



MINUTE BY MINUTE NEWSLETTER POST-CONFERENCE 2024 ISSUE



Message from the President



For those of you who were not able to attend the 2024 Installation Banquet I want to explain this year's theme, "One Person Can Make a Difference". Being in my role as a Clerk for over twelve years now, I look back at my experiences and realize how this position continues to make a difference in so many ways. I would like to share a story with you that reminds me of this.

Once upon a time, a wise man would visit the ocean to do his writing. He had a habit of walking along the beach before starting his work. One day, as he walked, he saw a figure in the distance, moving in a way that made him think of a dancer. Curious, he quickened his pace to catch up.

As he got closer, he realized that the figure was not dancing at all but was instead a young man reaching down to the shore, picking up starfish, and throwing them back into the ocean.

"Good morning!" the wise man called out. "May I ask what you are doing?" The young man looked up and replied, "Throwing starfish into the ocean."

"Why are you throwing starfish into the ocean?" the wise man asked. The young man answered, "The sun is up, and the tide is going out. If I don't throw them back, they'll die."

The wise man looked around and said, "But there are miles and miles of beach and countless starfish. You can't possibly make a difference!" The young man bent down, picked up another starfish, and tossed it into the water. As it splashed into the ocean, he said, "It made a difference to that one."

Clerks receive calls from citizens in distress. You listen with patience, understanding, and provide them with the resources they need. One person can make a difference—you make a difference!

Clerks are civic leaders who ensure their communities are well informed and have opportunities for civic engagement. One person can make a difference—you make a difference!

Clerks equip their elected officials with the tools and resources they need to succeed for the betterment of the municipality. One person can make a difference—you make a difference!

The clerk role is one of the oldest professions and so vital to a municipality's success that it is statutorily required. One person can make a difference—you make a difference!

My hope is to inspire you to realize the difference you make every day you go to work.

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MINUTE BY MINUTE NEWSLETTER

POST-CONFERENCE 2024 ISSUE

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As the 2024-25 North Carolina Association of Municipal Clerks President, I promise to have a voice for leadership. My leadership style is focused on engagement and collaboration. I speak for fostering respect and creating a positive climate. I will deliver open and honest communications and be an advocate for listening to diverse points of view. It is my hope that people will experience my empathy and willingness to support them as a strength of my leadership. Another one of my leadership strengths is my resilience and initiative to foresee and respond to change. I will be forward-thinking with innovative suggestions for the greater good. I believe positive outcomes can only be great and work out when people work together. I will be a leader who provides guidance and who follows through on my promises. I will shine a light of leadership in all my experiences – and this will be my legacy.



**NORTH CAROLINA ASSOCIATION
OF MUNICIPAL CLERKS**



NEED CERTIFICATION?

If you were last certified in 2020 **OR** are looking to apply for your first North Carolina Certified Municipal Clerk (NCCMC) status:

**YOU NEED
(TO BE / TO HAVE):**

**CONTINUOUS NCAMC
MEMBERSHIP FOR 2+ YEARS
(BY 3/31/2025 APP DEADLINE)**

**SWORN MUNICIPAL / BOARD CLERK (OR DEPUTY)
WHO HAS UNDERTAKEN OATH OF OFFICE**

**COMPLETED:
SOG CLERK
CERTIFICATION
INSTITUTE
(FOR INITIAL CERT)**

OR

**CONTINUING ED
COURSES = 30+HRS
(FOR RE-CERT)**



Collect all educational materials -
(transcripts, course certificates, etc.)



Go to NCAMC.com & complete the
application (available in October) and
submit by electronically by March 31, 2025



Pay certification / recertification fee online
or submit check



Certifications awarded at 2025 NCAMC
Summer Conference



Have questions? email:
NCAMCCertification@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

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 - Jennifer Ayre, 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)

- Erica Parker, Town of Dobson
- Anita Thomasson, Town of Butner

Master Municipal Clerks (MMC)

- Kristie Nobles, Town of River Bend



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

2024-2025 CALENDAR OF EVENTS FOR 2024-2025

- September 20 Board of Directors Meeting, 11 am at NCLM
- October 21-25 2024 Clerks' Certification Institute, Session #4
- November 20-22 Annual City & County Clerk's Academy, Beaufort, NC
- December 6 Committee Meetings, as scheduled by Chairpersons
- December 13 Board of Directors Meeting, 11 am (Virtual)
- January 7-10 IIMC Region III Meeting, Florida Hotel & Conf. Center 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
- April TBD One-Day Regional School Academies
- April 29-May 1 NCLM Annual Conference, Greenville, 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 meeting
- August 5-9 2025 Clerks' Certification Institute, Session #3
- August 17-20 Summer Conference, Harrah's Cherokee Casino Resort
- October 13-17 2025 Clerks' Certification Institute, Session #4



