



**NORTH CAROLINA ASSOCIATION
OF MUNICIPAL CLERKS**

Conference Agenda

August 17-20, 2025 - Cherokee, North Carolina

Sunday, August 17, 2025

**4:00 PM – 6:00 PM
4:00 PM – 6:00 PM**

**Registration Opens
Networking with sponsors**

Monday, August 18, 2025

7:30 AM

**Registration Opens/
Exhibit Hall Open
Buffet Breakfast
Welcome & Announcements**

**7:45 – 8:45 AM
8:45 – 9:00 AM**

9:00 – 10:30 AM

Clerk Jeopardy & Clerk Panel

Clerk Jeopardy: Hands on buzzers! Clerks will test their mettle on a variety of questions from local government topics, while learning new facts or brushing up on the foundations: Are you ready for the challenge?

Clerk Panel: A panel of seasoned clerks from across the state, representing small villages to the largest cities, will provide insight to the role of the only statutorily required position in local government. Questions range from "How do you manage a department?" to "How do you balance your tasks if you have multiple roles in your organization?"

10:30 – 10:45 AM

Sponsored Networking Break

10:45 AM – 12:15 PM

**Decoding Legislation
by Christine Wunsche**

This session explores the different types of bills that might be introduced at the North Carolina General Assembly, the different components of a bill, how a bill can be changed, and how to find bill information on the General Assembly and Legislative Reporting Service websites





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Monday, August 17, 2025 (continued)

12:30 – 1:30 PM	Sponsored Networking Lunch
1:30 – 3:00 PM	Keynote Session: UP Guys
3:00 – 3:30 PM	Sponsored Networking Break /Visit Sponsors
3:30 – 5:00 PM	Keynote Session: UP Guys
5:00 PM	Adjournment
6:00 – 9:00 PM	NCAMC 50th Anniversary Event

Tuesday, August 19, 2025

7:30 AM	Registration Opens Silent Auction Begins Sponsored Networking Breakfast Morning Announcements
7:30 – 8:30 AM	
8:30 – 8:45 AM	
8:45 – 10:00 AM	Legislative Update by Kristina Wilson
<p>What is happening in Raleigh? What happened in Raleigh? Clerks are provided an update on this recent and very eventful session in the Statehouse.</p>	
10:00 – 10:30 AM	Sponsored Networking Break/Visit Sponsors
10:30 AM – 12:00 PM	Municipal Boundaries & Boundary Reporting by Bob Coats

This session will detail the evolution of the boundary reporting processes and move into a live demonstration of the online Boundary Tool and how clerks can access and manage this resource. Mr. Coats will also share how the Boundaries team is finalizing a Boundary report and the US Census Bureau's annual Boundary Annexation Survey.

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Tuesday, August 18, 2025 (continued)

12:00 – 1:00 PM

Sponsored Networking Luncheon

1:00 – 2:00 PM

**That's a New One:
Unique Situations from the Dais
by Baxter Wells III**

Clerks have to come up with quick solutions to one-off procedural and parliamentary situations when council turns to them for guidance. This presentation takes a look at creative, unique situations that illustrate how new problems can be handled in the future. We will talk about closed session issues, accurate minute drafting, and filling vacancies. Attendees will brainstorm responses based on their own experience and a review of relevant statutes.

2:00 – 4:00 PM

**Clerk Frequently Asked
Questions (FAQs)
by Kristina Wilson**

This session will highlight a broad range of topics that clerks face throughout the year, with Prof. Wilson providing answers and explaining the numerous queries received by the UNC School of Government by clerks across the state, while providing the statutory foundation.

**4:00 – 5:00 PM
5:30 PM**

**Sponsor Reception
Sponsors break down
Dinner on your own**

7:30 – 10:00 PM

**Optional Offsite
Activity –
Unto These Hills
at Mountainside
Theater**

Wednesday, August 20, 2025

7:30 – 8:30 AM

**Silent Auction Opens
& Final Bids**

7:30 – 8:30 AM

**Sponsored Networking
Breakfast**

8:30 – 10:00 AM

Annual Business Meeting

10:00 – 10:15 AM

Sponsored Networking Break

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Wednesday, August 20, 2025 (continued)

10:15 AM – 12:15 PM

**Everything You Need to
Know in an Election Year
by Kristina Wilson**

From the candidate filing period until the election is canvassed and the clerk certifies the election, clerks will be provided an overview of the election year process and the responsibilities of clerks and local governments.

