



Inside this Issue:

<i>President's Message</i>	1
<i>A Leadership Pipeline</i>	2
<i>Annual Report Info</i>	2
<i>MMC awarded</i>	4
<i>Committee, Officer info</i>	4-7
<i>March Calendar</i>	10

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 March Message:

Regional Schools set in April

Dear Fellow Clerks,

MARCH is here, but does that mean that *spring* is in the air? The State of North Carolina has had snow from Murphy to Manteo. I don't believe anybody missed out on snow this year. Hope everyone had fun having snowball fights, making snow cream, and snowmen, etc. March comes in like a lion! Wonder what kind?

If you all remember, the IIMC 2004 Conference was in Whistler, British Columbia, Canada one of the sites for the 2010 Winter Olympics. The Village was busy and a lot of renovation was going on preparing for the 2010 event. For those of us that were fortunate enough to attend, we were able to take the lift up to Whistler Blackcomb where there was a wonderful meal prepared and lots of activities to enjoy. Snow Shoeing was one of my favorites. This year's Winter Olympics takes on a new perspective having had the opportunity to actually visit the site of these events.

The MMC Academies are being held this month with the Regional Schools (Academies) being held in April. I hope everyone has an opportunity to attend either one or both of these. There are some really good sessions at the MMC and Regional Academies. The regional locations are:

Region 1	Turkey	April 9, 2010	Hosts: Sarah White & Cynthia Ezzell
Region 2	Chapel Hill	April 16, 2010	Hosts: Sabrina Oliver & Sandy Kline
Region 3	Lewisville	April 23, 2010	Host: Joyce Walker
Region 4	Gastonia	April 30, 2010	Hosts: Janice Costner & Jenny Creighton

I will be attending the IIMC Annual Conference in May. There is a State/Provincial/National President's Roundtable on Sunday, May 23. This roundtable session is an opportunity to discuss current issues that affect our Association's members, share ideas, innovations and suggestions. If you all have any comments, please email (dhammond@laurinburg.org) them to me and I will try to address them at this meeting.

Just to remind the clerks that hold a CMC designation, the only thing needed to maintain this designation is current IIMC membership. Once a CMC designation is reached, the CMC will keep that title for the duration of their membership with IIMC. *There is no need to recertify.* For those who have a CMC certificate with an expiration date, please complete the Request for CMC Replacement form to obtain a certificate without an expiration date. The form is located on our website at <http://www.iimc.com/Education/Certification/CMC.shtml>. (copied from the IIMC Website)

Now, for important information from our Association that I hope you all will think about and consider. This Association is a great one and it needs more clerks to be involved. Therefore, in this issue of the newsletter there are a number of applications for opportunities to become more active in the Association. The Officer and Directors applications which will give you a say in how your Association runs itself, Committee Applications for those that would like to be more involved in the Association and College Scholarship applications for family and/or friends.

I can't believe my year as your President is beginning to wind down. I need a little help with

Leadership Pipeline Working Well for The City of Durham

By D. Ann Gray, MMC
District 6 Director

Leadership is a value of the City of Durham. *Our Values*, the booklet that depicts the values and description of leadership put forth by our employees, opens by “recognizing that everyone is a leader.” We recognize that leadership applies to any employee who takes the initiative and strives to improve the way we do things.

The leadership pipeline refers to the numerous ways the City of Durham prepares employees to move into leadership responsibilities within our organization. As increasing numbers of leaders retire, our need for new leadership increases. We need a full pipeline of new leaders ready to meet the challenges we face. Leadership, in this blueprint, applies to all employees who seek to develop themselves; engage in improvements to services and processes in moving the City of Durham forward. Frontline employees and administrative staff can be leaders. Directors, managers, and supervisors can be leaders. Personal characteristics and actions, not titles or positions determine leadership.

The City of Durham, like many organizations, is changing the expectations it holds for employees and managers. Traditionally, managers told employees what to do and employees did what they were told. Different approaches are needed today: employees bring greater knowledge to the workplace, work is more complex, and expectations for quality and performance are higher. Today’s employees want to be more involved in determining how work gets done. As a result, managers and employees who partner and collectively determine goals, customer needs, processes, and improvement efforts are more successful. Employees are more satisfied and creativity resulting from a diversity of opinions delivers better results; therefore, making the effort well worth the time and expense.

The success of all cities and towns is contingent upon a pipeline of leaders which will yield more engaged employees, enhanced services and greater customer satisfaction.

D. Ann Gray, MMC, is the Clerk for the City of Durham.

Annual Report Information Needed

Well, folks, it’s that time of the year again to begin working on the NCAMC Annual Report.

