



North Carolina Association of Municipal Clerks Minute by Minute Newsletter

December 2021 Issue



President's Report

Greetings fellow clerks! As we are heading into the festive Christmas season, I find myself still feeling like I should be counting my blessings, for I am fortunate, and the blessings are many. One of the things I am thankful for is this Association of ours. I love the

interactions with clerks across the State, and I love getting to know more about them and their towns. One of the things I love most is the enthusiasm and dedication I see from everyone – whether it is clerks serving their hometowns, clerks working on committees for the Association, or former Association leaders now serving as mentors for all of us. It is a beautiful thing to observe, and I thank you again for this opportunity to be a part of our Association in this way.

We had a wonderful clerks academy in November with the UNC School of Government. We had sessions on how to manage a multi-generational workforce, implicit bias, and changing technology in the clerk's office, and I am sure all who were able to attend either in person or virtually took away some really important information. There are a lot more educational and networking opportunities coming up in the next several months, and I hope you'll be able to fit something into your schedule.

The IIMC will host a Region III meeting (our region includes NC, SC, FL, GA and AL) in Birmingham, Alabama from February 1-4.

The NCAMC will have its Spring Regionals in April, in Hendersonville on April 1, in Red Oak on April 8 and virtually on April 22. I hope with having locations in the east and the west, and having the online option, that you'll be able to attend at least one of these. They'll all have the same sessions, so you can pick whichever option works best.

The NC League of Municipalities is holding its annual CityVision Conference in Wilmington, April 26-28. The IIMC Annual Conference is May 22-25 in Little Rock, Arkansas, and our Association's Annual Conference is August 21-25 in Asheville.

Still looking ahead, I also wanted to mention that our next Board of Directors meeting will be on March 11, 2022. As a reminder, while you do have to be a member of the Board to participate in the meeting, you don't have to be a Board member to sit in on it. Also, look for an actions report after the meeting; it will be sent out on the Clerks Listserv. If you want to find out more about the Association's various Committees and what they do, please check out <https://www.ncamc.com/leadership/directors> on our website.

I said this in the last newsletter message, but I think it bears repeating. I think that we are off to a great start this year. I also think we have the strength and the know-how to continue navigating these crazy waters we still find ourselves in, and I still believe that there are smoother seas ahead.

Whatever you are celebrating at this time of year, I hope you can find time to enjoy the colors, the sounds and all the good tastes of the holiday season.

I also hope that all of you have a joyful, healthy, and peaceful New Year.

In your service,



Lisa P. Stites, MMC

NCAMC President



Clerk Mentor / Mentee Program




Do you have 3 years of experience as a Clerk?

**BECOME
a
MENTOR!**

*Be a Leader, Be a Teacher
Be a Friend!*

APPLY TODAY!

**Meet up at a
Conference
Have
Fun!**

Share Tips
How to run a
Board Meeting

 *Work with a
clerk near
you!*

**Give
Encouragement
&
Offer Support**

Show them the ropes!
Minutes
Ordinances
Agendas
Budgets

Questions? shannan.parrish@smithfield-nc.com




Congratulations on your decision to become a
Municipal Clerk!

**NEED
a
MENTOR?**

We've got you covered!

APPLY TODAY!

