



MINUTE BY MINUTE NEWSLETTER MARCH 2025 ISSUE

Message from the President



Happy New Year! Here's to hoping and envisioning that 2025 is already unfolding beautifully, bringing joy, success, and fresh opportunities your way.

As NCAMC President, I had the honor of attending the 2025 IIMC Region III Conference in Orlando, Florida. During the conference, I presented a brief NCAMC Annual Report at the Annual IIMC Region III meeting, participated in the IIMC Region III President's Luncheon, and held a dinner with the NCAMC clerks. It was truly a pleasure to connect with these incredible individuals, learning about their unique stories and the important roles they play in our profession.

Thanks to the hard work of the NCAMC Program and Education Committee, the NCAMC Spring Regional events are fully planned, and registration is already off to a fantastic start. If you haven't attended a Spring Regional event before, I encourage you to take advantage of this valuable continuing education opportunity. Baxter Wells will be presenting on civility related issues like decorum during public comment period, resignations and filling vacancies on the board, responses to conflict, etc. It's an excellent way to enhance your skills and connect with fellow clerks.

Looking ahead, I hope to see many of you at the 2025 NCLM CityVision Conference. Be sure to join us for the Clerks Breakfast, where you'll have the chance to connect, learn, and engage in meaningful discussions.

I want to take a moment to express my heartfelt gratitude to all the clerks who serve on the NCAMC Board and Committees. Your dedication and hard work are the foundation of our association's success. One person can truly make a difference, and your assistance and positive energy inspire us all. Let's continue to support and uplift one another as we move forward together.

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MARCH 2025 ISSUE

NCAMC First Vice President Linda Christopher is already actively recruiting for the 2025/2026 Committees. If you're interested in making an impact, I encourage you to get involved. Soon, NCAMC Past President Committee Chair Lisa Stites will also issue a call for District Director applications for those in even-numbers districts. For more information about how you can participate, please visit our website at www.ncamc.com. There you'll find descriptions of all our committees and the qualifications for serving as a District Director.

Remember, our theme for the year is "One Person Can Make a Difference." Serving on a Committee or the Board is a wonderful way to embody this theme and contribute to the growth and success of our association.

In your service,
Sabrena A. Reinhardt
NCAMC President



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





Q&A with Retired Mills River Clerk Sue Powell

Sue Powell has served as the Town Clerk for the Town of Mills River since the town's incorporation in 2003. Having recently retired after 22 years of service as the first and only town clerk of Mills River, the NCAMC Publicity Committee asked Sue to provide some insight she gained from her years of public service.



When was your town established, and what can you tell us about being on the committee to create it?

Mills River was incorporated in June 2003. I had taken some time off between jobs to finish my Master's in Public Affairs and heard about a meeting to discuss incorporating Mills River. The idea of being part of the birth of a new town was intriguing. My undergraduate degree is in History/Political Science, and my parents had taught me by example to get involved in my community. At this meeting, the committee leaders were looking for volunteers and I signed up. I attended several meetings before being asked to be Secretary/Treasurer. The committee was at times 50 people strong, and was divided into several smaller groups to create a plan for the community (later the Planning Board), to handle marketing (reaching out to the residents to get more input and support), and a legislative committee (to work with the attorney and state representatives) to complete the necessary paperwork for the Petition for Incorporation. More public meetings were organized, and committee members went door-to-door getting petitions signed to show citizens support for the legislature. The entire time, we expected to hold a referendum once the Petition was sanctioned. Instead, the application was approved, and overnight we were a town. I came back from vacation to a voicemail asking me to evolve the Secretary/Treasurer position into the first part-time Clerk position for the Town of Mills River. No one really knew what that would consist of, least of all me, but here I am almost 22 years later, retired from the town after having trained my replacement.



What are your recollections about being the first clerk and your involvement in getting the town government up and running?

I recall having a classic deer-in-the-headlights look my first few days of being a Clerk. We had no Town Hall or office space for a few weeks, no phone, no computer and no funds to pay for me. After a few weeks of working from home, I moved into a storefront with a promise to pay the landlord later, pay me later, and return a borrowed computer later. My first task was to open a bank account with donated funds, and to start a list of people to be paid back ASAP. Mills River residents were passionate about having a voice in how the area would be developed and were eager to donate time and services to make things happen. I reached out to nearby towns and their Clerks to see what I should be doing, but no one had ever been through an incorporation, so I received little insight from them on first steps. Later those same Clerks were a valuable resource. Fortunately, volunteers stayed involved, town committees were organized, and the whirlwind of meetings began. Eventually, the Incorporation committee's non-profit organization was dissolved, and its funds transferred to the Town so we could pay everyone back and catch up my back pay. We all learned a tremendous amount in those first few months. It was an amazing experience.

