



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

**Greenville Convention Center, Exhibit Hall D
Greenville, NC
Friday, August 22, 2025
12:00 P.M.**

Call to Order *Phyllis Nowlen, President*
President Phyllis Nowlen called the meeting to order at 12:00 P.M.

Invocation *Maria Hass Vice-President*
Vice-President Maria Hass delivered the invocation.

Self-Introductions & Recognition of New Clerks *Phyllis Nowlen, President*

Clerks and Deputy Clerks Participating were:

Last Name	First Name	County
Ray	Lindsay	Chatham
Tyler	Renee	Hertford
Hall	Hailey	Lee
Johnson	Jenifer	Chatham
Pack	Sarah	Rowan
Nowlen	Phyllis	Cleveland
Harris	Debbie	Davidson
Capps	Melissa	Harnett
Wallace	Monica	Durham
Owens	Penny	Tyrrell



Hass	Maria	Cherokee
Robinson	Madalyn	McDowell
Dean	Angie	Nash
Wilson	Abigail	Craven
Anderson-Faison	Mary	Halifax
Smith	Kristine	Mecklenburg

Phyllis Nowlen reminded the attendees of the Stuff the Bus Initiative and shared how they could participate in the pick-up efforts. She also noted that over \$600 in cash donations were received and the money would be used to purchase additional supplies.

Approval of April 9, 2025 Minutes

Monica Wallace, Secretary

Lindsay Ray made a motion to approve the April 9, 2025 Business Meeting Minutes. Mary Anderson-Faison seconded the motion. The motion carried unanimously.

Approval of Treasurer’s Report

Debbie Harris, Treasurer

Lindsay Ray made a motion to approve the Treasurer’s Report. Yvonne Gilyard seconded the motion. The motion carried unanimously.

Accts Balance YTD

Interest Checking	\$17,738.68
Money Market	\$49,808.41
Share Account	\$ 25.05
	\$ 67,572.14



 Debbie Harris,
 Treasurer, Davidson County
 Balances Ending 06-30-25



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

Date	Category Name:	Interest Received	Deposits	Withdrawal
1/1/2025	Starting Balance		\$21.06	
1/14/2025		\$3.94		
2/28/2025		\$0.00		
3/31/2025		\$0.01		
4/30/2025		\$0.01		
5/30/2025		\$0.01		
6/30/2025		\$0.01		
7/31/2025		\$0.01		
CY2025 Total		\$3.99	\$25.05	

Name: Debbie Harris, NCCMC
Title: Treasurer, Davidson County
Date: 7/9/2025



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

Date	Category Name:	Interest Received	Deposits
1/1/2025	Opening Balance		\$51,415.40
1/31/2025	Credit Dividend	\$131.17	
2/28/2025	Credit Dividend	\$118.76	
3/31/2025	Credit Dividend	\$131.80	
4/30/2025	Credit Dividend	\$127.87	
5/30/2025	Credit Dividend	\$132.47	
6/10/2025	Transfer to Checking	(\$2,500.00)	
1/7/1900	Credit Dividend	\$124.20	
7/31/2025	Credit Dividend	\$126.74	
CY2024 Totals		(\$1,606.99)	\$51,415.40
		Grand Total:	\$49,808.41