**Meet up at a
Conference
Have
Fun!**

Get Tips
How to run a
Board Meeting

 *Work with a
clerk near
you!*

**Receive
Encouragement
&
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Learn the ropes!
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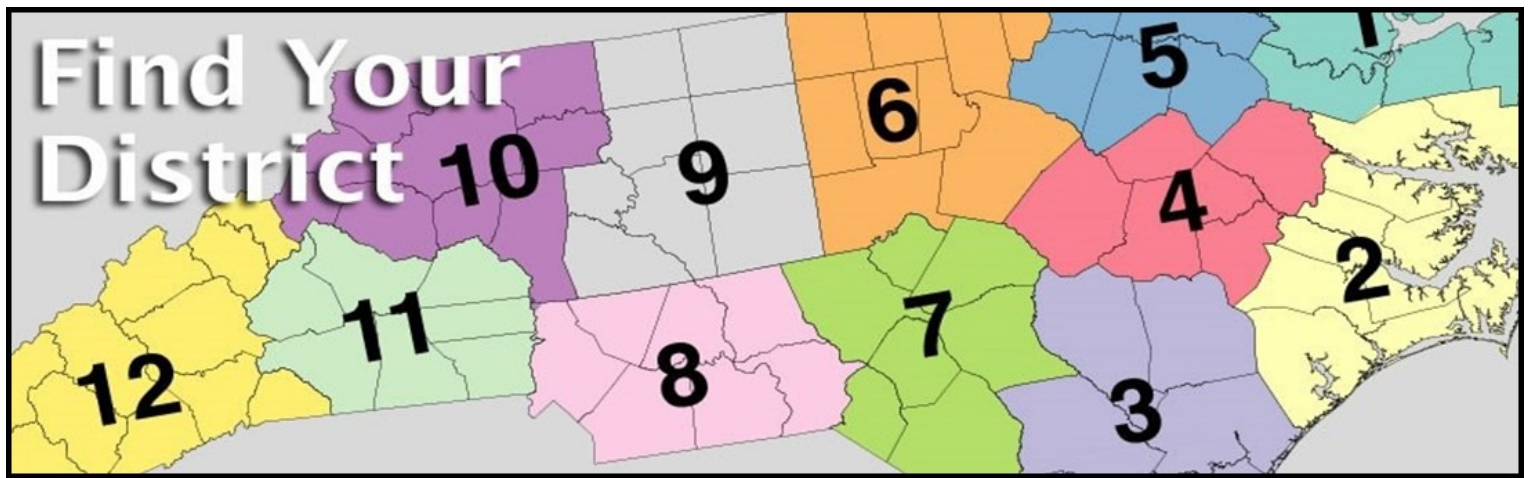
2019 & 2020 Clerk of Year Tree Planting

The NCAMC, through its Green Legacy Committee, donates a tree to be planted in honor of the Clerk of the Year in that clerk's town. We were glad to celebrate with Sabrena Reinhardt, Clerk of the Year for 2020, for her tree planting in the Town of Leland in November. Planting is scheduled for Sue Powell of Mills River (Clerk of the Year for 2019) in April of 2022, and we'll also schedule one for this year's recipient,



Brenda Blanco of New Bern.





The North Carolina League of Municipalities divides the State into 12 Districts by County

Region 1

District I: Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Martin, Pasquotank, Perquimans, Tyrrell, and Washington

District II: Beaufort, Carteret, Craven, Hyde, Jones, Onslow and Pamlico

District III: Bladen, Brunswick, Columbus, Duplin, New Hanover, Pender, and Sampson

Region 2

District IV: Green, Johnston, Lenoir, Pitt, Wayne, and Wilson

District V: Edgecombe, Franklin, Halifax, Nash, Northampton and Warren

District VI: Alamance, Caswell, Chatham, Durham, Granville, Orange, Person, Vance, and Wake

Region 3

District VII: Cumberland, Harnett, Hoke, Lee, Moore, Robeson, and Scotland

District VIII: Anson, Cabarrus, Mecklenburg, Montgomery, Richmond, Stanly, and Union

District IX: Davidson, Davie, Forsyth, Guilford, Randolph, Rockingham, Rowan, and Stokes

Region 4

District X: Alexander, Alleghany, Ashe, Avery, Caldwell, Iredell, Surry, Watauga, Wilkes, and Yadkin

District XI: Burke, Catawba, Cleveland, Gaston, Lincoln, McDowell, and Rutherford

District XII: Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, Polk, Swain, Transylvania, and Yancey

To learn more, visit the [UNC-School of Government Web site](http://www.unc.edu/schoolofgovernment) for an alphabetical listing of North Carolina municipalities and their corresponding counties.

