising Efforts and other behind-the-scenes details. They agreed to incorporate our work more and put us at the forefront of conversations.

Committee Members suggested that they add educational information pertaining to the Clerk's role to the Essentials Course.

### **General Discussion from Board Members**

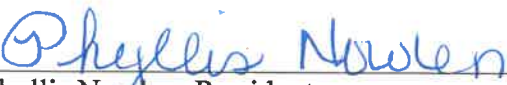
While discussing the previous topic (North Carolina Association of County Commissioners (NCACC) 5 Year Strategic Goal Update) it was suggested that Clerk's conduct an orientation for their oncoming Commissioners to ensure they understand the duties of the Clerk and the ins/outs of their responsibilities. It was noted that this could be a good panel conversation or something that the NCACC could include in the Essential Course.

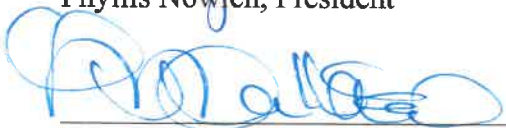
It was suggested that we include this information as resource materials on the website as well as share the information with new Clerk's as they complete the School of Government (SOG) course. President Nowlen asked members to share additional ideas to her, and she would forward it to the SOG and the NCACC.

### **Announcements/Upcoming Events**

- 2025 November Academies (Sheraton Imperial Hotel, Durham) November 12 – 14, 2025
- 2026 IIMC Region III Conference, Wrightsville Beach, NC February 17 – 20, 2025
- 2026 Annual Conference, Craven County – March 25 – 27, 2026
- 2026 IIMC Annual Conference, Reno, NV – May 17 - 21, 2026

### **Adjournment (10:50 a.m.)**

  
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Phyllis Nowlen, President

  
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Monica Wallace, Secretary

Date Adopted: 12/22/25