Name: Debbie Harris
 Title: Treasurer, Davidson County
 Date: 6/4/2025



Date	Category Name:	Receipts credit	Debits debit	Explanation
1/1/2024	Starting Balance	\$7,898.47		Bank Balance
1/3/2025	Melissa Long #1236		\$ 487.95	✓ Reimbursement for Flight
1/14/2025	Melissa Long #1237		\$ 1,039.27	✓ Reimbursement for IMC Conference
1/29/2025	Consent Contract		\$ 55.00	✓ Web Service Contract
1/31/2025	Credit Dividend	\$ 0.94		
2/13/2025	SOG Online Registration Reconciliation	\$ 32.43		
2/25/2025	SOG Online Registration Reconciliation	\$ 6,000.00		
2/25/2025	Membership Fee - Moore County	\$ 55.00		
2/25/2025	Membership Fee - Pitt County	\$ 55.00		
2/25/2025	Athensian Dialogue - Harris	\$ 55.00		
2/25/2025	Membership Fee - Gates County	\$ 55.00		
2/28/2025	Credit Dividend	\$ 0.91		
3/1/2025	Consent Contract		\$ 56.00	
3/1/2025	Membership Fee - Ashe County	\$ 56.00		
3/1/2025	Athensian Dialogue - Stiles	\$ 55.00		
3/1/2025	Membership Fee - Martin County	\$ 55.00		
3/3/2025	Athensian Dialogue - Bailey	\$ 56.00		
3/3/2025	Membership Fee - Iredell County	\$ 55.00		
3/6/2025	Award - Lanyards for Conference		\$ 352.00	
3/12/2025	Vendor Fee - ADC	\$ 275.00		
3/12/2025	Athensian Dialogue - Lindsay Ray	\$ 55.00		
3/24/2025	Paycom's Vendor Fee	\$ 275.00		
3/24/2025	Payroll Transfer	\$ 273.97		
3/24/2025	Athensian Dial Ref - Davidson Co #1238		\$ 55.00	
3/24/2025	Athensian Dial Ref - Caswell #1236		\$ 55.00	
3/24/2025	Athensian Dial Ref - C. Bailey #1240		\$ 55.00	
3/24/2025	Athensian Dial Ref - Chatham #1241		\$ 55.00	
3/25/2025	Benefit Fee - M. Long	\$ 55.00		
3/25/2025	Vendor Fee	\$ 275.00		
3/25/2025	Vendor Fee	\$ 275.00		
3/29/2025	Consent Contract		\$ 55.00	
3/31/2025	Credit Dividend	\$ 1.96		
4/2/2025	30 West Catering		\$ 3,917.81	
4/8/2025	Membership Fee - Surry County	\$ 55.00		
4/8/2025	Clerkless - Breakfast Sponsorship	\$ 1,335.00		
4/19/2025	Hops Berry Taproom		\$ 181.83	
4/19/2025	Blossom		\$ 515.17	
4/19/2025	Hampton Inn & Suites		\$ 425.70	
4/19/2025	Civic Deposit - Vendor Fee	\$ 275.00		
4/21/2025	Payroll Transfer - Fundraiser	\$ 298.79		
4/21/2025	Deposit - Fundraiser	\$ 842.00		
4/22/2025	Deposit - Tim Foster	\$ 45.00		✓ Banquet Tax
4/22/2025	Deposit - Owen McGaughan	\$ 256.00		✓ Banquet Tax
4/22/2025	Deposit - Sarah Pack	\$ 55.00		✓ Banquet Tax
4/22/2025	Deposit - Melissa Long	\$ 45.00		✓ Banquet Tax
4/22/2025	Deposit - Melissa Long	\$ 197.50		✓ Fundraiser
4/22/2025	Deposit - Phyllis Nowlin	\$ 310.00		✓ Fundraiser \$140 Banquet Tax \$170
4/22/2025	Deposit - Kelle Moehner	\$ 25.00		✓ Fundraiser