2021-2022 NCAMC District Directors

Region 1

District I

Sheila Kane
CMC, NCCMC - Southern Shores
(252) 261-2394
skane@southernshores-nc.gov

District II

Brenda Blanco
CMC, NCCMC - New Bern
(252) 639-2701
blancob@newbernnc.gov

District III

Sabrena Reinhardt
MMC, NCCMC - Leland
(910) 332-4297
sreinhardt@townofleland.com

Region 2

District IV

Laura Getz
MMC, NCCMC - Goldsboro
(919) 580-4330
lgetz@goldsboronc.gov

District V

Tracy Shearin
CMC, NCCMC - Red Oak
(252) 443-1239
redoak@embarqmail.com

District VI

Jenifer Johnson
CMC, NCCMC - Siler City
(919) 742-4731
jjohnson@silercity.org

Region 3

District VII

Linda Christopher
MMC, NCCMC - Whispering Pines
(910) 949-3141
lchristopher@whisperingpinesnc.net

District VIII

Laura Morton
CMC, NCCMC - Biscoe
910-428-4112
laura.morton@townofbiscoe.com

District IX

Keith Hooker
CMC, NCCMC
336-992-0404
khooker@toknc.com

Region 4

District X

Hillary Gropp
CMC, NCCMC
828-963-5343
townclerk@sevendevils.net

District XI

Wilene Cunningham
NCCMC - Cramerton
704-824-4337
wcunningham@cramerton.org

District XII

Angela Reece
CMC, NCCMC - Hendersonville
828-697-3005
areece@hvlnc.gov

2021-2022 Executive Committee

President

Lisa Stites

MMC - Oak Island

lstites@ci.oak-island.nc.us

1st Vice President

Diane Enoch

CMC, NCCMC - Elon

denoch@elon.gov

2nd Vice President

Sarah Radcliffe

CMC, NCCMC - Ayden

sradcliff@ayden.com

Recording Secretary

Jennifer Ayre

CMC, NCCMC - Fayetteville

jayre@ci.fay.nc.us

At-Large Member

Brenda Blanco

CMC, NCCMC, MMC - New Bern

blancob@newbernnc.gov

At-Large Member

Laura Morton

CMC, NCCMC - Biscoe

laura.morton@townofbiscoe.com

Immediate Past President

Melody Shuler

NCCMC, MMC - Waxhaw

mshuler@waxhaw.com

2021-2022 Committee Chairs

Finance Committee

Sabrena Reinhardt

MMC, NCCMC - Leland

sreinhardt@townofleland.com

Leaving A Green Legacy Committee

Keith Hooker,

MC, NCCMC - Kernersville

khooker@toknc.com

Legislative Committee

Linda Christopher

MMC, NCCMC - Whispering Pines

lchristopher@whisperingpinesnc.net

Membership Committee

Jamie Whitley

NCCMC - Manteo

jwhitley@manteonc.gov

Nominating Committee

Melody Shuler

NCCMC, MMC - Waxhaw

mshuler@waxhaw.com

2021-2022 Committee Chairs

Organization Assessment Committee

Dora Moore
MMC, NCCMC - Rural Hall
townclerk@ruralhall.com

Past Presidents

Sherry Scoggins
CMC, NCCMC
sscoggins21@yahoo.com

Program & Education Committee

Angela Lord
CMC, NCCMC - Greensboro
angela.lord@greensboro-nc.gov

Publicity Committee

Michael O'Dell
JD - Kill Devil Hills
odell@kdhnc.com

Scholarship Committee

Lisa Stites
MMC - Oak Island
lstites@ci.oak-island.nc.us

Site Selection – 2023 Committee

Penny Spicer-Sidbury
MMC, NCCMC - Wilmington
penny.spicer-sidbury@wilmingtonnc.gov

