



NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS

MINUTE BY MINUTE NEWSLETTER SUMMER 2024 ISSUE



Message from the President



Hello friends! Summer has arrived and it is HOT! I'm excited for beach days with friends and ready to soak up the sun! I can hardly believe my time as President is coming to a close. This time last year I was anxious and a little fearful of what was to come, but alas, I have made it, and will be passing the torch soon to First Vice President, Sabrena Reinhardt.

As I look back on this last year, the word that comes to mind is grateful. I am so grateful to the NCAMC for the opportunity to serve as your president this past year. I took a chance and stepped out of my comfort zone and I am so glad I did. The year was full of challenges, achievements, obstacles, and education. On behalf of the Association, I traveled to Wilmington, Beaufort, Columbus, Georgia, Winston Salem, Morehead City, Calgary, Alberta, Canada, and Wilkesboro. I made many new friends along the way; friends that I hope will remain a part of my life in the years to come. I have grown professionally and emotionally.

I've learned a lot about the association and the many roles and responsibilities that come with being a part of a committee, chairing a committee, and being a part of the Board of Directors and Officers. IT TAKES A VILLAGE Y'ALL! I could not have done any of it without the countless hours of hard work and dedication of so many volunteers. You all have worked so hard to make this Association what it is today and I am GRATEFUL for each and every one of you! You are all CHAMPIONS!

The Program and Education Committee has been working hard to prepare for our Summer Conference. I hope you all will join us August 22nd-24th at the Ballantyne in Charlotte for an opportunity of learning and fellowship with our fellow clerks. I look forward to seeing you all soon!

Cordially,

A handwritten signature in black ink that reads "Sarah W. Radcliff".

Sarah W. Radcliff
NCAMC President

2023-2024 Officers & District Directors

Executive Committee

- President Sarah Radcliff, MMC, NCCMC
- 1st Vice President Sabrena Reinhardt, CMC, NCCMC, Leland
- 2nd Vice President Linda Christopher, MMC, NCCMC, Whispering Pines
- Recording Secretary, Laura Getz, MMC, NCCMC, Goldsboro
- Immediate Past President DiAnne Enoch-Yancey, CMC, NCCMC, Alamance County
- Secretary/Treasurer Tom Carruthers, NC League of Municipalities

District Directors

Region 1 (Districts 1-3)

- District 1 - Jamie Whitley, CMC, NCCMC, Manteo
- District 2 - Rose Marshburn, CMC, NCCMC, Jacksonville
- District 3 - Jackie Nicholson, MMC, NCCMC, Wallace

Region 2 (Districts 4-6)

- District 4 - Valerie Shiuwegar, CMC, Greenville
- District 5 - Pamela Perry, MMC, NCCMC, Louisburg
- District 6 - Stella Gibson, CMC, NCCMC, Garner

Region 3 (Districts 7-9)

- District 7 - Linda Christopher, MMC, NCCMC, Whispering Pines
- District 8 - Betsy Shores, MMC, NCCMC, Davidson
- District 9 - Keith Hooker, MMC, NCCMC, Kernersville

Region 4 (Districts 10-12)

- District 10 - Hillary Gropp, CMC, NCCMC, Seven Devils
- District 11 - Stephanie Watson, CMC, NCCMC, Conover
- District 12 - Jill Murray, CMC, NCCMC, Hendersonville

IIMC Certifications*

Certified Municipal Clerks

- Renee C. Carswell, City of Morganton
- Connie Snyder, City of Salisbury
- Angie Thornton, Town of Benson
- Carol Williams, City of Shelby
- Natalie Goins, Town of Shallotte

Master Municipal Clerks

- Cathy Campbell, City of Morehead City
- Pamela Perry, Town of Louisburg
- Ashley Wyatt, Town of Hope Mills



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

NC Clerks Attend 2024 IIMC Annual Conference

Thirteen clerks from across North Carolina attended the 78th Annual International Institute of Municipal Clerks (IIMC) Annual Conference in Calgary, Alberta, Canada, May 19-22, 2024. Clerks from across the US, Canada, and around the world attended the conference, which offered continuing education courses on a wide range of topics. Delegates could also take advantage of the additional educational opportunities prior to the conference, which included advanced academies and Athenian Leadership Society dialogues.

