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Enjoy your Summer!

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

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

President Hammond's June Message:

Academies well attended, well run

Dear Fellow Clerks,

As we move into June, I hope everyone remembered at some time during Memorial Day to pay tribute to our service men and women who have died fighting for our right to freedom. Not to take away from those that have given their lives for us, but we should also pay tribute to our active duty servicemen and women who protect our country and preserve our freedom. We should give a big HATS OFF TO YOU to the spouses, partners, children and families to those that have served and are serving this great country for supporting them and allowing them to serve our country and fight for our freedom.

HAPPY JUNE! Can you believe that it is almost summer! The budgets are near completion, kids should be out of school soon, and vacations are being planned. I hope that everyone can breathe a sign of relief when budgets are completed. We now begin a new fiscal year and let's all pray that times will continue to get better.

Our Regional Academies are over now and were very well attended. The first school was held in Turkey, April 9, 2010 and co-hosted by Sarah White and Cynthia Ezzell. Clerks attended that had not been able to attend a Regional Academy before and were very excited and enjoyed the sessions. The food was absolute wonderful and the trip after the academy to B & B Pecan Processors of NC, Inc. (Elizabeth's Pecan Products) was appetizing to say the least! We definitely contributed to the economy in Turkey.

The second academy was held in Chapel Hill, April 16, 2010 and our gracious hosts were Sabrina Oliver, Amy Harvey, and Sandy Kline. This academy was well attended and the host clerks were busy making sure all our needs were met along with a wonderful lunch.

Lewisville was the location of our third regional academy on April 23 with host Joyce Walker. This academy was well attended. Joyce was a very gracious host and also catered to our needs. It was a wonderful location and an excellent lunch was provided. Joyce has a wonderful husband who helped her with lunch and the clean-up afterwards.

Last but not least, the fourth academy was held in Gastonia, April 30, with co-hosts Janice Costner and Jenny Creighton. This academy was also well attended, the food was outstanding, and the location was terrific.

Mayors and City Managers spoke at our Regional Academies and we were all appreciative that they participated in our event.

I would like to say thanks and a big HATS OFF to all the ladies for the hard work put into making our academies a huge success. The same to Jeanne Giblin and the Program and Education Committee for all their hard work in planning and providing us with the education we need to continue to be successful in our positions. I also want to

‘Just Go For It ...’

By Dale Martin, MMC
District 9 Director

Some of you may be sitting on the fence, do I spend the time, money and effort to get my CMC (Certified Municipal Clerk) or MMC (Master Municipal Clerk) designations or not? I'd like to encourage you to say - Yes!

When I took the job as Town Clerk in Kernersville in 2000, I thought I would learn a little bit, but being with the town already for 15 years, what more could I learn, right? Boy, was I wrong. Even though I worked with the previous Clerk on lots of projects and routine things from the Board meetings each month, I didn't have a clue as to all the legal requirements. Until you get in there and are responsible for it do you really see what goes on.

After only a couple of months, I realized I needed to attend Clerk's School and any other training opportunities that came along. I went to the SOG's website and found the Clerk's Certification School information and asked my Town Manager if I could attend. We found some money in the budget for me to apply. I also heard about the scholarship opportunities that are available and applied through the Local Government Credit Union. I was fortunate enough to have received this scholarship so that the Certification School only cost my Town for my travel and time away from the office. I learned so much during those weeks from the instructors but also from my fellow classmates. These classmates will be your friends and mentors throughout your career. It felt good to finish that course and I decided then that I had to go all the way and get my MMC. I haven't looked back and would do it all over again.

We all know that our jobs change constantly as our Towns continue to grow and face new challenges and our Legislators enact new laws and regulations that affect what we do. We have to continue learning to keep up with these changes and one of the best ways to do that is through the SOG and NCAMC educational opportunities. So why not "Just Go For It"... and earn that designation, you don't have anything to lose. We should never stop learning or we will fall behind.

In both the CMC and MMC requirements, although confusing at times, you are required to obtain social points. This provides you with an opportunity to get involved in the Clerk's Association, which will challenge you with new ideas and projects that will make the association more useful to all of us. It can also provide you opportunities to get involved in your community through your Chamber and other civic organizations. All of us are successful because we have a natural instinct to help others and at the end of the day, you have made a difference in the lives of many people. The knowledge you gain is immeasurable and the friends you make are for life. I urge you to jump off that fence and Just Go For It....

Dale Martin is the Clerk for the Town of Kernersville .

Submissions for Minute-by-Minute

The **Minute-by-Minute** newsletter for the membership of the North Carolina Association of Municipal Clerks is published and distributed monthly. Articles submitted may be edited for brevity. Deadline for submission of articles is the 10th of each month for publication in the next month's newsletter.

Submit articles in writing to: **Angela G. Stadler, CMC; City of Reidsville; 230 W. Morehead Street, NC 27320 (ATTN: Minute-by-Minute); Fax: (336) 342-3649; email: astadler@ci.reidsville.nc.us**

If you need assistance, have questions or need more information, feel free to call Angela Stadler at (336) 349-1040.