4/22/2025	Deposit - Dale Sales	\$ 55.00		✓ Fundraiser
4/22/2025	Deposit - Melissa Long	\$ 135.00		✓ Fundraiser
4/22/2025	Deposit - Debbie Harris	\$ 25.00		✓ Fundraiser
4/22/2025	Deposit - Perquimans County	\$ 55.00		✓ Membership - Rebecca Compre
4/22/2025	Jehny Ors Awards #1242		\$ 976.24	✓ Certificates/President Plaque
4/22/2025	Davidson County #1243		\$ 12.83	✓ Reimbursement - Hobby Lobby - Retires Frame
4/22/2025	Impress Me #1244		\$ 55.00	✓ Clerk of the Year Plaque
4/22/2025	Gates County #1245		\$ 655.41	✓ Reimbursement - Annual Conference Scholarship
4/22/2025	Vibrant Coaching, Inc #1246		\$ 35,000.00	✓ Annual Conference Expense Fee
4/25/2025	Phyllis Nowlin #1247		\$ 187.85	✓ Reimbursement - Gift Cards for Annual Conference - M. Long, L. Ray, J. Johnson
4/25/2025	Melissa Long #1248		\$ 106.74	✓ Reimbursement - Daralyn Spivey Flowers
4/30/2025	Chatham County	\$ 900.00		✓ Refund - Cancellation of Conference Space for Athensian Dialogue
4/30/2025	Consent Contract		\$ 55.00	✓ Contract
5/5/2025	Transylvania County #1250		\$ 950.70	✓ Reimbursement - Annual Conference Scholarship
4/30/2025	Credit Dividend	\$ 1.36		✓ Credit Dividend
5/11/2025	DoubleTree New Barn Riverfront		\$ 2,800.00	✓ Deposit - 2026 Annual Conference
5/18/2025	Credit Dividend	\$ 0.89		✓ Credit Dividend
6/2/2025	Consent Contract		\$ 55.00	✓ Contract
6/10/2025	Transfer from Money Market	\$ 2,600.00		✓ Transfer to Cover IMC Annual Conf Reimbursement
6/10/2025	Phyllis Nowlin #1251		\$ 109.85	✓ Reimbursement - Uber - IMC Annual Conference
6/10/2025	Cleveland County #1252		\$ 2,273.21	✓ Reimbursement - P Nowlin IMC Annual Conference
6/11/2025	Herland Cheese Check Order		\$ 78.46	✓ Check Order
6/23/2025	UNC-SOG	\$ 21,825.00		✓ Annual Conference Registration
6/30/2025	Credit Dividend	\$ 1.70		✓ Credit Dividend
7/1/2025	Membership - Hoke County	\$ 55.00		✓ Membership - Shenetta Smith
7/1/2025	Consent Contract		\$ 55.00	✓ Contract
7/9/2025	Chatham County #1253		\$ 6,726.50	✓ Reimbursement - 2025 Annual Conf Expense
7/15/2025	Deposit - Brunswick County	\$ 110.00		✓ Membership - Daralyn Spivey & LaAnn Weigand
7/22/2025	Deposit - Durham County #1254		\$ 408.59	✓ Reimbursement - BOD Meeting
7/25/2025	Deposit - Madison County	\$ 55.00		✓ Membership - Marly Bradley
7/25/2025	Deposit - Sampson County	\$ 55.00		✓ Membership - Stephanie Fulton
7/31/2025	Consent Contract		\$ 55.00	✓ Contract
7/31/2025	Credit Dividend	\$ 2.83		✓
	Totals	credit	debit	
		\$44,557.84	\$26,619.26	
	Balance	\$17,738.58		
	In Balance	6/5/2025		
	Debbie Harris, Treasurer, Davidson County			



