



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

**Friday, January 19, 2024
8:30 AM - 4:30 PM**

**Cleveland County Administration Building
311 E. Marion St., Shelby, NC 28150
Lane Alexander Conference Room**

ATTENDANCE

President Lindsay K. Ray, Chatham County
Vice President Melissa Long, New Hanover County
Secretary Phyllis Nowlen, Cleveland County
Treasurer Maria Hass, Cherokee County *via teleconference*
Immediate Past President Debbie Harris

ABSENT

Yvonne Gilyard, Wake County
Katie Mosher, Beaufort County
Janna Singleton, Pitt County
Monica Wallace, Durham County
Julie Wand, Onslow County

Call to Order

President Lindsay Ray called the meeting to order at 9:02 AM and thanked everyone for attending the meeting.

President Lindsay Ray stated there were no Minutes ready for approval.

Early Business

President Lindsay Ray advised Janna Singleton received a promotion within Pitt County Government outside of the Clerk's Office; therefore, she cannot serve on the Board of Directors. Janna continues to serve as the Clerk to the Board for Pitt County's Social Services Board and asked to remain a member of the North Carolina Association of County Clerks (the Association). President Lindsay Ray will review the Association's Bylaws for further direction.

Treasurer’s Report

Treasurer Maria Hass gave a brief update on the Association’s funds and advised that the tax information is ready to be sent in; she is waiting for the year-end documentation to come in before submitting everything to the tax consultant.

Phyllis Nowlen motioned to approve the submitted August 25, 2023, Treasurer’s Report. Melissa Long seconded the motion. The motion passed unanimously.

Bank Balance:

Interest Checking	\$ 8,538.62
Money Market	\$ 73,721.98
Share Account	<u>\$ 21.06</u>
	\$82,281.66

 Maria Hass, CMC, NCMCC
 Treasurer, Cherokee County Clerk
 12/31/2023

Date	Category Name:	Receipts credit	Debits debit	Explanation
1/1/2023	Starting Balance	\$10,149.73		Opening Balance
1/25/2023	Creative Stitch		\$1,515.89	Embroidary 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
3/20/2023	Town of Momeyer #1167		\$55.00	Reimburse Membership Fee Paid
3/20/2023	Town of Robersonville #1168		\$55.00	Reimburse Membership Fee Paid
3/20/2023	Town of Pineville #1169		\$55.00	Reimburse Membership Fee Paid
3/20/2023	City of Creedmoor #1170		\$55.00	Reimburse Membership Fee Paid
3/20/2023	Town of Red Springs #1171		\$75.00	Reimburse Membership Fee Paid
3/20/2023	Pitt County Government #1172		\$68.26	Clerk of the Year Plaque Paid
3/20/2023	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	\$1.00		
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_MCCI, LLC/Exhibit Space - Sponsorships_Mt. Calvary Center for Leadership Development and Membership Fee

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

Date	Category Name:	Interest Received	Deposits	Withdrawals
12/1/2023	Opening Balance		\$73,534.39	
12/31/2023	Credit Dividend	187.59		
CY2023 Totals		\$187.59	\$73,534.39	\$0.00
		Grand Total:	\$73,721.98	

Name: Maria Hass, CMC, NCMCC
 Title: Treasurer, Cherokee County Clerk
 Date: 12/31/2023

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

Date	Category Name:	Interest Received	Deposits	Withdrawal
12/1/2023	Starting Balance		\$21.06	
CY2023 Total		\$0.00	\$21.06	

Name: Maria Hass, CMC, NCMCC
 Title: Treasurer County Clerk
 Date: 12/31/2023

Items of Business

Program Committee Recap – What worked? What didn't? Ideas for 2024

- Regionals
 - September 22, 2023, Eastern Regional – Onslow County
 - October 13, 2023, Western Regional – Transylvania County
 - October 27, 2023, Piedmont Regional – Guilford County

President Lindsay Ray spoke about the new bingo game introduced at the Western and Piedmont Regionals, which was well received by clerk attendees. She suggested continuing beneficial activities like these in future trainings. The lessons and topics presented were also well received. The Board discussed repayment to the Association from UNC School of Government (SOG) for the regional academies.

- November Clerk Academies – November 15-17 – Beaufort, NC
 - Reception on the first night
 - Business meeting over lunch on the second day

- Service Project

President Lindsay Ray stated something different needs to be done regarding the costs of the opening reception for the November Academies. The 2023 November Academies reception cost the Association \$1,300, with far fewer attendees than municipal clerks. Immediate Past President Debbie Harris suggested, moving forward, that county clerks and municipal clerks would receive different color drink tickets, and each association would pay accordingly. Board members agreed to continue scheduling the business meetings during lunch. The Service Project was successful.

