



MINUTE BY MINUTE NEWSLETTER FALL 2024 ISSUE

Message from the President



Reflecting on My Journey as NCAMC President: A Season of Growth and Gratitude

As I reflect on my first few months serving as President of the North Carolina Association of Municipal Clerks (NCAMC), I am deeply grateful for the blessings this role has brought. It has been an incredible opportunity to collaborate with and support our dedicated members. The clerks appointed to serve our association have been hard at work planning and delivering services to benefit each of you. If you ever need assistance, please don't hesitate to email, text, or call any of us; we're here for you.

Highlights from the UNC School of Government Clerk Academy

In November, we came together for the UNC School of Government Clerk Academy. This event was a valuable educational experience and a chance to connect with both new and familiar municipal and county colleagues. We even got an opportunity to see the wild horses on Thursday afternoon. During the conference, we held the NCAMC Business Meeting. A key item on the agenda was amending the association's constitution to formalize the process for acknowledging our Code of Ethics, adopted a few years ago. Thanks to the diligent work of Baxter Wells, NCAMC Secretary/Treasurer, the proposed language was approved by the membership.



Giving Back to Western North Carolina

Our commitment to service was evident during the conference, where NCAMC hosted a 50/50 raffle and a blood drive to support western North Carolina. Jaime Williams-Moles won the raffle, taking home \$551, while the remaining \$552 was donated to Samaritan's Purse to aid the region. We collected 26 units of blood. Thirty-five individuals attempted to donate blood, and 26 were successful. To those who were deferred for whatever reason, you still count! These 26 units of blood went to save up to 78 hospital patients right here in western North Carolina. These efforts demonstrate our 2024 theme, "One Person Can Make a Difference," in action. Together, we accomplished something meaningful for our fellow clerks and the people of western North Carolina.



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A Message for the Holidays

As the holiday season approaches, I hope you find balance in your life. Take time to give to others, create fond memories, and recharge both mentally and physically. Looking ahead, the next NCAMC Board meeting is scheduled for December 13th at 11 a.m. The agenda will be posted on the Clerk Listserv at the beginning of that week. Once again, thank you for your trust and support. Please feel free to reach out with any suggestions, questions, or concerns. Wishing you all Happy Holidays and a Happy New Year!

Warm regards,

Sabrena Reinhardt

President, North Carolina Association of Municipal Clerks



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!](#)



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**



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

IIMC Certifications*

Certified Municipal Clerks (CMC)

- Lynette Hendrick, Rural Hall
- Erin Juhls, Richlands
- Emily Quance, Mocksville
- Madison Stegall, Landis

Master Municipal Clerks (MMC)

- Jennifer Ayre, Fayetteville
- Stella Gibson, Garner
- Elizabeth P. Usery, Caswell Beach

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

Congrats
on your
Milestone

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

2024-2025 Calendar of Events

- **December 13** Board of Directors Meeting, 11 am (Virtual)
- **January 7-10** IIMC Region III Conference, Orlando, FL
- **February 10-14** 2025 Clerks Certification Institute, Session #1
- **March 7** Committee Meetings, as scheduled by Chairpersons
- **March 14** Board of Directors Meeting, 11 am at NCLM
- **March 31** Deadline for Certification / Recertification Applications
- **April 4** Western Region School Academies, Conover, NC
- **April 11** Virtual School Academies, Virtual
- **April 25** Eastern Region Academies, Wilmington, NC
- **April 29-May 1** NCLM Annual Conference, Greenville, NC
- **May 2** Central Region School Academies, Roxboro, NC
- **May 12-16** 2025 Clerks Certification Institute, Session #2
- **May 18-21** IIMC 79th Annual Conference, St. Louis, Missouri
- **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



Leaving a Green Legacy Committee Report

The 2024 Clerk of the Year Award presentation for Penny Spicer-Sidbury was made on October 18, 2024. The tree was planted outside City Hall in Wilmington, NC. Bill Saffo, Mayor and Clifford Barnett Sr., Mayor Pro Tem expressed appreciation for Penny's hard work and dedication in her years of service to the City of Wilmington. Sabrena Reinhardt, President of the North Carolina Association of Municipal Clerks (NCAMC), shared her personal knowledge of Penny as an associate and as a friend. Keith Hooker, Chair of the NCAMC Leaving a Green Legacy Committee, explained the role of the committee in the process of honoring the Clerk of the Year.

