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Join NCAMC

Know a clerk or deputy clerk who wants to join NCAMC? Encourage them! For membership information, email committee chair Jeanne Giblin, CMC, at:

mcclerk@bizec.rr.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 website:

www.iimc.com

President Bigley's April Message:

Board is hard at work!

Dear Fellow Clerks:

The Board of Directors met on March 9 and accomplished a great deal of business in one hour.

After completing the lineup of educational sessions for the two MMC classes and the Regional Schools, the Program/Education Committee is now concentrating on the Annual Conference slated for August 16-18, 2007, at the Crown Plaza Resort in Asheville. Chairperson Carmen Miracle has several presenters to contact between now and the June meeting before finalizing the educational sessions. As always, I am sure the committee will come up with a great program for all of us.

The 2008 Site Selection Committee has already finalized plans for the Annual Conference to be held in Wilmington. Second Vice-President Penelope Spicer-Sidbury will be sworn in as our President that year. By coincidence, she is the 2008 Site Selection Chairperson and City Clerk in Wilmington. Who better to plan the conference for that year!

2009 Site Selection Chairperson Stephanie Kelly reported her committee is considering Southern Pines or Raleigh as the site for the 2009 Annual Conference. We will hear more from this committee in June.

Pat Brunell's committee is putting the final touches on proposed changes to our Constitution. This document will be sent to all members for review at least 30 days prior to our Annual Conference. The attending membership will vote on its adoption at the business meeting.

Leslie Eldredge, Chairperson of the MORE Manual Update Committee, delivered the final draft to the Officers and Board of Directors. Any comments and/or suggestions will be brought back to the June meeting and hopefully the manual will be approved for distribution to all clerks.

Sue Rowland, Chairperson of the Travel Policy Review Committee, submitted the final results of her committee's recommendations. The travel policies had not been reviewed in many years, and her committee did a fantastic job creating a very detailed policy with a very user friendly chart that leaves no doubt as to exactly what expenses are covered and for whom. The Board voted unanimously to adopt the new policy which will become effective with the adoption of the new budget. A copy of the policy is included in this newsletter for your information. (See Page 3.)

Past President Lisa Vierling reported she is receiving applications from those wishing to be considered for positions as officers and directors.

Last year President Vierling asked the Board to consider establishing a Memorial Policy that would honor clerks upon their passing. Kim Hibbard developed the Memorial Policy and it was approved unanimously. A copy of the policy is included in this newsletter for your information. (See Page 4.)

By request of District Director Becky Breiholz, the members discussed the possibility of changing the days of our annual conferences from Thursday through Saturday to Wednesday through Friday. It was decided that this decision should be voted on by all members attending the annual conference.

It was a very productive meeting, and I am so proud to be a small part of such a professional and caring group. If you have not volunteered to serve on a committee next year, please take time today and send your request to Vice-President Josann Campanello. I look forward to seeing many of you at the Regional Schools.

HAPPY SPRING!

**Beverly Bigley, CMC
NCAMC President**

Erwin has distinction as “Denim Capital of World”

By Pam Addison
District VII Director

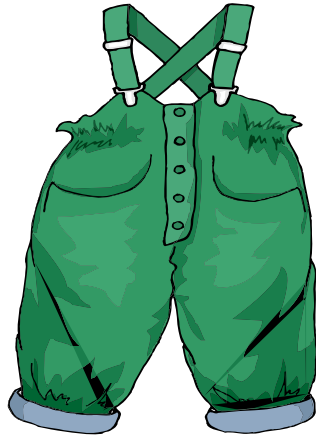
The Town of Erwin earned the title “Denim Capital of The World” when Burlington Industries/Erwin Mills/Swift Denim was a thriving industry in the Town. The Mill was the largest employer located in Harnett County and, at its peak, employed more than 3,000 employees.

The Mill hosted an annual celebration for the mill employees called “Overall Days”. The Erwin Chamber of Commerce continues to host the annual celebration with a fall festival that we call “Denim Days.” The annual fun-filled family festival is held the first weekend of October.

The history of Erwin dates only from the 1900s, but the community is located in an area rich in history and stretches back to colonial times. Erwin is located near the site of the old settlement of Avasboro, which finds mention in accounts of both the Revolutionary War and the War Between The States.

Each year in October, Avasboro Battlefield is the site of the “Living History Event.” This two-day commemoration extravaganza presents Living Historians, Re-enactors, Presentations and Demonstrations. In addition to the historical themes, provides other fun and interesting things to do for the entire family.

The Community of Erwin began with the construction



of a cotton mill in 1903. Mr. William Erwin was selected to oversee the construction of the mill and became its first manager upon its opening.

