



**NC ASSOCIATION OF COUNTY CLERKS  
EXECUTIVE COMMITTEE WORK SESSION**

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**Friday, July 18, 2025  
8:30 AM**

**Durham County Administration II Building  
201 E. Main Street, Durham, NC 27701  
4<sup>th</sup> Floor – Room 466**

**ATTENDANCE**

**Executive Committee**

President Phyllis Nowlen, Cleveland County  
Vice President Maria Hass, Cherokee County *via teleconference*  
Secretary Monica Wallace, Durham County  
Treasurer Debbie Harris, Davidson County *via teleconference*  
Immediate Past President Melissa Long

**Board of Directors**

Yvonne Gilyard, Wake County  
Dale Stiles, Catawba County  
Kristine Smith, Mecklenburg County  
Ashleigh Matthews, Forsyth County  
Melissa Capps, Harnett County

**Call to Order**

President Nowlen called the meeting to order at 8:45 AM and welcomed everyone to the Work Session.

**Bags of Tricks**

President Nowlen shared opening remarks and started the meeting by distributing a “Bag of Tricks” which explained how to turn a negative situation into something positive. Each person was asked to introduce themselves and share something they would add to the “bag”.

President Nowlen announced all meetings moving forward would be held via Teams unless it there was an in-person gathering already planned.

### **Approval of Treasurer's Report as of June 30, 2025**

President Nowlen asked everyone to review the report and entertained any questions. She shared that Treasurer Harris was attending a conference and would join virtually at a later time.

Immediate Past President Long questioned reimbursements. President Nowlen responded all reimbursements were processed. She also confirmed the new term of the Treasurer – stating this was an ex-officio seat with a term of three years.

Dale Stiles motioned to approve the treasurer's report as of June 30, 2025. Immediate Past President Long seconded the motion. The motion passed unanimously.

### **Annual Dues**

Due to rising costs, there was a discussion on whether to increase membership dues from \$55 to \$75. This year, the annual conference fee was increased which helped offset the cost. Seeing how helpful this was, it was agreed upon that fees should be increased.

Immediate Past President Long motioned to raise membership dues from \$55 to \$75 effective July 2026. Kristine Smith seconded the motion. The motion passed unanimously.

The Committee discussed the responsibility for cost incurred beyond the revenue generated during the annual conference; noting in the past, the Association would cover those expenses. It was suggested that the host county would cover any cost beyond what was generated for both annual and regional conferences.

Immediate Past President Long motioned that the language “the host county is responsible for all cost incurred beyond the revenue generated for both regional and annual conference” be added to the handbook. Kristine Smith seconded the motion. The motion passed unanimously.

### **Annual Conference**

President Nowlen spoke with Catherine Lott (NCACC Liaison) and confirmed that The Clerk of the Year would be recognized at the North Carolina Association of County Commissioners Annual Conference. Yvonne Gilyard suggested that all Clerks be in attendance for the recognition to show unity amongst the Clerk's Association. President Nowlen would confirm when during the conference this would take place and notify everyone.

We discussed other ways to share the work of the Association during the Commissioners Annual Conference and President Nowlen stated she would discuss with Ms. Lott and provide a follow-up.

### **Stuff the Bus**

President Nowlen shared Beth Ulffers was the point of contact for Pitt County Schools, and she would share the highest need items with us. We discussed the following ways to push the information:

- Notice through constant contact

- Establish QR codes and place them throughout the conference center to allow for an alternate way to receive cash donations.
- Create a donation list via Amazon Prime

Table coverage was identified and pick up logistics for donations were confirmed.

### **August Business Meeting**

The draft agenda was discussed for the upcoming August Business Meeting. It was agreed to remove the IIMC update as well as the discussion on virtual training. There was a discussion on topics members would like to see moving forward. President Nowlen stated she would create a form for responses and send it out to members.

### **Committee Update**

Chairs of each committee would be asked to provide the President with an End of Year Report showcasing their work. The report would be included in the March conference packet.

It was suggested that a 50<sup>th</sup> Anniversary committee be created. They would be responsible for gathering the history of the association as well as sharing the goals and purpose. The committee would consist of two (2) members of the Executive Committee/Board of Directors and any other persons interested. It was recommended that “seasoned” clerks participate due to their years of service. Immediate Past President Long stated she would put out a solicitation for members and start to compile the history. The theme “*The Evolution of the Clerk*” was suggested for the title.

Suggestions were received for the 50<sup>th</sup> Anniversary swag items. They included the following: pens, plastic drink cups, cork coasters, lanyards and small “hard” coffee/tea mugs, logo, commemorative coin and t-shirts.