Site Selection – 2024 Committee

Beth Price
CMC, NCCMC - Kernersville
bprice@toknc.com

State Certification Committee

Angela Reece
CMC, NCCMC - Hendersonville
areece@hvlnc.gov

Website Committee

Laura Morton
CMC, NCCMC - Biscoe
laura.morton@townofbiscoe.com

We Share Our Services Committee

Shannan Parrish,
CMC, NCCMC - Smithfield
shannan.parrish@smithfield-nc.com

NCAMC Finance Committee FY 21/22

The purpose of the NCAMC Finance Committee is to prepare a balanced operating budget for the Association, arrange for an annual audit, establish a policy for expenditures, and assist the Secretary/Treasurer in administering and accounting for all financial affairs of the Association.



NCAMC
Finance Committee
FY21-22

The Finance Committee is comprised of one of the Board of Directors, two members of the Association at large, and the Secretary/Treasurer. (Advisor is First Vice President). The FY21/22 NCAMC Committee members are as follows:

- Sabrena Reinhardt, MMC, NCCMC, Leland - Chair
- Lou Bunch, CMC, NCCMC, Nashville
- Kimberly Batts, CMC, NCCMC, Rocky Mount
- Tom Carruthers, NCLM Senior Assistant General Counsel (Filling in for Heather James, Secretary/Treasurer, NCLM)
- Diane Enoch, CMC, NCCMC, 1st Vice President, Elon

The Finance Committee's responsibility is to make sure the Association has a balanced operating budget and to file the appropriate forms with the correct agencies.

The NCAMC website has more about the Finance Committee procedures. You can also visit the site to learn about the current NCAMC committee purpose, members, responsibility, and procedures.

In October, the NCAMC Finance Committee completed the FY20/21 audit.

Tom Carruthers will present the FY20/21 NCAMC Financials to the NCAMC Board on December 10, 2021.

Upcoming Finance Committee Assignments:

- Membership dues recommendation to the NCAMC Board for the March 11, 2022, meeting.
- Review merchandise revenues and make a recommendation concerning the monies going to the Legacy Committee by the March 11, 2022, NCAMC Board meeting.
- Chairperson, prior to the expiration of his or her term, shall review their portion of the Association Handbook and furnish the incoming President with written recommendations that would improve the efficiency of the committee based on experience in work with these guidelines.

To date the committee meetings have been held virtually. If you want to learn more about the committee, please contact one of the current members.

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
DIRECTOR & OFFICER APPLICATION 2022-2023**

Name: _____ Title: _____

Municipality: _____ Years as Clerk: _____

Telephone: _____ Fax: _____ Email: _____

Are you a NCAMC member? _____ Do you have your: _____ CMC _____ MMC _____ NCCMC

I AM INTERESTED IN SERVING NCAMC IN THE FOLLOWING CAPACITY:

OFFICER POSITION:

_____ Second Vice President

Number of Years served as a District Director: _____ years

Requirements: Candidates must be an active member of NCAMC for at least five (5) years and must have served one (1) full term on the Board of Directors. It is desirable, not required, that candidates have achieved CMC or NCCMC designation. Officers serve one-year terms. Second Vice President succeeds to First Vice President.

_____ Recording Secretary

Requirements: Candidates must be an active member of NCAMC for at least three (3) years. It is desirable, not required, that candidates have achieved CMC or NCCMC designation. Officers serve one-year terms. Recording Secretary is not in the secession plan for the Presidency of the NCAMC.

DISTRICT DIRECTOR POSITION:

NCAMC DISTRICT NUMBER (DISTRICTS 2, 4, 6, 8, 10, 12): _____

Requirements: Candidates must be an active member of NCAMC for at least three (3) years. It is desirable, not required, that candidates have achieved CMC or NCCMC designation. Directors serve two-year terms and are not eligible to serve more than two (2) successive full terms.