As you’ve already read on Clerknet, I’m scrounging for information. If you haven’t sent me one of your business cards through snail mail yet, please do so as soon as you can. While I thought scanned and emailed cards would work just fine for what will be a slightly new look to the Report, they don’t.

If you wish your card included, please send it as soon as you can.

Thanks to everyone who has sent theirs in so far.

I also need the President’s Message, bio’s and pictures from our officers,

and a statement from each committee chairperson about their committee and its accomplishments over the past year.

Some of you have already submitted yours; thanks for doing so! My email is dhosch@oxfordnc.org.

And since I’m one of those out-of-the-box kinda’ gals, please let me know if there is something that’s not been in the Report that you feel would be appropriate to include.

I’m looking forward to this project and thank all of you for your support and assistance!

Donna Hosch, CMC
City Clerk

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*
Franklinton

District 6

D. Ann Gray, MMC
Durham

Region III

District 7

Jenny Larson, CMC
Fairmont

District 8

Johnsye Lunsford, CMC*
Rockingham

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



CANADA RECENTLY hosted the 2010 Winter Olympics, and one of the sites for the international athletic competition was Whistler, British Columbia, the location of the 2004 IIMC Conference. These Clerks who attended that conference could watch the Olympics knowing they had been there! Among those representing North Carolina were, from left: Thelda Rhoney, Nancy Orr, Janet Anderson, Beth Hamrick, Diane Pierce-Tamplen, Dee Hammond, Juanita Cooper, Jean Bailey, Brenda Freeze, Carmen Miracle, Joyce Smith, Sandra Harper, Eva Brown, Chris Reed, Effie D. Varitimidis, Janice Thomas.

Retired Clerk information, Etc. sought for Annual Conference

Continued from Page 1

names and information regarding clerks that have retired or clerks that have had a loved one to pass away. If you could email me the information, I certainly would appreciate it.

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

Karen M. Wingo, CMC, Town of Wingate

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

Phyllis R. McClure, MMC, Town of Waynesville

Bernadette A. Parduski, MMC, City of Shelby

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

Dolores "Dee" Hammond, MMC
NCAMC President

Celebrate "Sunshine Day" March 16, 2010

Parduski earns MMC designation

Another North Carolina Clerk has earned the International Institute of Municipal Clerks' designation of Master Municipal Clerk (MMC).

Bernadette A. Parduski, MMC, City Clerk of Shelby, was recently notified of the honor.

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

Bernadette was hired by the City of Shelby in March of 2001, serving as Administrative Assistant to the City Manager until 2004. In December of that year, she became Interim City

Clerk until May of 2005 when she was named City Clerk.

Bernadette was awarded her CMC in September of 2007 and earned her MMC in February of 2010.

She joined the NCAMC in July of 2005 and the IIMC in September of that same year.

Congratulations to Bernadette for striving to complete the rigorous requirements needed to earn her MMC.

Founded in 1947, IIMC has 10,300 members throughout the United States, Canada and 15 other countries. The mission of the global, non-profit organization is to enhance educational opportunities and professional development of its diverse membership.

Committee Interest Form in This Issue

On page 5 of this newsletter is an Expression of Interest Form to submit your interest in serving with one of our North Carolina Association of Municipal Clerks Standing Committees.

With the exception of the Program and Education Committee who meet quarterly in Raleigh, many of the Committees complete their work via email and by telephone discussions so there is very little travel or time out of your office. Current Committee members also need to re-apply.

The form has changed a little bit. The list of Committee's is located in the middle of the form. You can find a description and more details about each of the listed Committees on our NCAMC website at 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.

Also new to the form this year is a section to express interest in serving on one of the NCLM Policy Committees. The NCLM graciously offers a nomination of one seat for a Municipal Clerk on each of these four Committees. The recommendations to the NCLM for an appointment to one of these seats is made by the NCAMC Board of Directors. Therefore, for those who express an interest in serving on an NCLM Committee, your interest form will be passed on to the NCAMC Board and considered at the time when a vacancy occurs. The Policy Committees do meet three to four times a year in Raleigh so some travel and time out of the office may be involved.

Forms can be emailed, faxed, or mailed to me at the contact information listed on the form.

If you have any questions about Committee service that I can help you with, please call or email me.

Information provided by Carmen Miracle, MMC, First Vice President, NCAMC

News from around the State



Several of our fellow Clerks have lost loved ones recently.