Annual Conference Planning

- Registration
- Banquet
 - Certifications, nameplates, certificates
 - Flowers
 - Retired Clerks
- Clerk of the Year
- Service Project
- Business Meeting – set a future virtual meeting to discuss agenda
- Goody Bags/Door Prizes
- Swag/T-Shirts
- Scholarships
- Bylaw Revisions'
- Annual Committee Updates to Membership

Vice President/Program Committee Chair Melissa Long updated the Board on the 2024 Annual Conference. She received a response from Dr. Katrina Hutchins, who expressed her enthusiasm and confirmed she would present at the conference. Vice President Melissa Long reviewed her checklist and tasks for the annual conference. The Board further discussed door prizes, swag, change of lanyards, and future conference swag for the members of the Association.

President Lindsay Ray outlined the registration fees for the 2024 annual conference. The Athenian Dialogue fee is \$95, Master Academy I is \$175 for Association members and \$200 for non-members, Master Academy II is \$275 for Association members and \$300 for non-members. The banquet is \$85 for adult guests and \$25 for a child. Master Academy(s) and Banquet ticket purchases will be made through the SOG portal. The Athenian Dialogue registration is sent with a paper copy of the completed registration form and a check to Treasurer Maria Hass.

The SOG Clerk liaison, Carla Stowe, requests a copy of the full conference packet for their review and information to update the registration portal page. The Board set February 1, 2024, as the conference registration/information release date.

President Lindsay Ray began the discussion of vacancies on the Board of Directors. Two (2) vacancies will need to be filled, and one (1) Director will move up to the role of Treasurer. Vice President Melissa Long spoke about possibly restructuring the Executive Committee, combining the roles of Secretary and Treasurer into one position. Another option suggested would be making the Treasurer an ex-officio member eligible to serve in that role for more than one (1) year. This

seat would be a non-voting member but still included in the slate of officers the Association members elect each year. The Executive Committee held an open discussion regarding the options presented and changes that would need to be made to the Association's Bylaws.

Directions were given to change the bylaws, putting the Secretary and Treasurer into one ex-officio position to be voted on in the Slate of Officers by the Association. If approved, the modification would be effective at the 2025 annual conference. The second amendment to the bylaws changes the stipulation that the Clerk only has to serve two (2) years in their clerk role instead of three (3) years to serve on the Board of Directors. The Nominating Committee would vet through the applications and submit their recommendations to the Executive Committee. Other changes to the bylaws include modifying the Vice President to coordinate the ordering of the annual conference banquet flowers.

President Lindsay Ray will request a one-page report from each committee chair sharing information about what that committee does. This information will be shared in an annual report that will be sent out to association members along with the agenda for the April Business Meeting.

Update on 2025 Annual Conference in Chatham County

- Dates
- Location of sessions
- Location of Banquet
- Possible on your own activities/group outing
- Possible speakers

President Lindsay Ray is the host clerk for the 2025 Annual Conference and shared the planning process to date. The tentative date is April 8 – 11, 2025, at the Farms Services Agriculture Center. Hampton Inn construction is near completion, and the hotel block will be reserved as soon as it is available. She discussed banquet venue options.

The Executive Committee discussed the budget and costs for the annual conference and banquet. Registration and tickets have not been increased for this in some time. Immediate Past President Debbie Harrish advised that aligning the SOG's pricing is comparable. Other suggestions for the future include silent auctions.

Other 2025 conference topics discussed include service projects, off-site activities, and possible speakers.

Communication Committee

- Upcoming Blog Posts
- Upcoming Social Media and Website Updates

President Lindsay Ray will have blog posts ready to send out to the Association via Constant Contact ® in the coming week.

Next Executive Committee Meeting

The next meeting of the Executive Committee will be Friday, March 8, 2024, at 10:00 am via Zoom.

Time for Additional Executive Committee Sharing of Ideas & Thoughts

President Lindsay Ray discussed the Executive Committee's accomplishments over the last few years but expressed concerns about board member schedule conflicts. The Executive Committee outlined possible solutions.

The Executive Committee worked on action items for the 2024 annual conference and the Association. They met with the Foothills Public Shooting Range Director Sandra Orvig, toured the facility, and discussed safety requirements and the activities available at the range.

Announcements/Upcoming Events

- IIMC Region III Conference – Columbus, GA – February 27 – March 1, 2024
- 2024 Annual Conference, Cleveland County – April 8 – 12, 2024
- 2024 IIMC Annual Conference, Calgary, Alberta, Canada – May 19 – May 22, 2024
- Future Annual Conference Locations: 2025 Chatham County
- IIMC Region III 2026 Conference in North Carolina

Adjournment

Immediate Past President Debbie Harris motioned to adjourn the meeting. Secretary Phyllis Nowlen seconded the motion. The motion passed unanimously.

Lindsay K. Ray, President

Phyllis Nowlen, Secretary

Date Adopted: _____