



**Inside this Issue:**

|                            |     |
|----------------------------|-----|
| <i>President's Message</i> | 1   |
| <i>Clerks earn MMCs</i>    | 3   |
| <i>Join a Committee</i>    | 4   |
| <i>Leaders Sought</i>      | 5   |
| <i>Scholarship Info</i>    | 6-7 |
| <i>March Calendar</i>      | 8   |

**Join NCAMC**

Know a clerk or deputy clerk who wants to join NCAMC? Encourage them! For membership information, email committee chair Donna Strickland, CMC, at the following address:

[dstrickland@townofleland.com](mailto:dstrickland@townofleland.com)

**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 web-site:

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

**President Spicer-Sidbury's March Message:**

*Rescheduled events successful*

**Dear Fellow Clerks,**

I had the honor along with Linda Hardison, President of the North Carolina Association of County Clerks to the Boards of County Commissioners, to welcome 58 new Clerks to the New Clerks School. There were 48 City Clerks and 10 County Clerks present. Despite the fact that we had to reschedule the original school scheduled for January to February 10, 2009, due to inclement weather, the results of moving forward were quite successful.

The City/County Annual Clerks School has been rescheduled for May 7, 2009 at the Friday Center in Chapel Hill. The Institute of Government has sent out the announcement of the change and asked that we note that the program has been cut back from the overall time from a day and a half to just one day.

There were 92 clerks that attended the Master Municipal Clerks Academy held February 11 entitled "Team Building and Employee Awareness" presented by Ron and Pat Douglas with Winner-In-U, Inc. What an awesome academy. Everyone was motivated and had a rewarding experience. I think this was one of the best Academies we have had in a long time. Please remember that if you had previously registered to attend the January Clerks School and are unable to attend the rescheduled school, please notify the Institute of Government's registration office via email by **Tuesday, April 21**, so that you can receive a refund as **NO REFUNDS** will be given after this date.

As mentioned previously, if you were unable to attend the Master Municipal Clerks academy or the workshop for the new clerks, but are interested in what was covered, material for both of those programs are available to download from the Institute of Government's website at <http://www.sog.unc.edu/courses/0490/>.

By now, hopefully, everyone has received the information for our upcoming Master Municipal Clerks Academies (March 6 & March 13) and the regional schools (March 27, April 3, April 17 and April 24). We have planned these cost-effective educational opportunities at various locations throughout the state in hopes of accommodating as many of our clerks as possible.

It has been brought to my attention that some clerks in the smaller cities/towns questioned how the board decides where to host these regional schools and academies. Please know that the Program/Education committee works hard to bring forth educational sessions that will benefit and promote professional municipal clerks. When planning these sessions, we rely heavily on Clerks that will volunteer to host such meetings in their cities/towns. Each City/Town is split into districts and regions. There are 12 districts and each district has a representative on the Board of Directors that works with the clerks in their district/region. In agreeing to host, it is the host clerk's responsibility to provide a location and provide a legible map with written directions to the location, plan/arrange for a catered luncheon, arrange for light refreshments such as coffee and pastry, to be served prior to the meeting, discuss the cost/arrangements with the Program/Education Committee Chair and the Treasurer, and arrange for costs to be billed to the Association, handle the arrangements for any special equipment the speaker(s) may need and advise of cost, if any. (Usually the host town/city supplies the facility and media equipment, if needed.) While some of these costs are included in the registration fee, the place to hold the meeting is not and some host

See Interest Sought, page 2

# Leland — A Growing Community

By Carol Ann Floyd, MMC  
District III Director

Leland incorporated on September 12, 1989. The reason behind Leland's incorporation was so that a neighboring town wouldn't annex Leland's two shopping centers. At incorporation, the town had less than 2,000 in population.

Today we have a population of over 10,000. We are the fastest-growing town in the State of North Carolina and the largest municipality out of Brunswick County's 19 municipalities. We are not a small town anymore. Everyone used to know everybody else and their business, but that's not the case anymore. I came to work for the town in 1994. Since that time we have grown from three employees to 60 employees. We have a lot of new retail businesses and restaurants that opened over the last couple of years. We are now on the map with a Wal-Mart opening and Lowe's Home Improvement and two hotels on the way. I'm proud of our town and glad to be a part of it. I have lived in Leland my entire life. So I have witnessed first hand the many changes. Being home grown is very rare in my part of the Southeast. As the saying of our former Mayor Franky Thomas, "I like calling Leland Home."

So if you are ever traveling down Highways 17/74/76, stop in and experience the Town of Leland first hand.