Saluda City Clerk Doris T. Marion lost her mother, Mary Thomas, on Wednesday, February 25. Services were held in Charleston, South Carolina.

Please keep Doris and her family in your thoughts and prayers during this difficult time.

The father of **Wentworth Town Administrator/Clerk Brenda Ward** also passed away in late February.

Walter Gunn went to be with the Lord on February 22.

Condolences can be sent to Brenda and her family at 498 Spring Road, Reidsville, NC 27320. Please remember them in their time of sorrow.

Our sympathies also go out to **Rebecca Morgan** of Haywood who lost her mother earlier this year.

Please keep Rebecca and her family in your thoughts and prayers as well.

Minute-by-Minute Submissions

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.

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



College Scholarship Information Sheet

NCAMC Scholarship Fund



SCHOLARSHIP:

1. The Scholarship is sponsored by the North Carolina Association of Municipal Clerks (NCAMC).
2. The scholarship shall be for attendance at any recognized college, university or trade school.
3. The amount of the scholarship is \$500.

APPLICANT ELIGIBILITY REQUIREMENTS:

1. The applicant shall maintain a grade average consistent with good standing in high school and with expectations of admission to a recognized institution (or, if already attending a recognized institution of higher education, with good standing at that institution.)
2. Participation in extracurricular activities (school and community.)
3. Good character.
4. The applicant must have been accepted for admission at the institution of choice for the academic year for which the scholarship application is submitted.
5. Submission of completed application to the North Carolina Association of Municipal Clerks, giving complete information as requested, prior to April 15 of any year.

APPLICATION:

1. Data to be submitted with application.
 - ◆ A high school or college transcript, whichever is applicable. (High school transcript should include first semester senior grades, SAT and/or ACT scores and cumulative numerical academic average.
 - ◆ Name, phone number and address of one personal reference.
 - ◆ Name, phone number and address of one faculty reference.
 - ◆ A listing of activities an/or honors in school, community and church.
 - ◆ Letter from applicant stating plans, career goals and reasons for wanting this scholarship.
2. Application is on **Page 9** of this newsletter or one can be obtained by writing to or calling the following address:

North Carolina Association of Municipal Clerks
Attention: John Phelps
P.O. Box 3069
Raleigh, NC 27602
(919) 715-4000

☞ See Application, Page 9 ☞
Deadline to Submit Application is April 15, 2010

For Academic Year _____

College Scholarship Application

North Carolina Association of Municipal Clerks (NCAMC)

Student Information:

Name: _____ Phone: (____) _____

Address: _____

Parent/Guardian Information:

Name: _____

Address: _____

NCAMC Member Information:

Member's Name: _____

Position: _____

Employer: _____

Relation to Applicant: _____

Institutions to which you have applied for admission (or, indicate if already attending the institution):

First Choice: _____ Accepted?: _____

Second Choice: _____ Accepted?: _____

Expected Major/Concentration: _____

Each applicant should attach the following to this application:

- ◆ A high school or college transcript, whichever is applicable. (High school transcript should include first semester senior grades, SAT and/or ACT scores, and cumulative numerical academic average.)
- ◆ Name, phone number and address of one personal reference.
- ◆ Name, phone number and address of one faculty reference.
- ◆ A listing of activities and/or honors in school, community and church.
- ◆ A letter from applicant stating plans, career goals and reasons for wanting this scholarship.

Applicant's Signature

Date

Send Application and Supporting Documents by April 15 To:

North Carolina Association of Municipal Clerks
Attention: John Phelps
P.O. Box 3069
Raleigh, NC 27602

March 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
Notes:	1	2 Clara Jones-Manning Brenda Padgett	3 Beverly Bigley Sheila Sheppard Dianne White	4 Linda Harper D. Ann Gray Holly Mayes	5 Marla Ashworth Debbie West Elaine Hicks R. Sue Humphrey	6
7 Gwendolyn Spicer	8 Marilyn Sellers	9	10 Shirley Freeman Nancy Matthews Charles Jay Huggins	11 Melissa Adams Kathy Johnson Wanda Yow	12	13 Joyce Valley
14 Peggy Smith Deborah Wagenhaurser	15 Loretta Lanier Linda Bratcher	16 Sheila Vina	17	18 Brenda Robbins Crystal Craigo	19	20 Keisha Lipe Donna Strickland
21	22 Geneva Wilson Michelyn Alston	23 Dawn Sparks	24 Kannie Burnette	25 Sandra Allen	26 Carolyn Morris	27 Janet Pierson
28 Patricia Sugg	29 Sylvia Holleman	30	31 Penny Weiss			