



MINUTE BY MINUTE NEWSLETTER ***JUNE 2025 ISSUE***

Message from the President



As we welcome the vibrant days of June, I am reminded of the energy and resilience that define our association and the incredible individuals who make it thrive. Summer brings with it a sense of renewal, and I hope this season provides you with both moments of well-deserved rest and opportunities for continued growth. Over the past months, I've had the honor of witnessing the exceptional work being done in municipalities across North Carolina. Your commitment to service, professionalism, and community is inspiring. It reaffirms the vital role we play in ensuring our local governments run smoothly and effectively. The work that you do daily confirms that one person can make a difference! You make a difference!

As we look ahead, I encourage you to stay engaged with NCAMC engagement and training opportunities. Whether it's attending the August Summer Academy, mentoring a fellow clerk, or sharing your experiences through the clerk's listserv, your involvement strengthens our network and our mission. Let's also take a moment to appreciate the journey we've taken together so far this year. The progress we've made, the challenges we've faced, and the camaraderie we've built all serve as testaments to our shared dedication.

Thank you for the trust you've placed in me as your President. I am grateful for the opportunity to serve alongside such a passionate and talented group of professionals. Here's to a productive and inspiring summer season!

In your service,
Sabrena A. Reinhardt
NCAMC President



Sabrena Reinhardt Presents NCAMC Annual Report at IIMC Region III Meeting in St. Louis

St. Louis, MO — During the 2025 IIMC Annual Conference, Sabrena Reinhardt, President of the North Carolina Association of Municipal Clerks (NCAMC), proudly presented the Association's annual report at the Region III meeting. Reinhardt began by highlighting the continued growth of NCAMC, which now boasts more than **650 active members**, a reflection of the strength, dedication, and professionalism of municipal clerks across North Carolina.

She acknowledged the 55 clerks currently enrolled in the **2025 IIMC Clerks Certification Institute Program**, administered by the UNC School of Government. Reinhardt expressed deep appreciation for the School's more than 25 years of service in supporting the development and advancement of municipal clerks.



This spring, NCAMC hosted three in-person **regional one-day training courses** across the state, along with a virtual session. These sessions saw participation from more than 200 clerks, thanks to the outstanding work of the Program and Education Committee and strong collaboration with statewide partners. A key focus of these efforts is to ensure access to training for clerks in smaller towns who may have limited resources—reinforcing the Association's 2024–2025 theme: **“One Person Can Make a Difference.”**

Reinhardt also highlighted the ongoing work of NCAMC's **Publicity Committee**, which is currently redesigning the Association's website. The modern, refreshed site is expected to launch this summer, enhancing communication and access for members statewide.

Looking ahead, NCAMC will host its **Summer Academy Conference** from **August 18–20, 2025, in Cherokee, North Carolina**. The location was chosen in part to support tourism in Western North Carolina, a region still rebuilding from the impact of Hurricane Helene. This year's Academy will also feature a **special 50th Anniversary celebration** of NCAMC's founding. Themed around the 1970s, the event will include fun, themed attire and honor Past Presidents and Honorary Members who helped shape the Association's legacy.

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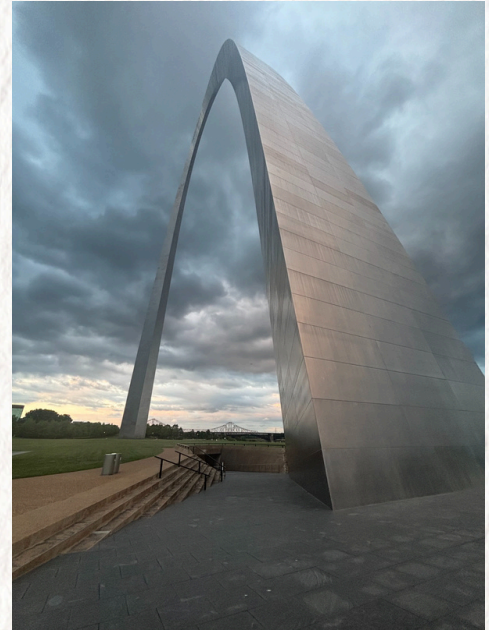
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The **annual Installation Banquet** will take place during the Academy, where Reinhardt will deliver her closing remarks as President. Reflecting on her term, she called the role “one of the greatest honors of my professional life,” and shared her excitement for the incoming leadership team—**President-Elect Linda Christopher** and **First Vice President Brenda Blanco**—whom she praised for their professionalism, integrity, and grace.