NCAMC Summer Conference in Charlotte

Over 160 clerks from across North Carolina attended the Summer Conference, held at the Ballantyne Hotel in Charlotte from August 21-24, 2024. Main speakers shared on “The Secret Sauce” and “Mastering Your Memory,” and later sessions covered artificial intelligence, first amendment auditors, and local government actions, among others. The conference had a record number of vendors who provided a range of products and services. Additionally, fun activities were held at Sparetime (bowling and arcade games, anyone?). This year’s silent auction continued to be a popular activity, and clerks were circling around the bid sheets as the time drew to a close. All monies raised go toward scholarships!

The NCAMC Board held its regular business meeting, and on Saturday evening, Sabrena Reinhardt, Town Clerk of Leland, was sworn in as the 2024-2025 NCAMC President at the annual banquet. Penny Spicer-Sidbury, City Clerk for Wilmington, was honored as the 2024 NCAMC Clerk of the Year. Retired Clerk James “Jim” Byrd, a longtime NCAMC member who has been active areas throughout the organization and with our clerk family, was awarded an honorary membership. A special thank you to everyone who assisted in the planning and hard work to accomplish such a successful conference!

At the 2024 NCAMC Summer Conference, 40 clerks were recognized for their commitment to education for achieving their North Carolina Certified Municipal Clerk (NCCMC) Designation. The Class of 2024 was comprised of 19 initial certifications and 21 recertifications, which were presented by the State Certification Committee, which works in partnership with the School of Government at the University of North Carolina at Chapel Hill and the North Carolina League of Municipalities. More information on the certification process can be found on the NCAMC website at www.NCAMC.com.



NCAMC 2024 Clerk of the Year— Penelope Spicer-Sidbury



Congratulations to Penelope “Penny” Spicer-Sidbury, City of Wilmington, City Clerk, for receiving this year’s Clerk of the Year at the 2024 NCAMC Annual Conference on August 24 in Charlotte, North Carolina.

Penny Spicer-Sidbury, NCCMC, MMC, was bestowed the honor by a panel of her peers for her professionalism and excellence in performing her duties to the City of Wilmington and to the Association. Penny continuously pursues training to further her value to the City and gives of herself at every opportunity.

Her service to the City of Wilmington includes participation in civic programs such as The Azalea Festival Board of Directors and served as President in 2006. Penny has served on almost every committee at least once and has also served as the District 3 Director and was the 2008-2009 President of the North Carolina Azalea Festival.

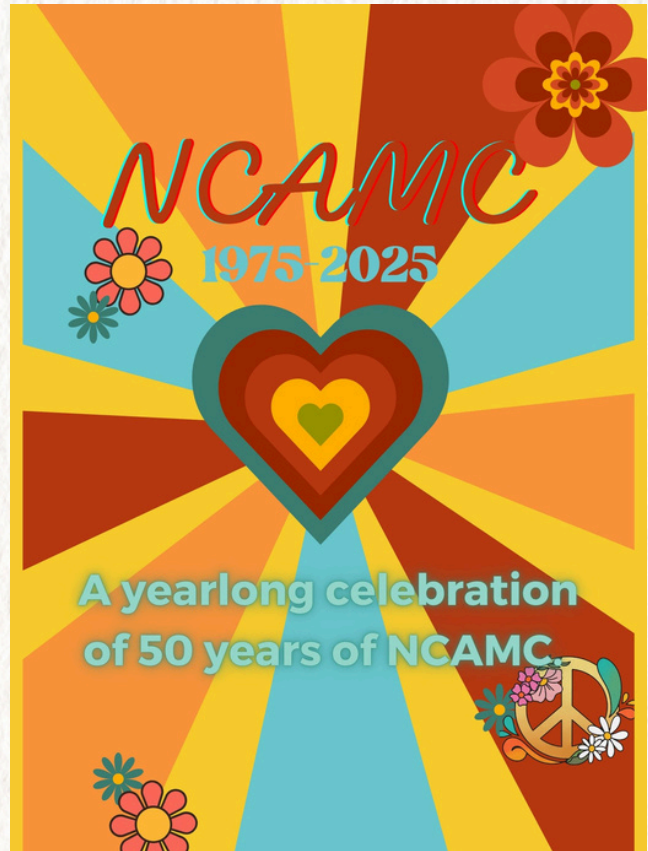
Penny and her husband, George Sidbury, enjoy spending time with their adult children as well as extended family and friends. When asked how it feels to be named Clerk of the Year Penny said, “I am honored to have been nominated by my Mayor and selected by the NCAMC to receive the 2024 Clerk of the Year.”