12:15 PM

Adjournment

12:30 – 1:00 PM

**Orientation for Association
Governing Body
Membership**

This 30-minute session is for those clerks interested in serving the NCAMC as an officer or district director. A brief overview of expectations will be shared by the Past Presidents Committee.

6:00 – 10:00 PM

**2025/2026 Investiture
of Officers and
Directors & Banquet**

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Scheduled Presenters:

Bob Coats serves as the Governor's Census Liaison in the Demographic and Economic Analysis Section of the North Carolina Office of State Budget & Management.

Baxter Wells was born and raised in North Carolina. He graduated from NC State and spent a few years in law enforcement in Fayetteville and Durham. After attending NC Central University for law school, Baxter moved back to Raleigh and clerked for Justice Morgan of the North Carolina Supreme Court. Following the clerkship, Baxter joined the Raleigh City Attorney's office where he handled real estate matters and IT contracts, and assisted the City's Parks and Recreation department. Now Baxter works for the NC League of Municipalities as Assistant General Counsel, where he focuses on appellate advocacy, in-house contract advising, and member services.



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Kristina Wilson joined the School of Government in September 2021. Her work focuses on local government structure and authority, board procedures, and public records and transparency issues. Prior to joining the School, Wilson was a civil litigation associate at Yates, McLamb & Weyher LLP where her practice included medical malpractice defense, general liability defense, employment disputes, and constitutional matters in both federal and state court. She also worked for the U.S. Department of Justice in its Access to Justice Office addressing civil constitutional issues including nuisance ordinances and public housing and a proposed civil right to counsel. Prior to law school, Wilson worked as a communications associate for the Center for Global Development, an international development think tank in Washington, D.C. Wilson earned her J.D. cum laude from Wake Forest University School of Law where she was a published member and executive online editor of the Wake Forest Law Review. Wilson earned undergraduate degrees in English and Spanish cum laude from Georgetown University. She is a member of the North Carolina State Bar.

Christine Wunsche joined the School of Government in 2007 as director of the Legislative Reporting Service (LRS). Wunsche's LRS duties include acting as editor of the Daily Bulletin and running the LRS website. She also manages the LRS office, coordinating a staff of lawyers and professionals who create the Daily Bulletin and LRS online content. Prior to taking on the role of director, Wunsche worked during the 2007 legislative session as an attorney in the LRS office. Before joining the School of Government, she lobbied for clean water issues as an attorney for Environment North Carolina. Wunsche earned a B.A. and a J.D. from UNC-Chapel Hill.

Nels Ross and **Richie Derwald** are The UP Guys – speakers and entertainers who have uplifted and empowered one million+ people with #1 fun and #2 programs lauded as "TED Talks meets America's Got Talent!" Nels is a clean comedian, juggler, and educator. Richie is a singer, impersonator, and "The Mental Health NUT." They promote wellness, team building, leadership, and more through inspirational keynotes, professional development, school programs, and staff training. As edutainers, emcees, and event hosts, they have won rave reviews from the National Comedy Center and hundreds of corporate, educational, government, healthcare, motivational, and other events. And they say, "We're jest getting started."

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Credit Information

The MMC Advanced Academies are presented by the N.C. Association of Municipal Clerks, the N.C. League of Municipalities, and the School of Government at the University of North Carolina at Chapel Hill. The School of Government is the International Institute of Municipal Clerks' approved provider of educational programs for clerks in North Carolina.

Clerks who successfully complete this MMC Academy will be eligible for 7 MMC/CMC points and 14.25 credit hours towards recertification as an NCCMC or, if applicable, certification or recertification as an NCCMC.

For Information about Certification

The Certification process is designed to promote continuing education in our clerk profession. Each designation recognizes the hard work and dedication of the clerk to build their skillset and knowledge base. A clerk may choose the North Carolina Certified Municipal Clerk designation, national Certified Municipal Clerk designation, or pursue both the state and national certification designations.

Three certifications are available for a municipal clerk:

North Carolina Certified Municipal Clerk (NCCMC)
Certified Municipal Clerk (CMC)
Master Municipal Clerk (MMC)

N.C. Association of Municipal Clerks

- North Carolina Certified Municipal Clerk (NCCMC)
- Visit <https://ncamc.com/education/certification>

International Institute of Municipal Clerks

- Certified Municipal Clerk (CMC)
 - Master Municipal Clerk (MMC)
- Visit <https://www.iimc.com/121/Certification>



www.NCAMC.com

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