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*Happy Easter to All!*

**Join NCAMC**

Know a clerk or deputy clerk who wants to join NCAMC? For membership information, email committee chair Jenny Larson, CMC, of Fairmont at the following address:

[jennylarson@bellsouth.net](mailto:jennylarson@bellsouth.net)

**Now, join IIMC**

If you have joined the North Carolina Association of Municipal Clerks and are wondering what else you can do to grow in your profession, you definitely need to consider joining the International Institute of Municipal Clerks. IIMC is the certifying arm for clerks worldwide. For more information go to the website:

[www.iimc.com](http://www.iimc.com)

**President Hammond's April Message:**

## *MMC Academies informative*

**Dear Fellow Clerks,**

HAPPY APRIL EVERYONE! Can you believe that spring has finally arrived! This time of year is one of the busiest for clerks.

Our Association conducts its MMC Academies and Regional Schools; municipalities start with the budget process; and we have an extra hour of daylight which, of course, means we will be spending time with extra work or chores at home.

Our MMC Academies were very successful, informative, and entertaining. HATS OFF TO Sherry Scoggins of Clayton, Dale Martin and Jayne Danner of Kernersville for hosting these sessions.

The Regional Schools will have just begun when you receive this newsletter. I hope that you are able to attend. I know that these schools will be very informative for all of us. I plan to attend each regional school this month.

Some of you have expressed concern about the regional school points for CMC or MMC designation. Carmen Miracle, 1<sup>st</sup> Vice President, the present and incoming Program/Education Chairs (Jeanne Giblin, Becky Breiholz), Fleming Bell, SOG, and Carla Stowe, SOG will meet to review the program and discuss upcoming sessions in order to comply with IIMC's requirements for points. Please do not let the concern of points deter you from attending any of the Regional Schools. We are working hard to be sure that you are awarded the most points for any educational session that you attend through our Association.

The Board of Directors held its meeting March 12, 2010. Bridgette Bell, CMC, Kannapolis, was sworn in as District VIII Director to fill the unexpired term of Johnsyne Lunsford from Rockingham. The Board of Directors was given information regarding the County Clerks State Certification Program for review. This item will come back before the Board at its June meeting for discussion. It was announced that Municipal Code Corporation will make available \$500.00 for the clerk certification scholarship. This will be in addition to the scholarships that the Association provides. Next time you all see Dale Barstow, please thank him and Municipal Code for its donation to our scholarship fund for the clerk certification program. The Program/Education Committee is concentrating on the Annual Conference. The Conference will be held at the Crowne Plaza Resort in Asheville, August 12-14, 2010. This will be a wonderful opportunity to continue our educational programs, network with clerks from across the state, and enjoy the great North Carolina mountain area. If you would like to have more information about the Board of Directors meeting, please visit our website ([www.ncamc.com](http://www.ncamc.com)) and review the **draft** minutes.

Please don't forget to fill out your forms for NCAMC Officers and Directors as well as

**A reminder!**

Last month, we put in the newsletter the Expression of Interest Form to submit your interest in serving with one of our NCAMC's Standing Committees. We have put the form in again on page 3. Deadline for the forms is April 30.

The form includes a list of Committees. You can find a description and more details about each of the listed Committees on our NCAMC website at [www.ncamc.com](http://www.ncamc.com). Click on the Leadership Tab, click on Committees, and then click on the blue highlighted title header for each individual Committee that you would like to know more about.

We have also included on page 4-5 information and an interest form about serving as an NCAMC Officer or Director. There are several openings.

Please consider serving your NCAMC organization in one of these valuable positions. Just fill out the appropriate form and send it in. Thank you.

# Cannon earns MMC

A North Carolina Clerk has received the IIMC's highest honor, the Master Municipal Clerk designation.

IIMC grants the MMC designation only to those Clerks who complete demanding educational requirements and who have a record of significant contributions to their local governments, their community and state.

**Shirley M. Cannon**, MMC, began her employment with the City of Lenoir in May of 1998 as Administrative Assistant/Assistant Clerk in the Administration Department. She held that position until August of 2004 when she was appointed City Clerk.

Shirley earned her CMC in June of 2001 and received her MMC in March of 2010.

She joined both the NCAMC in August of 1999 and the IIMC in July of 1999.

Congratulations to Shirley for striving to earn this coveted designation.

## Recently received your CMC or MMC?

If you have, answer the following and send them to Minute-by-Minute Editor Angela Stadler, at [astadler@ci.reidsville.nc.us](mailto:astadler@ci.reidsville.nc.us):

1. When did you come to work for your Municipality?
2. What titles have you held while there and what years you held them?
3. When you earned your CMC?
4. When you earned your MMC?
5. The year you joined the NCAMC and the year you joined IIMC.