The Town was constructed to house the workers of the mill and was originally called Duke, but its name was changed to Erwin in 1926 when Trinity College in Durham became Duke University.

The Durham and Southern Railroad Company was built to come into Erwin in order bring in supplies and haul out finished cloth from the mill. The depot was built in front of the first hospital in Harnett County which was called “Good Hope.”

In the 1920s, a number of new homes were built to house more employees added as the mill continued to prosper. In the 1950s, Erwin Mills began selling the houses and other lots to residents of the Town until all residential and store buildings in the Town were owned by individuals. A

long term decline in the domestic textiles industry forced the closing of the mill in December of 2000.

The Town of Erwin with a growing population of 4,772 residents remains a very friendly and progressive community and has conquered many obstacles since the closing of the mill. The Town’s future can be expected to reflect the values the townspeople hold dear, and they will continue to embrace and celebrate the small town character that is such a part of their heritage.

The railroad which serviced the community and was constructed along the business district in Erwin is now a 5.3-mile trail that makes a y-shaped connection between the Town of Erwin and the City of Dunn in Harnett County.

Plans are underway to connect the trail with the proposed Cape Fear River Canoe Park in Erwin located along the Cape Fear River.

I invite you to visit our charming community, bring your bike and ride the trail or your canoe and raft the river. Take a quite stroll on the nature trails, fish or have a picnic on the banks of the Cape Fear River. Visit our Erwin History Room and take an imaginary trip back through time. You will not be disappointed.

For more info, you can go to our website: www.erwin-nc.org

NC ASSOCIATION OF MUNICIPAL CLERKS

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High Point

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Erwin

District 8
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Charlotte

District 9
Dale Martin, CMC*
Kernersville

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Mary Craddock, CMC
Statesville

District 11
Thelda Rhoney, MMC*
Valdese

District 12
Phyllis McClure, CMC
Waynesville

* = Regional Chairperson

Board adopts travel, memorial policies

On the following two pages are the policies approved at the March 9, 2007 meeting of the North Carolina Association of Municipal Clerks' Board of Directors as mentioned in President Bigley's article on page 1. Below is the travel or expense reimbursement policy. On page 4 is the memorial policy.

EXPENSE REIMBURSEMENT POLICY

Purpose and Intent

This policy establishes eligible reimbursable expenses for the North Carolina Association of Municipal Clerks (NCAMC). This policy provides:

- (1) clear guidelines and processes that consider all stakeholders and are fair, practical and easy to administer;
- (2) a high level of accountability to the NCAMC; and
- (3) cost-consciousness to the members and municipalities that support the NCAMC.

Expenses not specifically outlined in this policy are not reimbursable unless *prior* approval (before the expenses are actually incurred) is granted by the NCAMC Board of Directors.

Eligible Officials

The eligible officials described below qualify for expense reimbursement according to this policy.

NCAMC President

The NCAMC values the professional service and leadership that its president provides to the association and its members. The NCAMC expects its president to represent the association at specific NCAMC and IIMC events. The NCAMC does not expect its president to incur personal expenses to carry out these NCAMC official duties. Neither does the NCAMC expect the president's municipality to bear all of these expenses. Reimbursement will be provided to NCAMC president according to the chart included in this policy.

International Institute of Municipal Clerks (IIMC) President and IIMC Region III Directors

The NCAMC enjoys and greatly values the relationship it shares with IIMC. Currently, the NCAMC depends solely on the IIMC for the professional certifications of our members in conjunction and cooperation with the School of Government at the University of North Carolina at Chapel Hill and the North Carolina League of Municipalities. While there is no official role for IIMC representatives at the NCAMC Annual Conference, the NCAMC acknowledges the importance of providing IIMC representatives and NCAMC members the opportunity to meet and mingle and share information. This provides a vital connection to both organizations and provides the opportunity for IIMC representatives to meet constituents face-to-face on a more personal level.

The NCAMC President will issue an invitation to the IIMC President and the two IIMC District III Directors to attend the NCAMC annual conference and the IIMC Region III Meeting when NC is the host and will provide them with the NCAMC expense policy.

The NCAMC President-elect determines who will be involved in the officer installation ceremony at the annual conference and may invite the IIMC representatives to participate.

Reimbursement will be provided to IIMC representatives according to the chart included in this policy.

North Carolina League of Municipalities and School of Government Liaisons

The North Carolina League of Municipalities (NCLM) and the School of Government (SOG) provide valuable support and guidance to the NCAMC on a daily basis. It is important that these affiliate organizations maintain a global knowledge in order to effectively support the clerk's role in government. Therefore, it is the intent of this policy to provide fair and practical guidelines for eligible reimbursable expenses to these organizations. Reimbursement will be provided to NCLM and SOG liaisons to the NCAMC according to the chart included in this policy.