In your years as clerk, how has the job changed? How has it stayed the same?

Looking back over the years, the job has changed so much. As most small-town Clerks understand, it began as the Town Clerk, and also doing the town's books, and then it was, "Hey, could you also collect property tax?" I naively said yes to everything because I had no idea what any of it entailed. As I read over the oldest minutes, I see how much I have learned about keeping a good record of a meeting and a historical record of how the town has grown. Recently though, the Town Council decided to take out all the background information, and Minutes are now action only. A good thing for the new Clerk, but sad for the historical record. As the town has grown, so has the Clerk job. From being the first and only employee to there now being 15 employees and my job being split into three positions, so much has happened and changed along the way. I was fortunate to be able to train my replacement over the last few years, because, as we all know, there is always something new. Even though the job and the position has evolved over time, the elements of the position have not changed, only the workload.



People move in and out of elected offices and in key positions in town government – what has helped you adapt as the work environment changed?

I believe that being able to attend the NCAMC conferences and the SOG academies and making networking connections with other Clerks has kept me sane and helped me to adapt. A conversation with another Clerk can change your life and, most importantly, your perspective. I promise there are stories out there that will make you feel lucky for the chaos that is yours, and you will make friends that will support you through it all. As Mills River hired a Deputy Clerk to train for the Clerk position, the first thing I did was to introduce her to other area Clerks (municipal and county) and to introduce her around at schools and conferences. The area Clerks now have a close bond that includes trivia nights every few months. We are a sisterhood that supports each other, laughs and cries together.

Mills River also has a strong team that treats each other like family. We hold each other up as major change occurs and fill the gaps as needed. More than one Interim Manager has given a newly hired Manager the advice to just get out of the way of the staff. They are a multi-talented group that brings much education and experience to the Town and creates the stability needed to adapt.

As you retire, what advice would you give to new clerks?

The advice that I always give new Clerks is multi-faceted. First, you must recognize that the job is never finished. Find a stopping place every day, make some notes to empty your head, and go home. Secondly, you must establish boundaries early in your tenure as Clerk. Your time is yours, don't work weekends and don't answer the phone if you are off the clock. If you continue to get the work done no matter the hours needed, nothing will ever change and more will be expected of you. Thirdly, join the Clerks listserv and the NCAMC, meet your local area Clerks, and find yourself a network that you can reach out to as often as you need. No one can do this job alone, and the connections and friendships you make along the way will stay with you for a lifetime.

The NCAMC Publicity Committee thanks Sue Powell for providing these insights. We also thank her for her years of service to the Town of Mills River, to the NC Association of Municipal Clerks, and to the Clerk profession. We wish her the best in retirement.



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)

- Carol Bailey, Pittsboro
- Nicole Bradley, Franklin
- Victoria Howell, Greensboro
- Sam Johnson-Phillips, Clayton
- Kimberly Pickard, Siler City
- Candace Poolton, Waynesville

- Paola Roland, Durham
- Pamela Scaggs, Kannapolis
- Dorothy Taylor, Bunn

Master Municipal Clerks (MMC)

- Nicole Harmon-Church, Boone

LET'S CELEBRATE!

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

2024-2025 Calendar of Events

- 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

2025 Regional Clerk Academies - Sign Up Today!

The 2025 NCAMC Spring Regional Clerks Academies are coming up soon. They're a great way to sharpen your skills, receive continuing education, and visit with your clerk peers.

The academies will take place on the dates and in the locations listed below.

- Friday, April 4 | Conover | [Register Here!](#)
- Friday, April 11 | Virtual | [Register Here!](#)
- Friday, April 25 | Wilmington | [Register Here!](#)
- Friday, May 2 | Roxboro | [Register Here!](#)

The following sessions are included in each academy: Remote Meetings, Minutes In Real Life, Powell Bill Program Overview, and Key Statutory Changes and Case Law.

- [The full agenda is available here!](#)





Volunteer to Serve on NCAMC Committees!

It's that time again... Time to think about volunteering! Under the guidance of President Reinhardt, this year's theme is one person can make a difference. Are you that one person who can make a difference by volunteering to serve on one of the Association committees? The NCAMC Board of Directors rely on recommendations from the various committees to make the best decisions for our Association. It's the work and support from the committees that keep the Association thriving. Please consider volunteering.