This is only for new designations. We'll put your information in as soon as we can. Congratulations!

# Committee Volunteers needed

Continued from Page 1

the Committee Volunteer form. The Association needs and wants all clerks to participate in continuing to keep our Association strong and vibrant. If you need information about the committees, you can visit our website and click on the Leadership Tab and then click on Committees. Your Association Needs You!!

The 40<sup>th</sup> Annual Municipal Clerks Week will be May 2-8, 2010. I hope you plan to have an event in your area to recognize clerks during this week. Happy Clerk Week to everyone.

**Hats Off** to the following clerk that recently received her CMC designation:

Christine F. Thompson, CMC, Town of Fletcher

To all our clerks that celebrate another year of experience in April, "HAPPY BIRTHDAY" and to all clerks "HAPPY EASTER."

**Dolores "Dee" Hammond, MMC**  
NCAMC President

## NCAMC

2009-10 Officers

President

Dolores (Dee) Hammond, MMC  
Laurinburg

1st Vice-President

Carmen Miracle, MMC  
Jacksonville

2nd Vice-President

Sherry Scoggins, MMC  
Clayton

Recording Secretary

Sue Rowland, CMC  
Cary

Corresponding Sec./Treasurer

Kimberly S. Hibbard  
NCLM

Immediate Past President

Penelope Spicer-Sidbury, CMC  
Wilmington

2009-10 Directors

### Region I

District 1

Becky Breiholz, MMC\*  
Manteo

District 2

Jeanne Giblin, MMC  
Morehead City

District 3

Carol Ann Floyd, MMC  
Leland

### Region II

District 4

Rebecca Rose, CMC  
Wilson

District 5

Kim Worley, MMC\*  
Franklington

District 6

D. Ann Gray, MMC  
Durham

### Region III

District 7

Jenny Larson, CMC  
Fairmont

District 8

Bridgette Bell, CMC\*  
Kannapolis

District 9

Dale Martin, CMC  
Kernersville

### Region IV

District 10

Shirley Cannon, CMC  
Lenoir

District 11

Ann Sessom, MMC\*  
Kings Mountain

District 12

Darlene Johnson, CMC  
Spruce Pine

\* = Regional Chairperson

North Carolina Association of Municipal Clerks

NCAMC Committee Volunteer Form

Please submit the volunteer form to First Vice President Carmen Miracle at the contact information listed below. If you are currently serving on a committee and wish to be considered for reappointment, please resubmit an application. The deadline for submitting applications is April 30, 2010.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Years as a Municipal Clerk: \_\_\_\_ As a Deputy Clerk: \_\_\_\_ Certifications: CMC\_\_MMC\_\_

I am interested in serving on the following committee(s). Please list in order of preference:

- 1) \_\_\_\_\_
2) \_\_\_\_\_
3) \_\_\_\_\_

Have you ever served on a NCAMC Committee(s)? If so, please list them:

\_\_\_\_\_
\_\_\_\_\_

Choose from the following list of NCAMC Committees\*

- Finance Committee
Legislative Committee
Membership Committee
Program and Education Committee
Publicity: (Includes the Newsletter Coordinator, News Release Coordinator, Birthday/Event Calendar Coordinator, Annual Report Coordinator, and Scrapbook Coordinator)
Site Selection Committee for 2013 (only volunteers from the western part of NC)
We Share Our Services (WSOS) Committee
Web Site Committee

\*For detailed information about the Committees, please visit our website at www.ncamc.com
Click on the Leadership Tab and then click on Committees.

NCLM Committees

The NCAMC has (1) one reserved seat on each of the NCLM Legislative and Technical Policy Committees. These seats are appointed by the NCAMC Board of Directors. If you are interested in serving on one of these Committees, please indicate your interest below. You may check more than one. Your interest in serving will be provided to the NCAMC Board of Directors when these seats come up for appointment.

- \_\_\_\_\_ Finance/Administration Legislative Action Committee
\_\_\_\_\_ Finance/Administration Technical Advisory Committee
\_\_\_\_\_ Planning & Services Legislative Action Committee
\_\_\_\_\_ Planning & Services Technical Advisory Committee

Please submit your completed form to First Vice President Carmen Miracle. You may mail, fax, or email the form to Carmen Miracle, PO Box 128, Jacksonville, NC 28541, fax: 910-455-6761; email: cmiracle@ci.jacksonville.nc.us or call Carmen at (910) 938-5224 if you have questions

# NOMINATING COMMITTEE SEEKING MEMBERS WILLING TO SERVE

The North Carolina Association of Municipal Clerks' Nominating Committee is gearing up to present a slate of officer candidates to the NCAMC Board of Directors in June. Please consider how you could serve your Association.

