

MINUTE BY MINUTE NEWSLETTER

FALL 2025 ISSUE



Message from the President



President Linda Christopher, MMC, NCCMC, Village of Whispering Pines

The closer you get to being who you are meant to be, the brighter you shine. Working in local government is not always easy and there are days that try to dim our ability to shine. Just remember, nothing or no one can dim the light that shines from within.

My theme for the 2025-2026 year is 'We shine Brighter Together'. When we collaborate and work as a team, the impact is greater. By combining our strengths and talents, we create a more significant result.

The NCAMC is blessed with many people who share their lights daily with fellow clerks – our past presidents, our officers, our district directors, our committee chairs, our committee members, our NCLM affiliates, our SOG affiliates, and our IIMC affiliates.

I will do my best to be a guiding light for our Association this year and I look forward to working with the Executive Committee, the Board of Directors and all of you fabulous clerks to see just how bright we can make our Association shine.



New Year, New Website!

The North Carolina Association of Municipal Clerks (NCAMC) is proud to announce the launch of its new website and new logo! The new NCAMC.com is a modern, user-friendly website hosted and maintained by the North Carolina League of Municipalities. The NCAMC Publicity Committee will be working closely with the League to ensure that all content remains up to date and accessible to membership.

Please note that in order to access the document library, members will need to log into their NCLM account. The Publicity Committee is proud to have completed this project for the Association.



We Need Your Photos!

Do you have any photos from clerk workshops, meetings, or conferences? If you do, we need them! We would like to include more photos to show 'who we are' and 'what we do' in our publications, especially the annual video scrapbook!

Send your pictures to: ncamcscrapbook@gmail.com



2025-2026 Officers & District Directors

Executive Committee

- President Linda Christopher, MMC, NCCMC, Whispering Pines
- 1st Vice President Brenda Blanco, MMC, NCCMC, New Bern
- 2nd Vice President Betsy Shores, MMC, NCCMC, Davidson
- Recording Secretary Barb Rote, MMC, NCCMC, Butner
- Immediate Past President Sabrena Reinhardt, MMC, NCCMC, Leland
- Secretary/Treasurer Baxter Wells, NC League of Municipalities

At Large Members:

- Jackie Nicholson, MMC, NCCMC, Wallace
- Laura Getz, MMC, Goldsboro

District Directors

Region 1 (Districts 1-3)

- District 1 - Jamie Whitley, CMC, NCCMC, Manteo
- District 2 - Jayne Beyer, NCCMC, Cedar Point
- District 3 - Jackie Nicholson, MMC, NCCMC, Wallace

New IIMC Certifications*

Certified Municipal Clerks (CMC)

- Ella Dowtin, Wake Forest
- Bryce Dunn, Raleigh
- Tracy Holland, Boiling Springs
- Whitney Danaille Petro, Greenville

Master Municipal Clerks (MMC)

- Michelyn Alston, Navassa
- Sandra B. Smith, Oak Ridge

Region 2 (Districts 4-6)

- District 4 - Laura Getz, MMC, Goldsboro
- District 5 - Pamela Perry, MMC, NCCMC, Louisburg
- District 6 - Stella Gibson, MMC, NCCMC, Garner

Region 3 (Districts 7-9)

- District 7 - Jennifer Ayre, MPA, MMC, NCCMC, Fayetteville
- District 8 - Austin W. Yow, MPA, CMC, NCCMC, Marvin
- District 9 - Angela Lord, MMC, NCCMC, Greensboro

Region 4 (Districts 10-12)

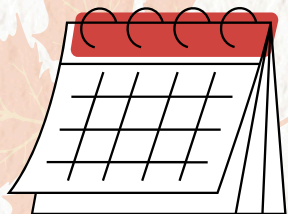
- District 10 - Nicole Harmon-Church, CMC, NCCMC, Boone
- District 11 - Stephanie Watson, CMC, NCCMC, Conover
- District 12 - Wesley Barker, Black Mountain

PARTY
time!

**This listing should include all certifications since the previous newsletter. We apologize if we have missed anyone.*

2025-2026 Calendar of Events

- October 13 - 17 2025 Clerks' Certification Institute, Session #4
- November 12 - 14 Annual City & County Clerks Academy, Durham, NC
- December 5 Committee Meetings as scheduled by Chairpersons
- December 12 Board of Directors Meeting, 11am @ NCLM
- February 16 - 20 2026 IIMC Region III Meeting, Wrightsville Beach, NC
- March 6 Committee Meetings as scheduled by Chairpersons
- March 13 Board of Directors Meeting, 11am @ NCLM
- April One-Day Regional Academies – Date / Locations TBD
- May 5 - 7 NCLM Annual Conference, Raleigh, NC
- May 17 - 21 IIMC Annual Conference, Reno, Nevada
- June 5 Committee Meetings as scheduled by Chairpersons
- June 12 Board of Directors Meeting, 11am (Virtual)
- August 2026 Clerks' Certification Institute, Session #1
- August 19 - 22 Summer Conference, Wilmington
- September 2026 Board of Directors Meeting
- October 2026 Clerks' Certification Institute, Session #2