I FEEL I AM QUALIFIED TO SERVE NCAMC BECAUSE:

Completed applications must be submitted by the **deadline of APRIL 15, 2022** to:

Melody Shuler, MMC, NCCMC

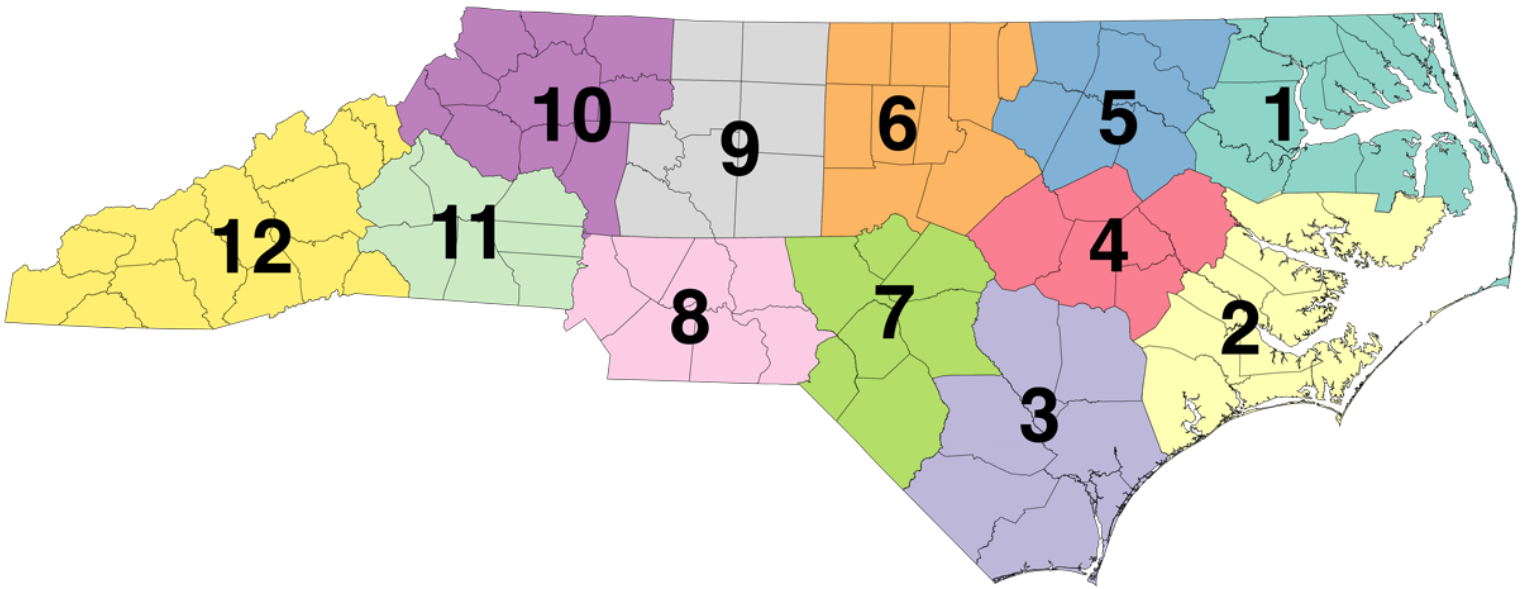
NCAMC Immediate Past President

Town of Waxhaw | PO Box 6 | Waxhaw, NC 28173

mshuler@waxhaw.com | 704-843-2195 ex. 222

2022-23 NCAMC BOARD OF DIRECTORS

(Election Only for Even Numbered Districts Only)



Join NCAMC

Know a clerk or deputy clerk who wants to join NCAMC?

For membership information email committee chair:

Jamie Whitley, NCCMC,

Town Clerk of Manteo: jwhitley@manteonc.gov.