*Carol Ann Floyd is the Clerk of Leland, "Gateway to Brunswick County."*

## Interest sought for NCLM Committee Post

Continued from Page 1

clerks provide the snacks. We try to keep the costs down. If you are interested in hosting a regional meeting or regional Master Municipal Clerk's academy in your city/town, please let me know and I will provide that information to the program/education committee and the executive board.

The next Board of Directors meeting is scheduled for Friday, March 20, 2009 at the North Carolina League of Municipalities office in Raleigh. We will need to make an appointment to the North Carolina League of Municipalities Planning and Services Legislative Action Committee. Sheila Taylor, Town Clerk, Littleton, North Carolina was originally appointed. However, she had to resign due to one of her Commissioners was also serving, and the rules do not allow two people from the same municipality to serve on this board. If you are interested, please email me as soon as possible.

I wish everyone a "Happy St. Patrick's Day" and remember that we must continue to work together as a team as we strive for success to "Build a Bridge to the Future."

Penelope Spicer-Sidbury, CMC  
NCAMC President

**"Sunshine Day" is March 18th!**

**Know North Carolina's Open Records Law!**

## NCAMC

2008-09 Officers

President  
Penelope Spicer-Sidbury, CMC  
Wilmington

1st Vice-President  
Delores (Dee) Hammond, MMC  
Laurinburg

2nd Vice-President  
Carmen Miracle, MMC  
Jacksonville

Recording Secretary  
Regina Alexander, MMC  
Southport

Corresponding Sec. /Treas.  
Kimberly S. Hibbard  
NCLM

Immediate Past President  
Josann Campanello, MMC  
St. James

2008-09 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  
Sherry Scoggins, MMC\*  
Clayton

District 5  
Kim Worley, MMC  
Franklinton

District 6  
Sue Rowland, CMC  
Cary

### Region III

District 7  
Jenny Larson, CMC  
Fairmont

District 8  
Johnsye Lunsford, CMC  
Rockingham

District 9  
Dale Martin, CMC\*  
Kernersville

### Region IV

District 10  
Freida Van Allen, MMC\*  
Boone

District 11  
Ann Sessom, MMC  
Kings Mountain

District 12  
Phyllis McClure, CMC  
Waynesville

\* = Regional Chairperson

## Sessom, Reed earn MMCs

**Ann L. Sessom**, MMC, City Clerk for the City of Kings Mountain, has met IIMC's highest educational, experience and service requirements to earn the organization's highest honor, the MMC designation.

Prior to moving to Kings Mountain in August 2001, Ann was the Town Clerk/Administrator for the Town of Granite Quarry.

Ann was Deputy City Clerk in Kings Mountain until January 2007, at which time she was appointed City Clerk.

Ann earned her Certified Municipal Clerk designation in August 1998. She has been a member of IIMC and NCAMC since 1994 and has been active in the North Carolina Association.

She is currently serving on the Board of Directors for the NCAMC.

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**Cara "Chris" Reed**, MMC, Clerk for the City of Conover, has also met IIMC's highest educational, experience and service requirements to earn the MMC designation.

Chris first came to work in Conover in September of 1991 as a Utility Clerk. Promoted to Utility Clerk II in 1994, she became City Clerk/Personnel Director in August of 1996.

After earning her Certified Municipal Clerk designation in October of 2000, she entered the MMC Academy in September of 2003.

Chris joined both the NCAMC and the IIMC in August of 1996.

Congratulations to both Ann and Chris for reaching this milestone in their careers!

*Online registration available*

## Spring Regional Schools to be held in late March and April

The materials for the 2009 Spring Regional Schools are now ready!

The Regional Schools provide a worthwhile opportunity for Clerks to attend a one-day training and networking seminar at a convenient location nearest you. The educational program for each school is the same; therefore, you may choose the location and date that is most convenient for you.

The Regional Schools will be offered on the following dates and locations from 9 a.m. to 3 p.m.: March 27, 2009, in Leland with Carol Ann Floyd hosting; April 3, 2009 in Louisburg with Carolyn Patterson hosting; April 17, 2009, in Rural Hall with Dora Moore hosting; and April 24, 2009, in Lenoir with Shirley Cannon hosting.

You won't want to miss this training opportunity!

Topics include: Red Flag – Implementation of Identity Theft Program, Clerk Responsibilities-Conflict of Interest and Clerk Responsibilities-Legal Ads.

Clerks tell us that they enjoy opportunities to learn from their fellow Clerks. At these meetings, there will be opportunity to do just this!

Online registration is available at [www.nclm.org](http://www.nclm.org). Please click on "Register for NCLM and Affiliate Meetings" and register today! Or, if you desire a mail-in form, please contact me: (910) 592-1961.

If you have any questions please feel free to contact me, Elaine F. Hunt, Program and Education Chair, at

[efhunt@cityofclintonnc.us](mailto:efhunt@cityofclintonnc.us).