We Share Our Services

Clerk friends, this is the perfect opportunity to connect with fellow clerks this year's theme **"We Shine Brighter Together."** We Share Our Services is a mentoring program designed to assist new clerks in acclimating to their roles. New clerks will be paired with experienced clerks from similar jurisdictions, considering size, range of duties, and proximity. These experienced mentors provide moral support and encouragement, along with guidance on important tasks such as agenda preparation, minutes, ordinances, resolutions, and other technical aspects of the position.

For any questions, please reach out to Jackie Nicholson at jnicholson@wallacenc.gov or call 910-285-4136. Apply today as a mentor or mentee using the applications below.

- **[Download Mentor and Mentee Forms Here](#)**

Lisa Stites Named 2025 NCAMC Clerk of the Year

The North Carolina Association of Municipal Clerks (NCAMC) is proud to announce that Lisa Stites, MMC, Town Clerk for the Town of Oak Island, has been honored as the 2025 NCAMC Clerk of the Year.

The Clerk of the Year Award is presented annually to a municipal clerk who has demonstrated exceptional service to their municipality, their community, and the profession. Recipients are recognized for their leadership, dedication, integrity, and commitment to advancing the role of the municipal clerk across North Carolina.

Lisa's career exemplifies these qualities. With years of dedicated public service, she has been a steadfast advocate for clerk education, transparency in government, and the highest professional standards. She has served on numerous NCAMC committees, held leadership positions within the Association, including President, and willingly shared her knowledge and mentorship with clerks statewide.

"I am truly honored to be recognized as Clerk of the Year, and I am grateful for all the opportunities I've had to learn, to work with fellow clerks across the state, and to serve in leadership," Stites said.

Colleagues describe Lisa as a trusted resource, a strong communicator, and a passionate advocate for her profession. Her ability to balance the demands of the clerk's office while fostering positive relationships with staff, elected officials, and the public has earned her widespread respect.

"Lisa has been a pillar in our profession, always willing to go the extra mile to help a colleague and ensure that our work as municipal clerks is recognized and valued," said NCAMC President Sabrena A. Reinhardt. "Her commitment to excellence and her generosity in sharing her expertise make her an outstanding recipient of this year's award."

The NCAMC congratulates Lisa Stites on this well-deserved honor and thanks her for her exceptional contributions to the profession and to the communities she serves.



NCAMC 50th Anniversary Celebration

The North Carolina Association of Municipal Clerks (NCAMC) celebrated its 50th anniversary with a vibrant 1970s-themed Boogie Night on August 18, 2025, in Cherokee, North Carolina. The event marked the culmination of a yearlong celebration leading up to the NCAMC's official founding date on November 5, 2025.

Attendees embraced the retro theme, wearing disco-inspired attire as they gathered to honor the association's legacy and its ongoing commitment to supporting municipal clerks across the state. The evening featured heavy appetizers, music, and a lively atmosphere that reflected the spirit of the 1970s. Several of the NCAMC Past President's and Honorary Members also participated in the festivities.

In addition to the Boogie Night, the NCAMC organized several initiatives throughout the year to engage its members and celebrate the milestone. A commemorative lapel pin design contest was held, encouraging clerks to submit creative designs that were distributed to attendees at the August conference. The design contest winner was **Erinn Nichols, Assistant Town Manager & Town Clerk of Stallings, North Carolina.**



Winning Design for the 50th Year NCAMC Lapel Pin, submitted by Erinn Nichols, Stallings Assistant Manager & Clerk.



Past Presidents



Past Presidents at Banquet



Honorary Members



50th Year Anniversary Committee

2025 NCAMC Scholarship Recipients

Thanks to the 2024 Silent Auction the NCAMC is able to award a scholarships to Clerks or their family member. This year's recipients of the College Scholarship and the Clerk Certification Scholarships are both NCAMC members.

Kimberly Scott, Town Clerk of Belhaven, North Carolina, has been awarded the **NCAMC IIMC Certification Course Scholarship**. With just over a year of service in local government, Kimberly has shown great enthusiasm and dedication to learning more about the municipal clerk profession. Serving in a small municipality with fewer than 1,000 residents, this scholarship provides vital financial support for her professional development. The training she receives will not only enhance her skills but will also benefit the Town of Belhaven and the citizens she proudly serves.