A large group of people were in attendance, including Penny's family, friends, work colleagues, and clerks from across North Carolina. Penny expressed her thanks and gratitude for the opportunity to work for the City of Wilmington and for her selection as Clerk of the Year.

Keith Hooker
Chair, Leaving a Green Legacy Committee



We Share Our Services Committee Report

IT'S NOT TOO LATE!

New Clerk? Experienced Clerk? There's still time to live out this year's theme "One Person Can Make A Difference". We Share Our Services is a mentoring program where experienced clerks provide guidance with agenda preparation, records management, ordinances/resolutions and other technical aspects of the position as well as moral support and encouragement. Contact me with any questions or start the process as a mentor of mentee by submitting a completed application (links below) to:

jnicholson@wallacenc.gov; 910-285-4136

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

District 9 News

Congrats on the following accomplishments in District 9:

IIMC Clerk Certification Graduation:

Torie Howell, Greensboro

Lynette Hendrick, Rural Hall

Ree Goodson, Midway

Tarra Jolly, Winston Salem

Emily Quance, Mocksville

Jayme Waldeck, Winston Salem

Anna Kanode Ward, Spencer

CMC Certification:

Lynette Hendrick, Rural Hall

Emily Quance, Mocksville

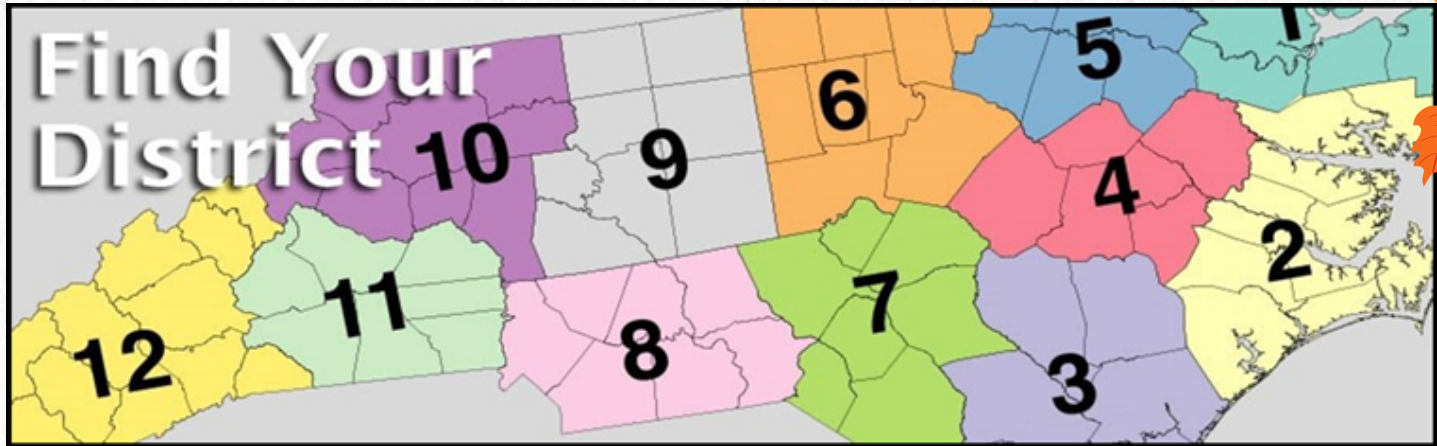
IIMC Membership:

Ree Goodson, Midway

Angela Lord, MMC, NCCMC, Greensboro

NCAMC District 9 Director





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