It is important that our organization continue to remain strong with Officers and Directors who are committed to making sure the Association meets and exceeds its purpose.

At the August annual conference, a slate of officers and director candidates will be presented by the Nominating Committee for your approval during the annual business meeting.

Enclosed in this newsletter is an Interest Form for those interested in serving the North Carolina Association of Municipal Clerks.

The positions open are **Directors for Districts I, III, V, VII, IX, XI, Recording Secretary and Second Vice President.**

Take a few minutes to talk with your Manager/Board and seek their support for your interest to serve. Then, complete the form so you may be considered for nomination.

All forms should be directed to: Penelope Spicer-Sidbury, CMC  
City Clerk  
City of Wilmington  
PO Box 1810  
Wilmington, NC 28402  
Email: penny.spicer-sidbury@wilmingtonnc.gov  
Office: 910-341-7816  
Fax: 910-341-5823

Region	District	To Determine Your District, Please Find Your County
I	1	Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Martin, Pasquotank, Perquiman, Tyrell, Washington
	2	Beaufort, Carteret, Craven, Hyde, Jones, Onslow, Pamlico
	3	Bladen, Brunswick, Columbus, Duplin, New Hanover, Pender, Sampson
II	4	Greene, Johnston, Lenoir, Pitt, Wayne, Wilson
	5	Edgecombe, Franklin, Halifax, Nash, Northampton, Warren
III	6	Alamance, Caswell, Chatham, Durham, Granville, Orange, Person, Vance, Wake
	7	Cumberland, Harnett, Hoke, Lee, Moore, Robeson, Scotland
	8	Anson, Cabarrus, Mecklenburg, Montgomery, Richmond, Stanly, Union
	9	Davison, Davie, Forsyth, Guilford, Randolph, Rockingham, Rowan, Stokes
	10	Alexander, Alleghany, Ashe, Avery, Caldwell, Iredell, Surry, Watauga, Wilkes, Yadkin
IV	11	Lincoln, McDowell, Rutherford, Burke, Catawba, Cleveland, Gaston
	12	Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, Polk, Swain, Transylvania, Yancey

**THE DEADLINE IS APRIL 15, 2010**

**PLEASE CONSIDER SERVING YOUR ASSOCIATION IN THIS VITAL WAY**

## NCAMC Officer and Director Interest Form (Director Candidates for Districts I, III, V, VII, VIII, XI)

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

MUNICIPALITY \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

NCAMC DISTRICT NUMBER: \_\_\_\_\_ CMC? \_\_\_\_\_ MMC? \_\_\_\_\_

YEARS AS MUNICIPAL CLERK \_\_\_\_\_ YEARS AS NCAMC MEMBER \_\_\_\_\_

Activities in which you have been involved in NCAMC (committees, etc.) \_\_\_\_\_

\_\_\_\_\_

I am interested in serving in the following capacity (check all that apply):

- Second Vice President \_\_\_\_\_
- Recording Secretary \_\_\_\_\_
- District Director \_\_\_\_\_

If interested in serving as an officer (Second Vice President or Recording Secretary), the NCAMC Constitution requires that you be an active member of the Association for a least five years and that you have served one full term on the Board of Directors. List years you have served in this capacity: \_\_\_\_\_

Candidates for the Board of Directors shall have been active members of the Association for at least three years. It is desirable, but not required, that candidates for the Board of Directors have achieved CMC designation from the International Institute of Municipal Clerks.

I feel that I am qualified to serve in this office because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Send Completed Interest Form by April 15, 2010, to:**

Penelope Spicer-Sidbury, CMC  
City of Wilmington  
PO Box 1810, Wilmington, NC 28402  
Email: penny.spicer-sidbury@wilmingtonnc.gov  
Office: 910-341-7816 Fax: 910-341-5823  
*Faxed or mailed forms will be accepted*

# April 2010



The monthly NCAMC Calendar is prepared for you by Dawn Sparks, CMC, Deputy City Clerk, High Point.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Stephanie Rivenbark Lettie Navarrette
4	5	6 Sharon Vick	7	8 Yolanda Prince Penelope Spicer-Sidbury	9 Ann Sessom	10 Carmen Miracle
11	12 Thelda Rhoney	13 Mary Magee Nancy Huntley	14	15	16	17 Marsha Sucharski
18 Valeria Barnes	19 Nann Bryant	20	21	22 Mauren Baker	23	24 Sherry Carswell
25 Karen Gray Gail Colson	26 Misty Gledinske Charlena Alston	27 Shyrl Hansil Bernadette Parduski Lynn Prusa Deborah Edwards	28 Janet Pope Joy McRoy Gail Smith	29 Sue Rowland Sandra Mayse	30	