



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

Via Microsoft Teams  
September 24, 2025  
9:00 A.M.

Officers and Directors participating:

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

**Call to Order**

President Phyllis Nowlen called the meeting to order at 9:02 a.m.

**School of Government Academy**

President Nowlen stated this meeting was to discuss the School of Government (SOG) Academy. She announced that registration would open soon and this board needed to address the Wednesday reception. The board was requested to select one of the three options:

1. SOG provides snacks and non-alcoholic beverages. There would be a cash bar or everyone and the NCACC could provide (2) drinks for each person.
2. SOG provides snacks and non-alcoholic beverages only – no cost to the NCACC
3. SOG provides snacks and the NCACC split the cost of the cash bar.

The board agreed with option 2 – SOG provides snacks and non-alcoholic beverages only – no cost to the NCACC.

President Nowlen stated she would send an email to those registered expressing that no drink tickets would be provided. There would be no money used for the NCACC for drink tickets or the bartender fee.

**North Carolina Association of County Commissioners – 5 Year Strategic Plan Update**

President Nowlen announced that the North Carolina Association of County Commissioners invited the President, Vice President and Secretary to the table to be a part of their strategic plan conversation. This meeting would be virtual, and an update would be shared with the Executive Team.

**Annual Conference Venue Tour**

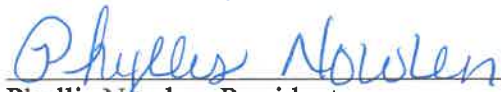
President Nowlen stated there was a possibility that the Executive Team would be able to travel to New Bern for a site tour of the 2026 Annual Conference location. We were looking at dates in January – February 2026 and would confirm at our next meeting.

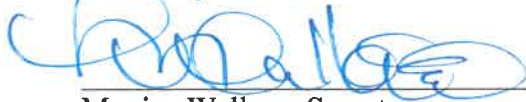


**Announcements/Upcoming Events**

- 2026 IIMC Region III Conference, Wrightsville Beach, NC – February 16-20, 2026
- 2026 NCACC Annual Conference, New Bern, NC – March 25 – 27, 2026

**Adjournment (9:30 a.m.)**

  
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Phyllis Nowlen, President

  
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Monica Wallace, Secretary

Date Adopted: 12/22/25