Join IIMC

If you have joined the NCAMC and are wondering what else you can do to grow in your profession, you definitely need to consider joining the International Institute of Municipal Clerks.

IIMC is the certifying arm for clerks worldwide.

For more information go to the website: www.iimc.com.

SEND US YOUR PICTURES!

Do you have any pictures from clerk workshops, meetings, or conferences? If you do, we want them! We would like to include more photos to show 'who we are' and 'what we do'! Send your pictures to: NCAMCScrapbook@gmail.com.

CMC & MMC Certifications



Congratulations!

Certified Municipal Clerk (CMC)

Mary Brooks, Deputy City Clerk

City of High Point

Daphne Ingram, City Clerk

City of Lincolnton

Laura Jordan, Deputy Town Clerk

Town of Biscoe

Sarah Kimrey, Town Clerk

Town of Hillsborough

Amy Meachum, City Clerk

City of Locust

Sarah Tinkham, Town Clerk

Town of Nashville

Teresa Wilder, Deputy Town Clerk

Town of Fuquay-Varina

Tammy Williams, City Clerk

City of Dunn

Master Municipal Clerk (MMC)

Linda Christopher, Village Clerk

Village of Whispering Pines

Laura Getz, City Clerk

City of Goldsboro

Amy Harvey, Deputy Town Clerk

Town of Chapel Hill

Lori Harrell, Town Clerk

Town of Cornelius



NCAMC 2021-2022 Calendar of Events

Aug. 30 - Sept. 3	2021 Clerks' Certification Institute, Session #3
September 10	Committee Meetings as scheduled by Chairpersons (virtual)
September 10	Board of Directors Meeting, 11 am, Virtual via Zoom
October 18 - 22	2021 Clerks' Certification Institute, Session #4
November 17 - 19	Annual City & County Clerk's Academy, Sheraton Chapel Hill
December 10	Committee Meetings as scheduled by Chairpersons, (virtual, TBD if also in person)
December 10	Board of Directors Meeting, 11 am, at least virtual, TBD if also in-person
February 1 - 4	International Institute of Municipal Clerks [IIMC] Region III Meeting, The Westin at Bridgestreet Huntsville, AL
February 7 - 11	2022 Clerks Certification Institute, Session #1
March 11	Committee Meetings as scheduled by Chairpersons (virtual, TBD if also in person)
March 11	Board of Directors Meeting, 11 am, at least virtual, TBD if also in person
April 26- 28	NCLM Annual Conference, Wilmington, NC
April/May	One-Day Regional School Academies [Dates TBA, one will be virtual, two will be in person]
May 16 - 20	2022 Clerks Certification Institute, Session #2
May 22 - 25	International Institute of Municipal Clerks [IIMC] 76 th Annual Conference, Little Rock, AR
June 10	Committee Meetings as scheduled by Chairpersons (virtual, TBD if also in person)
June 10	Board of Directors Meeting, 11 am, at least virtual, TBD if also in person
August 21 - 25	Summer Conference, The Renaissance, Asheville, NC



IIMC Scholarship Opportunities

CMC/MMC Scholarships

APPLY NOW through March 1, 2022, for a scholarship to attend a CMC or MMC Institute!

This scholarship program has been designed to assist with the costs of attending an IIMC approved in-person or virtual Institute or Academy program for those working toward IIMC's professional designations. Don't know where to find your local Institute or Academy? Find the [program information here](#).

The scholarship program was established in 1986 for Clerks attending IIMC Institutes. Since the program's inception, more than 1,500 scholarships have been awarded.

For the 2022-2023 year, recipients will receive up to a \$400 CMC or \$400 MMC scholarship reimbursement after completion of the program.

The 2022-2023 Scholarship Application Period is now open. Recipients will be selected in April of 2022 funding programs taking place between June 1, 2022, and May 31, 2023.