Items of Business

Annual Dues:

Phyllis Nowlen stated with the rising cost, annual dues would increase from \$55 per year to \$75 effective July 2026. This cost would ensure the Association remained financially strong and it would help safeguard long-term programs and services.

Bylaws Update:

- Phyllis Nowlen shared the additional electronic payment options (cashapp, and venmo) would be added to the Associations method of payments. She noted that paypal would continue to be used as well.
- Phyllis Nowlen shared the Executive Committee met and discussed the topic of Executive Member Resignations. It was explained that should a Clerk step down from their Board capacity, they would be required to wait a full year before reapplying for a seat. If they are indeed elected to serve, the Clerk would begin in the role of Board of Director and move up the ranks from that position.
- Phyllis Nowlen stated in order for the Association to remain fiscally responsible; moving forward the host county of any Regional or Annual Conference would be responsible for any cost incurred beyond the revenue generated. She noted the handbook would be updated to reflect the limitations mentioned.
- Phyllis Nowlen shared that the Clerk of the Year (COY) Recognition continued to be the highlight of the Annual Conference; however, in recent years the Association overspent on the COY guest meals. The Executive Committee recommended the Association pay for up to five guests for the award recipient – all other guest of the COY would be responsible for their own ticket.

Upon review and approval of these changes by the Bylaw Committee and Executive Team, they would be shared with everyone for final approval. We plan to formally vote at our November Business Meeting.

50th Anniversary Committee:

- Phyllis Nowlen stated that a temporary committee has been put together to help facilitate the Associations 50th Anniversary that would be celebrated at the 2026 Annual Conference. Those committee members include the following:
 - Maria Hass



- Melissa Long
- Kristine Smith
- Julie Bennett
- Penny Owens
- Trisha Hogan
- Karen Logan
- Renee Drapper

Phyllis Nowlen opened the floor for additional discussion on Board guidance and direction. Members expressed their excitement for the celebration. Phyllis Nowlen shared that the first meeting would be scheduled for September.

Fundraiser Committee Update:

- Maria Hass shared the fundraising committee met and discussed hosting a 50/50 raffle and \$5 chances for a basket during the November Academy. She also stated due to the overwhelming response of the silent auction at last year's Annual Conference; we are looking forward to bringing that back at the 2026 Annual Conference. Members were asked to start thinking of items to donate. More information will be shared on constant contact.
- Raffles would be a continuous thing moving forward so they could offset the cost of programs and services. Volunteers were asked to serve on the sub-committee.
- Maria Hass highlighted the Clerk's Association metal sign. She asked for input on purchasing them in bulk and selling them for \$25 each (the Association would pay \$18/each if purchased in bulk) with the difference creating a small profit for the Association. Phyllis Nowlen would gauge interest before placing bulk order.
- There was additional discussion about the Association metal sign being created into a front license plate. Phyllis Nowlen stated she would include this suggestion in her upcoming survey to all members to gauge interest.

SWAG Availability:

- Phyllis Nowlen stated that SWAG ordered at the Regionals and November Academies would be delivered at the 2026 Annual Conference. Phyllis Nowlen would provide the order forms, collect them and send them to Robin Keller. Checks would be made out to Robin at time of pick-up.



Program Committee Update:

- Maria Hass reminded members to register for the Regionals, and she provided an update on the agenda creation process for the November Academy. Once available, more information would be shared.
- Maria Hass provided a brief update on where we were with the Annual Conference. She thanked Abigail Wilson for her work thus far as the host county (Craven) and expressed her excitement.
- Phyllis Nowlen shared we have secured our speaker for the Association and teasers would be shared as we get closer to the conference date.

Direction of the Association & Idea Sharing:

- Phyllis Nowlen shared initiatives that the Executive Committee has worked on throughout the years. They have included the following:
 - New Association Logo
 - Expanding SWAG availability to showcase our Association with pride
 - The Treasurer now serves an ex officio capacity, ensuring financial stability and reducing the overall time commitment on the Executive Team
 - Modernizing operations to make processes smoother and more efficient
 - Updating the Clerks' Handbook and Reference Guide to keep it current and useful
 - Enhancing recertification tracking for greater convenience
 - Building strong committees with active participation
 - Hosting Clerk Lunch & Learns for networking and professional growth

She noted those efforts were just the beginning and as the Association continued to grow – the members involvement was needed. Phyllis Nowlen stated a survey would go out seeking input, ideas and suggestions from each member.

Adjournment:

Yvonne Gilyard made a motion to adjourn. Abigail Wilson seconded the motion. The motion carried unanimously.

Upcoming Events:

- 2025 Piedmont Fall Regional, Rowan County – September 12, 2025
- 2025 Western Fall Regional, Henderson County – September 19, 2025
- 2025 Eastern Fall Regional, Edgecombe County – September 26, 2025



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

Phyllis Nowlen
Phyllis Nowlen, President

Monica Wallace
Monica Wallace, Secretary

Date Approved: 11/13/2025