Reinhardt concluded her report by encouraging attendees to mark their calendars for the **2026 IIMC Region III Conference**, to be held **February 17–20** at the **Holiday Inn Resort Lumina in Wrightsville Beach, North Carolina**. The event promises accessible travel, enriching educational sessions, and meaningful networking.

“Thank you once again for the opportunity to present the North Carolina Association of Municipal Clerks’ annual report,” Reinhardt said in closing. “It has been a privilege to serve and share our continued story of service, unity, and growth.”





City of Charlotte's Stephanie Carouthers Kelly Honored with 2 Prestigious 2025 IIMC Awards

Charlotte, NC – The North Carolina Association of Municipal Clerks is thrilled to congratulate Stephanie Carouthers Kelly, MMC, NCCMC, City Clerk for the City of Charlotte, on being honored with two of the International Institute of Municipal Clerks' (IIMC) highest recognitions: the 2025 Quill Award and the 2025 Program Excellence in Governance Award.

These esteemed awards celebrate Municipal Clerks who demonstrate exemplary leadership, innovation, and dedication to their profession and communities. Stephanie's outstanding service, commitment to ethical governance, and visionary contributions have made a lasting impact on the City of Charlotte, the State of North Carolina, and the broader municipal clerk community.

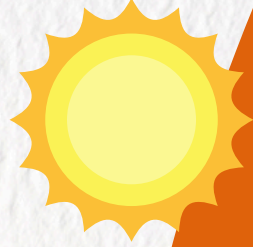


The Quill Award, IIMC's most prestigious individual honor, recognizes clerks who have made significant and distinguished contributions to their community, state, and peers, as well as to IIMC itself. Stephanie's tireless work to elevate the role of the municipal clerk and her dedication to mentoring and collaboration make her a most deserving recipient.

Additionally, the Program Excellence in Governance Award, established to foster excellence and innovation in public service, acknowledges Stephanie's creation and implementation of programs that demonstrate superior leadership, strengthen civic participation, and deliver measurable benefits to Charlotte's citizens. Her work stands as a model of governance that uplifts community engagement and supports professional growth.

Please join us in applauding Stephanie Carouthers Kelly for her exceptional accomplishments and her continued service as a beacon of excellence in municipal government.





2024-2025 Officers & District Directors

Executive Committee

- President Sabrena Reinhardt, CMC, NCCMC, Leland
- 1st Vice President Linda Christopher, MMC, NCCMC, Whispering Pines
- 2nd Vice President Brenda Blanco, MMC, NCCMC, New Bern
- Recording Secretary Venus Durant, Fayetteville Public Works Secretary, CMC, NCCMC
- Immediate Past President Sarah Radcliff, MMC, NCCMC
- Secretary/Treasurer Baxter Wells, 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, MMC, NCCMC, Garner

Region 3 (Districts 7-9)

- District 7 - Jennifer Ayre, MPA, MMC, NCCMC, Fayetteville
- District 8 - Betsy Shores, MMC, NCCMC, Davidson
- District 9 - Angela Lord, MMC, NCCMC, Greensboro

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 (CMC)

- Carly Autry, Spring Lake
- ShaTaira Bailey, East Spencer
- Anna Hughey, Maiden
- Heather Minor, Long View
- Linda McKinney, Holly Springs
- Ralph L. Puccini, III, Raleigh



- Anna Kanode Ward, Spencer
- Kathy White, Holly Springs

Master Municipal Clerks (MMC)

- Hydeia Hayes, Bessemer City
- Heidi Holland, Clayton
- Heather Smith, Knightdale

Paul Craig Athenian Fellows

- Austin W. Yow, Marvin



2024-2025 Calendar of Events

- June 6 Committee Meetings, as scheduled by Chairpersons
- June 13 Board of Directors Meeting, 11 am (Virtual)
- August 5-9 2025 Clerks' Certification Institute, Session #3
- August 17-20 NCAMC Summer Conference, Cherokee, NC
- October 13-17 2025 Clerks' Certification Institute, Session #4

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: ncamscrapbook@gmail.com

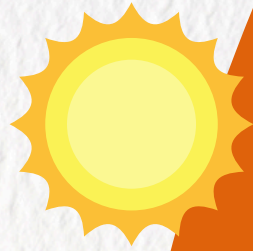


District 10 News

The High County Clerks held their third annual gathering on Friday, May 9, 2025. Each clerk brought a door prize to exchange, and attendees participated in a clerk-themed word search game. Afterwards, attendees had a serious discussion about how Hurricane Helene affected our region. Many clerks in attendance serve severely affected areas, including the Town of Seven Devils, whose Town Hall remains closed indefinitely.