APPLY TODAY! [CMC/MMC Scholarships | IIMC Foundation](#)

IIMC Annual Conference Grants

APPLY NOW through December 1, 2021, for a grant to attend the IIMC annual conference in Little Rock, Arkansas scheduled for May 22-25, 2022.

The Conference Grant Program is designed to allow 2 IIMC members from each of IIMC's eleven regions to attend the IIMC Annual Conference each May. If awarded a grant, IIMC Foundation will cover the cost of your IIMC Annual Conference Registration.

The 2022 Conference Grant Application Period is now open!

The lucky recipients will be selected in December!

2022-Conference Grant Application Submission Process - Little Rock, Arkansas

GRANT CRITERIA: • Region Directors shall be responsible for selecting TWO Members to receive the Grant from their Region • Preference will be given to IIMC Members who are working toward the CMC designation. Second preference will be given to IIMC Members who are working on their MMC designation. • Applicants must have an Admission for CMC or MMC Application on file with IIMC • Applicants must be active Members of IIMC (full or additional full member) • Applicants must show proof from their municipality that they are authorized to attend the Conference and provide for their own accommodations, transportation, and meal expenses. • Grants must be used for the 2022 Conference and cannot be rolled over into another year

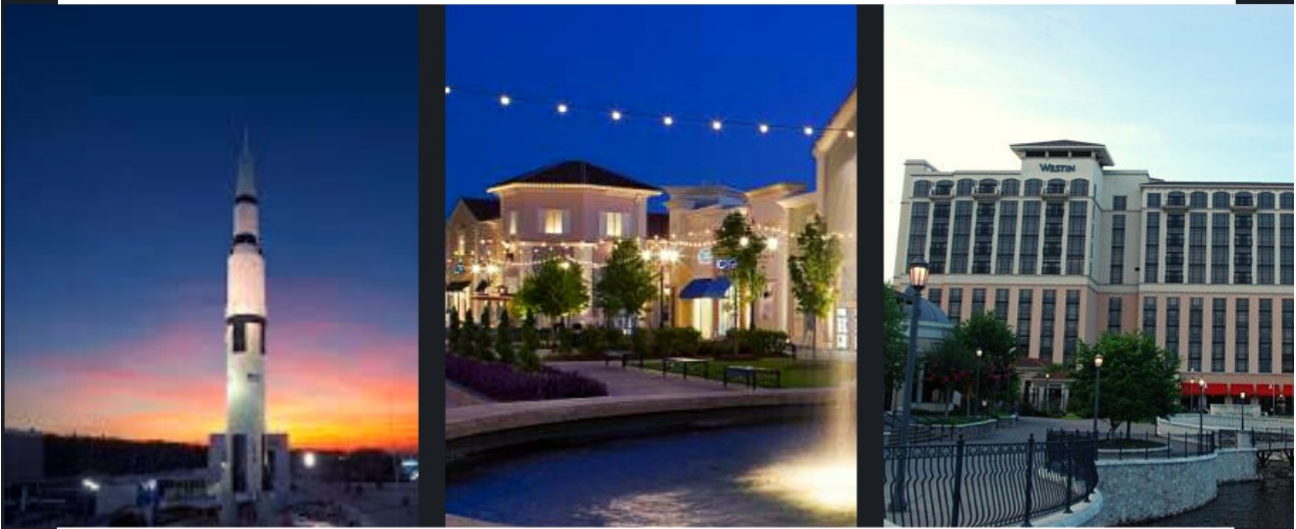
- No other conference discounts apply with this Grant
- GRANTS ARE NON-TRANSFERABLE

APPLY HERE! [IIMC Annual Conference Grants | IIMC Foundation](#)



Save the Date

IIMC REGION III
CONFERENCE
FEBRUARY 1-4, 2022



**THE WESTIN AT BRIDGESTREET
HUNTSVILLE, ALABAMA**

MORE INFO COMING SOON

BLAST OFF TO SUCCESS IN THE ROCKET CITY