President Sarah Radcliff provided a President's report to the IIMC Region III meeting at the conference, updating everyone on NCAMC's happenings. Also, Charlotte Clerk and former IIMC President Stephanie Kelly served as emcee at event's annual banquet where outgoing President Mary Ann Hess presided over the investiture of Lisa Garcia, of Florence, Arizona, as IIMC's President. Former IIMC Region III Director Lee Frazier was also sworn in as IIMC's newest Vice President. Dora More, of Lewisville, was recognized with clerks who had achieved the Athenian Fellow designation, for successful attendance of 10 Athenian Dialogue sessions. Next year's IIMC Conference will be held at St. Louis, Missouri, from May 18-21, 2025.



Program & Education Committee Report

2024 IIMC Annual Conference

Approximately 13 clerks from North Carolina attended the 78th IIMC Annual Conference in Calgary, Alberta, Canada May 17th through the 22nd. The speakers and sessions were great, and the opportunity to network with clerks from around the US and beyond was invaluable. A lot of ideas were exchanged! The 2025 conference will be held in St. Louis, Missouri May 18-21, 2025.



NCAMC 2024 Summer Conference

Registration opened on June 17th for the 2024 Summer Conference to be held at The Ballantyne Hotel in Charlotte, NC from August 21-24. Cutoff for conference registration and the hotel room block is July 31, 2024. A fun outing and family evening is scheduled for Thursday. Donations for door prizes and the silent auction are greatly appreciated. Register now! We can't wait to see you!



[Click Here to Register!](#)

Respectfully submitted,
Brenda E. Blanco (New Bern)
Program & Education Committee Chair

Leaving a Green Legacy Committee Report

Honoring Jim Byrd, MMC, NCCMC, Town of Wilkesboro - 2023 Clerk of the Year

The 2023 Clerk of the Year Award presentation for Jim Byrd was made on June 28, 2024. A tree was planted outside Town Hall in Wilkesboro, NC. Ken Noland, Town Manager for the Town of Wilkesboro, noted the many accomplishments of Jim during his career. Keith Hooker, Chair of the Leaving a Green Legacy Committee, shared the admiration and respect that is given toward Jim on behalf of the clerks in the North Carolina Association of Municipal Clerks.

Dozens of people were in attendance, including Jim's wife and family, friends, work colleagues, and clerks from across North Carolina. Jim expressed his thanks and gratitude for the opportunity to work for the Town of Wilkesboro and for the strong show of support from everyone in attendance. He was clearly moved and humbled by the presence of so many people.

Keith Hooker (Kernersville)
Leaving a Green Legacy Committee Chair



2024 NCAMC Directory Now Available!

The North Carolina Association of Municipal Clerks Membership Committee is pleased to present the 2024 North Carolina Association of Municipal Clerks Directory. We hope that you will find this directory to be a valuable tool for you to access contact information for all municipal clerks in North Carolina. You will also find a directory of retired and honorary clerks, as well as a directory of UNC School of Government staff. This is a great resource not only for members of the NCAMC, but for all clerks, managers, and finance directors across the state.

[Click here to Access the Directory!](#)



District 8 Update

Clerks from District 8 (Anson, Cabarrus, Mecklenburg, Montgomery, Richmond, Stanly, and Union) gathered for lunch to celebrate Municipal Clerks Week on May 9 at 44 Mills Kitchen & Tap in Concord. We are looking forward to seeing everyone in August for the Summer Conference in Charlotte and excited to welcome you all to our area!



We Need Your Photos!

Do you have any pictures 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'!

Send your pictures to: NCAMCScrapbook@gmail.com



JOIN THE NCAMC

THE NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS HAS SO MUCH TO OFFER YOUR MUNICIPALITY!



"Municipal networks expand economic opportunities. We've got to open new doors, not slam them shut." - Frank Lautenberg

The NCAMC would like to inform you of all of the wonderful opportunities that we have to offer your city or town clerk as well as your municipality! Here are a few of examples of what we have to offer:



EDUCATION

Clerk Academies and Conferences

UNC SOG

Educates clerks on legislation updates and topics. Clerks are informed on open meetings law, public records law, ordinance authority and adoption, board procedures, agenda preparation, meeting minutes, public notices, oaths of office, and quasi-judicial proceedings.