Most of the committees meet virtually and do not require out-of-the-office travel so don't let time constraints for traveling to a meeting be the reason you say no. Additional information regarding the various committees is available of the NCAMC website. If you have questions, you can reach out to 1st VP Linda Christopher (clerk@vwpcnc.org), any member of the Board of Directors or the committee chairs / members.

The 2025-2026 volunteer application is available on the NCAMC website. If you currently serve on a committee and wish to be considered for reappointment, you must submit a new volunteer application. The deadline to apply is April 25, 2025.

An Outstanding Clerk!

Congratulations to Roxboro Town Clerk / PIO Lynda Clayton, who was honored with the 2024 Outstanding Clerk to the Board through the Kerr Tar Regional Council of Governments.



Ready to (Re)Certify?

**WANT
TO BECOME
CERTIFIED?**

OR NEED TO RECERTIFY?

If you want to apply for your initial NCCMC certification or were last certified in 2020, 2025 is your year!

Visit the NCAMC site below, complete and submit your application by March 31, 2025!

DEADLINE IS MARCH 31, 2025!

To apply



Visit: <https://www.ncamc.com/education/certification>



Have questions?
NCAMCCertification@gmail.com



We Share Our Services

“Find a great mentor who believes in you; your life will change forever.” -Bill Walsh

Do you need a great mentor, or do you want to serve as a mentor? WSOS brings together experienced clerks and new clerks in a professional and interpersonal relationship. The mentor offers advice and support as the mentee develops new skills to achieve professional objectives. Ten pairs of mentors and mentees have been matched this year based on where the mentee wants guidance and where the mentor has experience.

Become a mentee and learn from someone who has been in your shoes; become a mentor and live out this year's theme “One Person Can Make A Difference”.

Contact me with any questions or start the process as a mentor of mentee by submitting a completed application (links below) to Jackie Nicholson, WSOS Committee Chair at jnicholson@wallacenc.gov or 910-285-4136.

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

District 1 News

Over the holidays, the Clerks of Dare County gathered to celebrate the retirement of Nags Head Town Clerk Carolyn Morris (second from right), who retired in January after diligently serving her community for 30 years.

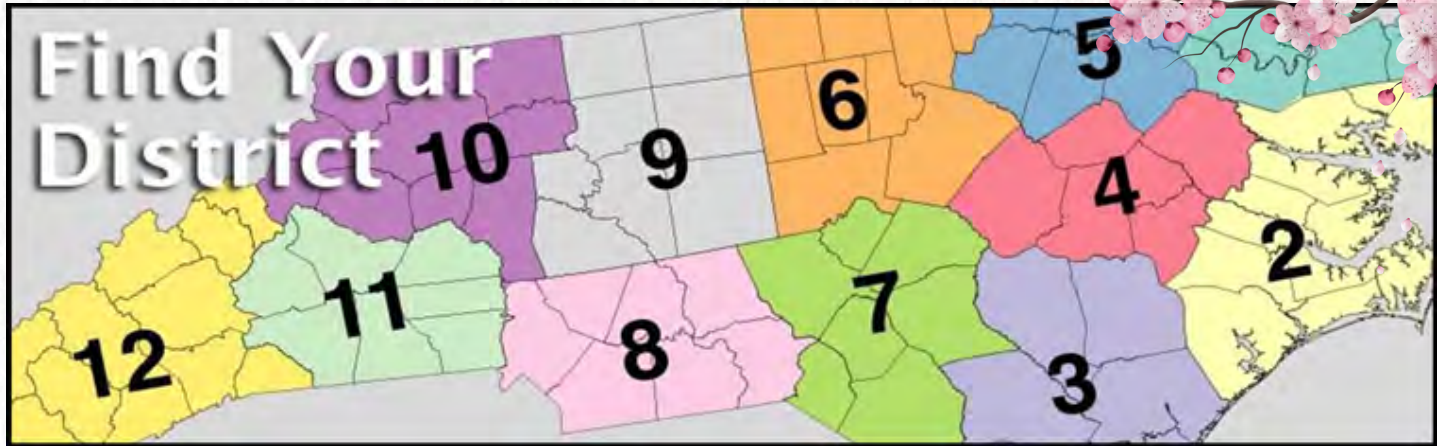


District 9 News

Congratulations to District 9 Madison Stegall, Town of Landis for obtaining her CMC! District 9 held a zoom call on December 6, 2024 with 9 clerks in attendance. Plans are in the making for a gathering in April or May. Contact Angie Lord, angela.lord@greensboro-nc.gov for more info!



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