(Attendees from left to right: Hilari Hubnari (Blowing Rock), Tammy Floyd (Sugar Mountain), Sandy Roten (Lansing), Jennifer Beam (Elk Park), Hillary Gropp (Seven Devils & District 10 Director), Anita Fogle (Watauga County Clerk), Jim Byrd (Retired Wilkesboro Clerk & 2023 Clerk of the Year), Victoria Oxtene (High Country Council of Governments), Sarah Call (Wilkes County Clerk), Nicole Harmon Church (Boone).)





District 9 News

Dora Moore Retires After More Than 30 Years of Public Service

Longtime NCAMC Member, Past President, District 9 Member, and Lewisville Town Clerk Dora Moore Retired on May 30. Dora has faithfully served both local government and NCAMC for over 30 years. Dora will be attending the August Summer Conference. Be sure to extend congratulations to her.



Angie Lord, District 9 Director has been named the Town Clerk for the Town of Lewisville. After over 11 years in Greensboro, Angie left the City of Greensboro on April 30th for the transition to Lewisville. Angie's new contact information is below.

Join the District 9 "Any Book Book Club"

District 9 Clerks have held a couple of virtual gatherings for our "Any Book Book Club." These sessions are held during normal lunch hours, Noon to 1pm. We have read and discussed a couple of great books...this is something you don't want to miss.

Join us when you can, to share and discuss books or other material you are currently enjoying or have read. This book club offers a welcoming and supportive space for all.

- Note: Please share material that would be considered work appropriate.

Upcoming Dates: Friday, June 20, Thursday, July 17, and Monday, August 4.

Time: Noon - 1pm.

(Dates are varied to help accommodate schedules.)

Zoom Meeting Information (Same Each Month):

- Link: [Click Here to Join Virtually!](#)
- Meeting ID: 891 0636 6302
- Passcode: 998525

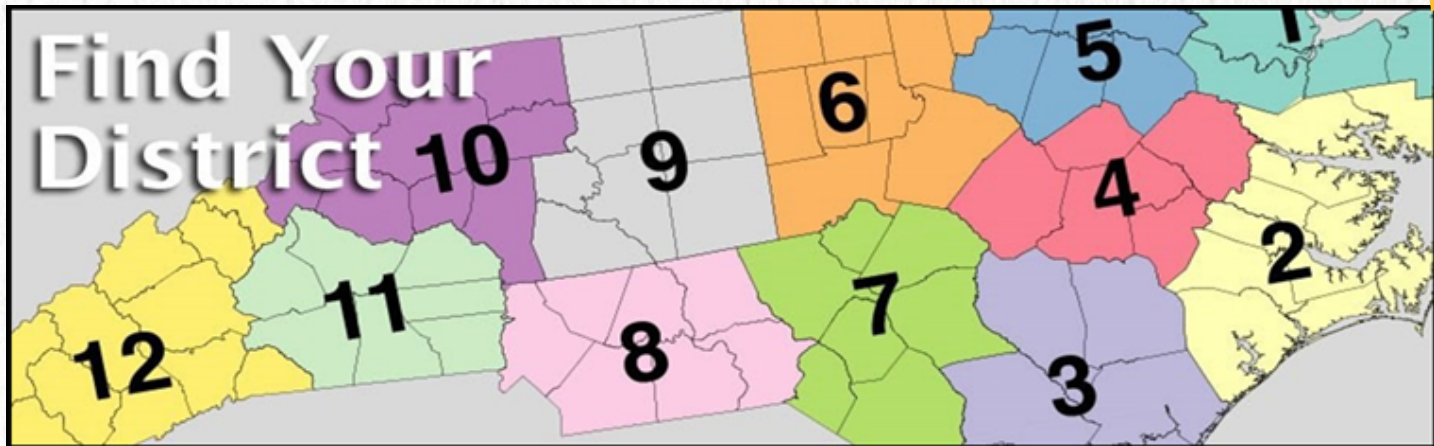
Contact:

Angie Lord, Town of Lewisville

Phone: 336-945-5558

Email: townclerk@lewisvillenc.net





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