NETWORKING

Clerk Listserv

STATEWIDE

Aims to facilitate communication between local government clerks in North Carolina who have common concerns, questions, and interests. They provide sample ordinances, proclamations, and so much more!

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MENTORING
New Clerks

PROGRAMS

Pairs new clerks with experience clerk mentors who will assist them with getting acquainted with their new profession. The We Share Our Services Committee is always available to help!

CERTIFICATION
North Carolina Certified Municipal Clerk

PRESTIGE

Certifies clerks through the State accreditation process to enhance career performance and provide a strong professional foundation.

**\$90
a year**

NORTH CAROLINA ASSOCIATION
OF MUNICIPAL CLERKS
WWW.NCAMC.COM



Registration is Open for the Summer Conference!

The UNC School of Government, in cooperation with NCAMC and the North Carolina League of Municipalities, is pleased to invite you to register for the 2024 Annual Summer Conference, which will take place August 21-24, 2024, at the Ballantyne Hotel in Charlotte, NC. We hope that you will join us! The theme of this year's Conference is One Person Can Make a Difference! The deadline to register for the conference and book a hotel room is July 31, 2024. Hotel reservation information will be sent in your confirmation email after registering for the conference.



[Click Here to Register!](#)

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**NORTH CAROLINA ASSOCIATION
OF MUNICIPAL CLERKS**

SILENT AUCTION

**EDUCATIONAL
SCHOLARSHIPS FUND!**



Excitement is in the air and we hope our fellow clerks are gearing up for our Annual North Carolina Association of Municipal Clerk's Summer Academy - August 22-24, 2024 in Charlotte, North Carolina.

The Silent Auction is our one fundraiser for the NCAMC's Educational Scholarships Fund. The Silent Auction Committee is asking ALL Clerks to please donate item(s) for our silent auction. Your support is greatly appreciated!

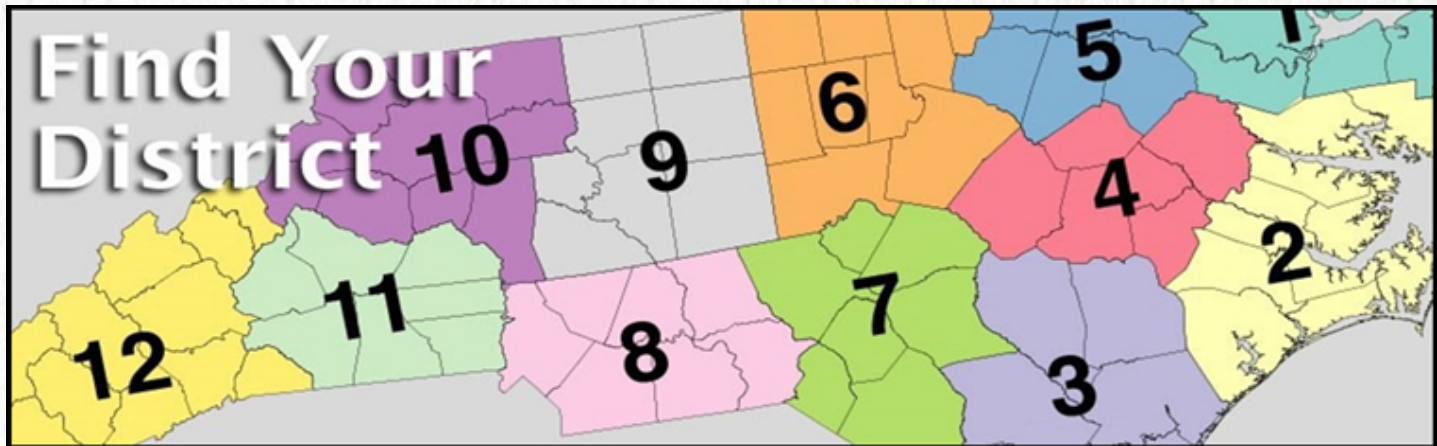


If questions, please contact

Penelope Spicer-Sudbury, Committee Chair/City Clerk, Wilmington

Call: 910-341-7816 or Email:

penny.spicer-sidbury@wilmingtonnc.gov



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