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

Vice President Hass shared the dates and locations for the upcoming events.

#### **Fall Regionals**

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

#### **November Academy**

- Sheraton Imperial Hotel, Durham – November 12-14, 2025

There was a discussion about the total price of the Annual Conference venue (Copper Ridge on the Neuse), and it was noted that another meeting would be held to finalize the contract and pricing.

The Clerk of the Year recognition was the highlight of the conference; however, there was a request to consider a cap on attendees covered by the Association. There was a recommendation that the Association only cover the cost of the Chair, Vice Chair, County Manager, Spouse and one additional guest – all others would have to cover their own dinner cost. It was agreed to add this addition to the handbook for policy purposes.

### **Speaker Update**

Input was requested on moving forward with contract. The EC/Board would need to approve the travel amount – the speaker stated she make her own travel arrangements. The speaker also provided a list of topics offered. This list was provided for review, and the EC/Board was asked to give their suggested topics to Vice President Hass.

Immediate Past President Long motioned to approve the contract amount of \$7350.00, paying a deposit of \$1837.50. Kristine Smith seconded the motion. The motion passed unanimously.

### **Academy II**

Vice President Hass provided an overview of the topics mentioned: Artificial Intelligence (AI), Cybersecurity, Board Procedures and Workplace Civility. She shared that she would also gather additional topics from other instructors at the School of Government. The Board recommended more Clerk led discussions be considered.

### **Communications Committee**

President Nowlen asked if there was a way to show more information on the website (proclamation templates, committee reports, digital scrapbooks, etc.). Immediate Past President Long stated a link could possibly be added; however, the NCACC were responsible for making all changes to the website. It was suggested to create a flyer with a QR code that would be a direct link to the reference guide; this could be shared at Clerk events and sent through constant contact.

### **Constant Contact**

A monthly update for constant contact was created.

- July – Stuff the Bus
- August – Clerk of the Year
- September – Stuff the Bus Recap and Regionals Reminder/Recap
- October – November Academies
- November – (Re)Certification Information
- December – Holidays (recipes, traditions, mental health check-ins)
- (Re)Certification
- 2026 Annual Conference

There was a discussion on how to better engage on social media platforms. Dale Stiles agreed to create a LinkedIn profile as well as continue to post simultaneously on Facebook and Instagram.

There was no update on the directory, and it was suggested to remove blogs due to inactivity. Those interested could create a blog post on Facebook and engage with followers.

### **Bylaws**

President Nowlen listed the following proposed updates:

- Accepting PayPal as a payment option
- Clerk of the Year Recognition and potential Association cost
- Regional & Annual Conference Reimbursement Limit
- Executive Assistant and Clerk to the Board Association Member Clarification

- Executive Member to Board of Director

**Fundraising Committee**

A total of \$1300 was raised during the Silent Auction and 50/50 raffle held during the Clerk’s Annual Conference. President Nowlen opened the floor for ideas for the upcoming Regionals and November Academy. It was suggested to promote a \$100 Amazon Gift Card to be raffled at the November Academy. The Board agreed to continue the silent auction and raffle at the 2026 Annual Conference as well as sell the metal NCACC signs for \$25.

**Membership Drive Update**

Treasurer Harris shared as of July 18, 2025, there were a total of 44 people who renewed their membership.

**Discussion of Goal 1: Strategic Plan**

President Nowlen shared topics of interest for Goal 1 of the Strategic Plan. She opened the floor for additional discussion. The Board suggested sending a survey to gauge the thoughts of other members. They also suggested attending and/or sending a welcome letter to the new graduates of the School of Government Clerk Certification Program.

**2026 IIMC Regional III Conference**

President Nowlen announced that the conference would be held at Lumina at Wrightsville Beach in NC on February 17-20, 2026. There has been conversation with Sabrina, President of the Municipal Clerk’s Association who advised that joint planning would not begin until after the IIMC Annual Conference. More information would be shared once provided.

**General Discussion**

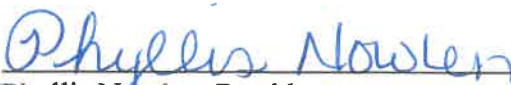
Members were interested in an update on the personalized license plates. President Nowlen stated there was still an option to purchase for those interested.

**Next Meeting**

- August 22, 2025 - Yvonne Gilyard would schedule a Breakfast Meeting during the NCACC Annual Conference in Pitt County.

**Adjournment**

Immediate Past President Long motioned to adjourn the meeting at 2:31pm. Ashleigh Matthews seconded the motion. The motion passed unanimously.

  
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Phyllis Nowlen, President

  
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Monica Wallace, Secretary

Date Adopted: 12/22/25