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**
John M. Phelps, II
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*
Franklinton
- District 6**
D. Ann Gray, MMC
Durham

Region III

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Jenny Larson, CMC
Fairmont
- District 8**
Bridgette Bell, CMC*
Kannapolis
- District 9**
Dale Martin, MMC
Kernersville

Region IV

- District 10**
Shirley Cannon, MMC
Lenoir
- District 11**
Ann Sessom, MMC*
Kings Mountain
- District 12**
Darlene Johnson, CMC
Spruce Pine

* = *Regional Chairperson*

NCAMC News



We were all saddened to hear of the death of Sandy Kline, Deputy Clerk for the Town of Chapel Hill. Sandy died in May after a short battle with cancer.

NCAMC President Dee Hammond, who learned of Sandy's passing while in Reno at the IIMC convention, said "Sandy was a bright spot in our Association and was always willing to help wherever needed. She will truly be missed."

A memorial service for Sandy will be held at 12 noon on Saturday, June 12, at the First United Methodist Church in Siler City.

A memorial fund will be set up for her son, Nichol Anthony Cook, at the local LGFCU of Siler City or memorials can be made to the First United Methodist Church, 1101 West Raleigh Street, P.O. Box 212, Siler City, NC 27344. Please keep Sandy's family in your prayers.

On a happy note, **Kim Cochran**, CMC, Clerk for the Town of Sunset Beach, retired on April 30.

Congratulations to Kim on her retirement. We are sure she will enjoy sitting on the beach or sitting on her new boat!

UPCOMING EVENTS

- **June 11:** Committee Meetings as scheduled by Chairpersons, NCLM Building, Raleigh.
- **June 11:** Board of Directors Meeting, NCLM Building, Raleigh.
- **August 12-14:** Annual Summer Academy, Crowne Plaza, Asheville.

Barber, Hill receive CMC designation

Two North Carolina Clerks have received the IIMC's Certified Municipal Clerk designation.

Michelle S. Barber, CMC, Clerk to Council/Administrative Coordinator for Land-of-Sky Regional Council in Asheville, and **Janet D. Hill**, CMC, Executive Secretary/Deputy Clerk of Morehead City, have earned the coveted designation.

The CMC designation is only given to those Clerks who have met the highest educational, experience and service requirements.

Michelle Barber, CMC, began working for the Land-of-Sky Regional Council (Region B) in October 2006 as a part-time Administrative Services Assistant. After a few months, she started working in two departments, and in August of 2007, was employed full time in the Local Government Services (LGC) Department as Project Assistant. In the following January, she began dual roles as Project Assistant and Interim Clerk to Council. In July of 2008, she moved to Administration and became Clerk to

Council/Administrative Coordinator.

Michelle earned her CMC in May of 2010. She joined both the NCAMC and the IIMC in 2008.

Congratulations to Michelle for striving to earn her CMC!

Janet D. Hill, CMC, began her employment with the Town of Morehead City in 1994, working for Administration/Public Utilities/Public Works. She became the Clerical Assistant for the Public Works/Public Utilities Department in August

of 1996. Janet became Administrative Assistant/Executive Secretary to the City Manager in January of 2000.

In January of 2003, Janet was sworn in as Deputy Clerk, holding the title along with that of Executive Secretary. As of May 2, 2010, she has been employed with Morehead City for 16 years.

Janet earned her CMC in May of 2010. She joined the NCAMC in 2007 and IIMC in 2008.

Congratulations, Janet, on getting the coveted designation!

Scrapbook pictures sought for Association

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thank Fleming Bell, Jeanne Giblin, Carmen Miracle, Brian Newport, and Clara Stowe for working together to provide clerks with the increased points received for these academies.

If you have any pictures that were taken during Clerk's Week or any other pictures that you may have taken, please send them to Janet Hill (Morehead City) at jhill@bizec.rr.com (252-726-6848 X-110 if you have questions) for our scrapbook. Also, send pictures to Donna Hosch (Oxford) at dhosch@oxfordnc.org (919-603-1105 if you have questions) who is putting together our annual report. You know the saying "a picture is worth a thousand words"! Also, please be sure to get your information in to Donna for the annual report (bios for officers and directors, committee reports, reports from MMC and Regional Academies).

Hats Off to the following clerks that recently received their CMC designation:

Janet D. Hill, CMC, Town of Morehead City

Jane C. Smith, CMC, Town of Ellerbe

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

Dale Martin, MMC, Town of Kernersville

To all our clerks that celebrate another year of experience in June, "HAPPY BIRTHDAY".

It's time for me to head out and catch a plane to Reno!! I will see y'all soon.

Dolores "Dee" Hammond, MMC
NCAMC President

June 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 Pam Addison Lisa Vincent Darlene Johnson	2 Bonnie White	3 Debi Sherlin Jody Smith Freida Rhinehart	4 Mary Quidley Karen Zornes Maria Stroupe	5 Jill Pleimann
6 Lynn House	7 Stephany Marshall	8 Tammy Kessler	9 Susan Bell	10 Annette Silver	11 Pam Talent	12 Donna Armbrister Theresa Cielinski
13	14	15 Angela Stadler Josephine Cass	16	17 Beth Hamrick Rhonda Ferebee	18	19
20	21 Donna Norris	22 Judy Collier Elizabeth Fortner Becky Breiholz	23 Kristie Kersey	24	25 Martha Orr	26 Jennifer Hemphill
27	28 Dolly Urdanick Judy Jeffreys Nancy Jackson	29 Stephanie Thompson	30 Donna Prince			