50th Year Pin Contest

NCAMC will turn 50 on November 5, 2025! Throughout the year, we will celebrate our 50th anniversary ending with a big event on August 18, 2025 in Cherokee. To kick off this yearlong celebration, we have a design contest! Clerks, we are asking you to design a commemorative lapel pin to be given to all August 2025 conference attendees. So, all of you creative clerks are encouraged to submit a proposed pin design to townclerk@lewsivillenc.net by 2PM Friday, November 22. All designs will be reviewed and one chosen by the 50th Year Committee.

Keep an eye out for more information and fun teasers throughout the year!

Mark your calendars to attend the NCAMC Annual Conference August 18-20, 2025 in Cherokee.



We Share Our Services Committee Report

Clerk friends, this is the perfect opportunity to connect with this year's theme "One Person Can Make a Difference". We Share Our Services is a mentoring program to help new clerks settle into their jobs. New clerks are paired with an experienced clerk in a jurisdiction that is similar in size, range of duties and proximity who can provide moral support and encouragement as well as guidance with agenda, minutes, ordinances and resolutions and other technical aspects of the position.

Contact me with any questions or start the process as a mentor or mentee by submitting a completed application (links below) to:

jnicholson@wallacenc.gov; 910-285-4136

- [Download Mentor Form](#)
- [Download Mentee Form](#)

District 9 News

“It was an extreme honor to be recognized and sworn in to serve as the District 9 Director at the 2024 Annual Conference. District 9 will be having a gathering before the holidays... stay tuned for information which will be sent out via email. Please reach out if you have not already received communications from me (angela.lord@greensboro-nc.gov).”

Angela Lord, MMC, NCCMC, Greensboro City Clerk
NCAMC District 9 Director

District 10 News

The City of Statesville Finance Department received their 34th consecutive award from the GFOA regarding their Annual Comprehensive Financial Report (ACFR).

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!](#)

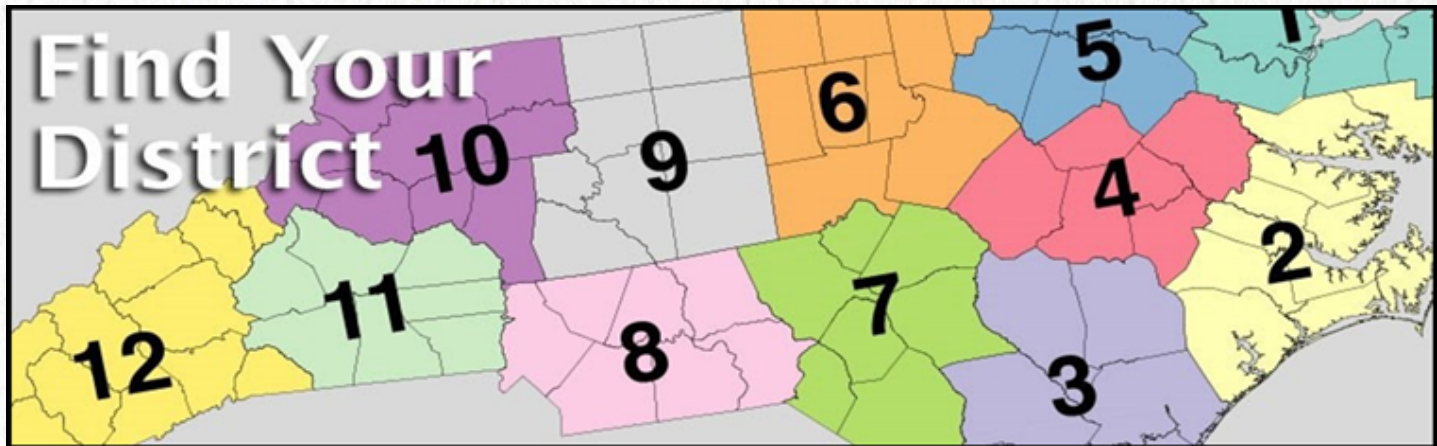


We Need Your Photos!

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





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