Kristie Nobles, Town Clerk of Riverbend, North Carolina, has been awarded the **NCAMC College Scholarship**. Kristie has served the Town of Riverbend for five years and is currently pursuing an Associate Degree in Business Administration. Her passion for local government is evident through her commitment to her role and her active involvement as an NCAMC volunteer. This scholarship supports her continued growth and the valuable contributions she makes to her community.



Kerr-Tar COG Annual Awards Banquet

The Kerr-Tar Council of Governments recently held its annual awards banquet, celebrating the achievements of local government officials across the region. Municipal and county clerks were well represented, with a group photo. A special congratulations goes to Lauren Chandler, Franklinton Town Clerk, who was honored with the Outstanding Clerk to the Board Award for her exemplary service and dedication.



Pictured left to right: Franklinton Town Clerk Lauren Chandler, Vance County Clerk Dywanda Pettaway, Warren County Clerk Paula Pulley, Franklin County Clerk Kristin King, Louisburg Town Clerk Pam Perry, Roxboro City Clerk Lynda Clayton, and Butner Town Clerk Barb Rote.

Cape Fear Regional Clerks & Mayors Meet to Discuss Clerks' Role in Governance

The role of municipal and county clerks varies among local governments, but one thing they have in common is that the role of clerk is an essential one. That was the main theme heard during an interactive session with mayor and clerks, the latest program facilitated by the Cape Fear Council of Governments for municipal and county clerks.

On Thursday, June 26, 25 clerks/deputy clerks, eight mayors, and the Cape Fear Council of Governments Executive Director attended and participated in a Cape Fear Region Clerks Session on the topic of "The Role of the Municipal Clerks in Effective Governance." The program was hosted by the Town of Leland. A four-member Mayors panel answered many questions - Mayor Bill Saffo (Wilmington), Brenda Bozeman (Leland), Garry Keaton (Sandyfield), and Jason Wells (Wallace), addressing questions from what the clerk does to ensure compliance with public records laws to help facilitate meetings, and much more. Other mayors in attendance also participated.

These sessions are planned and facilitated by Cape Fear Council of Governments Clerk to the Board, April Radford; Town of Leland Clerk and NCAMC Immediate Past President Sabrena Reinhardt; and City of Wilmington Clerk Penny Spicer-Sidbury, three to four times a year. The goal of these sessions is to provide education, network, and support the clerks in our community.



Pictured Back Row (left to right): Allen Serkin, Executive Director (CFCOG), Mayor Bill Saffo (Wilmington) Mayor Liz White (Oak Island), Mayor Brenda Bozeman (Leland), Mayor Garry Keaton (Sandyfield), Mayor Nancy Cook (Bolivia), Mayor Jason Wells (Wallace), Mayor Olivia Dawson (Burgaw), and Mayor Phillip Britt (Chadbourn).

Pictured Front Row (left to right): Kim Ward, Town Clerk (Carolina Beach), Donna Pope, Clerk to the Board (CFPUA), Makeba Robinson, Deputy Clerk (CFPUA), Adam Golonka, Deputy Clerk (Leland), Beth Ushery, Town Clerk (Caswell Beach), Darcy Sperry, Village Clerk (Bald Head Island), April Radford, Clerk to the Board (CFCOG), Penny Spicer-Sidbury, City Clerk (Wilmington), Sharon Niemann, Town Clerk (Belville), Sabrena Reinhardt, Town Clerk (Leland), Lisa Stites, Town Clerk (Oak Island), Jackie Nicholson, Town Clerk (Wallace), Brenda Williams, Deputy Clerk (Belville), Casey Hayes, Town Clerk (Ocean Isle Beach), Daralyn Spivey, Clerk to the Board (Brunswick County), Kristin Wells, Town Clerk (Burgaw), Heather Dowless, City Clerk (Whiteville), Michelyn Alston, Town Clerk (Navassa), Claudia Bray, Town Clerk (Sandyfield), Althea Weaver, Town Clerk (East Arcadia), RaMonda Crosby, Town Clerk (Chadbourn), Tori Deviney, Deputy Clerk (Southport), Danielle Hertzog, Clerk to the Board (LCFWASA), and Jamie Burns, Town Clerk (St. James), not pictured Mary Hewett, Town Clerk (Bolivia).

District 9 Any Book Book Club Continues!

BIG NEWS: District 9 will continue its monthly “Any Book Book Club” for the 2025-2026 Year! What is this exactly you may ask? Last year, we found it difficult to come together for an in-person gathering. The virtual “Any Book Book Club” was created for District 9 clerks to share for one hour per month about our favorite readings (current or past). I was surprised to see my interest in certain topics broaden! So let’s come together to share and discuss books or other materials that you are reading or have read.