## NCAMC News



**Beverly Bigley** of Indian Beach, and **Jackie Paylor** of Cedar Point will be honored at a retirement luncheon on Wednesday, March 18.

The luncheon will be held at noon at Rucker Johns Restaurant in Emerald Isle. All Clerks are welcome but especially those from Carteret and Onslow. RSVP by Monday, March 16, to [tcczornes@biztec.rr.com](mailto:tcczornes@biztec.rr.com).

**Beverly Bigley** will also have a floating retirement reception from 4-6 p.m. Friday, March 27, at Frank and Clara's Restaurant in Indian Beach.

Ladies, enjoy your retirement. You will be missed!

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Our condolences to **Marilyn Sellers**, Kings Mountain City Manager and former City Clerk, whose mother passed away in late January. Etta Herrell was 91. Please remember Marilyn and her family in your prayers.

## Forms, Forms & More Forms!

Everywhere in this edition of the Minute-by-Minute you will find forms — forms to apply to be an NCAMC Officer or Director, to serve on a Committee or to seek an NCAMC Scholarship.

Please pay close attention to them and fill them out!

The North Carolina Association of Municipal Clerks needs dedicated and committed individuals to fill key positions throughout the organization.

We hope you'll be one of them!

**North Carolina Association of Municipal Clerks  
Expression of Interest in Serving on a Committee**

Please submit your volunteer form to First Vice-President Dee Hammond, (City of Laurinburg, PO Box 249, Laurinburg, NC 28353) if you are interested in serving the Association on one of these committees. If you are currently on a committee and wish to be reappointed, please resubmit an application expressing your interest. The deadline for submitting applications is April 17, 2009.

**CONFERENCE SITE SELECTION COMMITTEE** –Recommends a conference site, date and facility for the Annual Conference. The committee is appointed three years in advance. This committee will be working on the 2012 conference to be held in the Central/Piedmont area of the state.

**FINANCE COMMITTEE** –Is responsible for the annual NCAMC audit, preparing the NCAMC budget, and filing of required non-profit tax forms.

**MEMBERSHIP COMMITTEE** –Expands and maintains the membership of the Association and encourages IIMC membership.

**PROGRAM / EDUCATION COMMITTEE** –Plans, recommends and implements programs for the Annual Joint City/County Clerk’s School, Master Municipal Clerks’ Academy Sessions, Spring Regional Schools and the Annual Association Conference.

**PUBLICITY COMMITTEE** –Collects and compiles for distribution information of interest to municipal clerks about the Association and the administration of the clerk’s office. This committee is responsible for coordinating and preparing the Association’s monthly newsletter and updating the Association scrapbook. The Publicity Committee also coordinates the Annual Report, serves as News Release Coordinator, Website Coordinator and Events Calendar Coordinator.

**WSOS (MENTORING) COMMITTEE** –Assists new city clerks in developing effective and efficient methods of discharging their responsibilities through practical training programs and through the use of clerks willing to serve as mentors.

**NCAMC Committee Volunteer Form**

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). In order of preference:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**I am interested in serving on a committee because:**

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

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***Yes, this is the year I want to become more involved!!  
Please consider becoming a candidate for nomination. A map of our districts  
and the duties for Officers and Directors is included as information to assist  
you in making a decision on whether to apply.***

**NCAMC Officer and Director Interest Form**

This year we will elect Directors for Districts II, IV, VI, VIII, X, XII

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ What District Are You In?: \_\_\_\_\_ Years As a Municipal Clerk: \_\_\_\_\_

Years As A Member of NCAMC: \_\_\_\_\_ Accreditation: CMC\_\_MMC\_\_

Please list the committees and other areas in which you have been involved in NCAMC:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

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 at least five years and that you have served one full term on the Board of Directors. List the 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 the candidates for the Board of Directors have achieved CMC designation from the International Institute of Municipal Clerks (IIMC).

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

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

Please tell us why you are interested in serving the NCAMC in this capacity:

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

**Send Completed Form Postmarked by April 30, 2009, to:**

Josann A. Campanello  
Town of St. James  
3628 St. James Drive  
St. James, NC 28461  
Fax: 910-253-4730  
Email: [tosj@atmc.net](mailto:tosj@atmc.net)



# 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 7** of this newsletter or one can be obtained by writing to or calling the following address:

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

**☞ See Application, Page 7 ☞**  
**Deadline to Submit Application is April 15, 2009**

For Academic Year \_\_\_\_\_

## College Scholarship Application

### North Carolina Association of Municipal Clerks (NCAMC)

**Student Information:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

**Parent/Guardian Information:**

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

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

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: Kim Hibbard  
P.O. Box 3069  
Raleigh, NC 27602

# March 2009



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

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