- Note: Please share material that would be considered work appropriate.
- Two Suggestions: *The Tobacco Wives* & *The Taster*!

Zoom Meeting Information (Same Each Month):

- Link: [Click Here to Join Virtually!](#)
- Meeting ID: 843 0693 8017
- Passcode: 666618

Contact:

Angie Lord, Town of Lewisville
District 9 Director

Phone: 336-945-5558

Email: townclerk@lewisvillenc.net



Time: 12pm-1pm

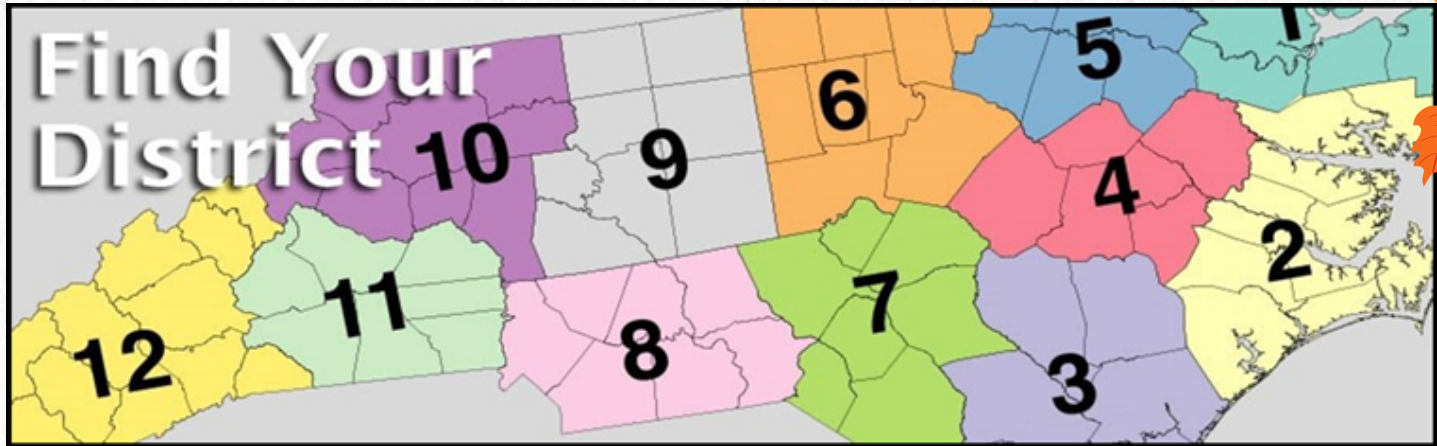
Upcoming Dates:

- September 19, 2025
- October 24, 2025
- December 19, 2025
- January 16, 2026
- March 20, 2026
- April 17, 2026
- May 15, 2026
- July 24, 2026

District 12 News

The Town of Weaverville has been awarded a \$35,000 Arbor Day Foundation grant from the Truist Bank WNC Charitable Fund. This grant, written by Town Clerk Tamara Mercer, will support the Tree Board’s priority of conducting a Tree Inventory Assessment to restore the community’s urban canopy after Hurricane Helene. Thanks to this funding, Weaverville can address urgent tree-related needs—such as cleanup, pruning, and replanting—while also laying the groundwork for long-term recovery, community engagement, and resilience.





NCAMC is Divided into 12 Districts by County

Region 1 (Districts 1-3)

- **District 1:** Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Martin, Pasquotank, Perquimans, Tyrrell, and Washington
- **District 2:** Beaufort, Carteret, Craven, Hyde, Jones, Onslow and Pamlico
- **District 3:** Bladen, Brunswick, Columbus, Duplin, New Hanover, Pender, and Sampson

Region 2 (Districts 4-6)

- **District 4:** Green, Johnston, Lenoir, Pitt, Wayne, and Wilson
- **District 5:** Edgecombe, Franklin, Halifax, Nash, Northampton and Warren
- **District 6:** Alamance, Caswell, Chatham, Durham, Granville, Orange, Person, Vance, and Wake

Region 3 (Districts 7-9)

- **District 7:** Cumberland, Harnett, Hoke, Lee, Moore, Robeson, and Scotland
- **District 8:** Anson, Cabarrus, Mecklenburg, Montgomery, Richmond, Stanly, and Union
- **District 9:** Davidson, Davie, Forsyth, Guilford, Randolph, Rockingham, Rowan, and Stokes

Region 4 (Districts 10-12)

- **District 10:** Alexander, Alleghany, Ashe, Avery, Caldwell, Iredell, Surry, Watauga, Wilkes, and Yadkin
- **District 11:** Burke, Catawba, Cleveland, Gaston, Lincoln, McDowell, and Rutherford
- **District 12:** Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, Polk, Swain, Transylvania, and Yancey