Speakers/Presenters at NCAMC Events

Because each situation may be unique, the expenses of speakers/presenters at NCAMC events shall be reimbursed based on a pre-approved contractual agreement between the speaker/presenter and the NCAMC treasurer.

General Guidelines Individuals for whom expenses are reimbursed are expected to exercise the same care in incurring expenses that a prudent person would exercise when traveling on personal business and expending personal funds. Excessive costs, indirect

See Expense Policy continued, page 4

Expense Policy, Memorial policy sees changes

Continued from Page 3

travel routes, luxury accommodations, and services unnecessary or unjustified are not reimbursable under this policy.

Refer to the chart herein for a list of all reimbursable expenses for eligible officials. Some examples of allowable expenses include: registration fee (unless "comped" up-front according to the chart), mileage/airfare, meals not included in registration fee (excluding alcoholic beverages) and lodging. The mileage reimbursement rate is based on current IRS regulations.

All officials are responsible for their guest(s) expenses. Master Municipal Clerk Academy (MMCA) registration is not waived for any official, and each official is responsible for all expenses associated with the MMCA program.

The NCAMC reimbursement will not exceed the actual expenses.

If registration is comped, the eligible official should submit the registration form to the appropriate party (as stated on the registration form), and should write or type "**COMPED BY NCAMC**" at the top of the form. The NCAMC treasurer will confirm that this is accurate according to this policy.

If the lodging is comped, then the NCAMC president should communicate this to the NCAMC treasurer to arrange for the appropriate lodging accommodations.

Expense Reimbursement Process

To ensure efficient and effective administration of this policy, the following process for reimbursement is established:

- (1) either the eligible official's municipality or the eligible official pays the expenses up-front;
- (2) within 30 days of incurring the expenses, the eligible official submits the appropriate NCAMC expense reimbursement form and all receipts, excluding mileage, to the NCAMC treasurer (*NOTE: there are two reimbursement forms included in this policy: (1) a reimbursement form for speakers/presenters at NCAMC events and the NCLM liaison to the NCAMC and (2) a reimbursement form for all other eligible officials as outlined in this policy*);
- (3) within 30 days of receiving the expense reimbursement request, the NCAMC reimburses the eligible official's municipality or the eligible official for the allowable expenses according to this policy.

MEMORIAL POLICY

It will be the policy of the Association to acknowledge in the *Minute-by-Minute* newsletter a death that occurs in a member's family.

When the death is an immediate family member (mother, father, spouse or child), a memorial resolution will be presented to the Clerk at the Annual Conference.

In the event of a death in a member's family, notification to the President will be the responsibility of the member.

It will be the policy of the Association to acknowledge in the *Minute-by-Minute* newsletter the death of members and former members of the Association.

When the President receives notification within three months of the death of a clerk, deputy clerk, or assistant clerk who was a member or former member of the Association, a donation of \$100 shall be made to a 501(c)(3) charitable organization specified by the family of the deceased. If no charitable organization is so specified, no such donation will be made.

Be careful what you wish for!

Thanks to Clayton Town Clerk Sherry L. Scoggins, CMC for this email "funny."

An atheist was walking through the woods.

"What majestic trees!"

"What powerful rivers!"

"What beautiful animals!"

He said to himself.

As he was walking alongside the river, he heard a rustling in the bushes behind him. He turned to look. He saw a 7-foot grizzly charge towards him. He ran as fast as he could up the path. He looked over his shoulder and saw that the bear was closing in on him.

He looked over his shoulder again and the bear was even closer. He tripped and fell on the ground. He rolled over to pick himself up but saw that the bear was right on top of him, reaching for him



with his left paw and raising his right paw to strike him.

At that instant, the atheist cried out, "Oh my God!" Time stopped.

The bear froze.

The forest was silent.

As a bright light shone upon the man, a voice came out of the sky. "You deny my existence for all these years, teach others I don't exist and even credit creation to cosmic acci-

dent.

"Do you expect me to help you out of this predicament? Am I to count you as a believer?"

The atheist looked directly into the light. "It would be hypocritical of me to suddenly ask

You to treat me as a Christian now, but perhaps You could make the BEAR a Christian?"

"Very well," said the voice. The light went out. The sounds of the forest resumed. And the bear dropped his right paw, brought both paws together, bowed his head and spoke:

"Lord bless this food, which I am about to receive from Thy bounty through Christ our Lord. Amen."

UPCOMING EVENTS

- **April 13, 2007:** Spring Regional School, Cary.
- **April 20, 2007:** Spring Regional School, Thomasville.
- **April 27, 2007:** Spring Regional School, Hickory.
- **May 20-24, 2007:** International Institute of Municipal Clerks Annual Conference, New Orleans.
- **June 4-8, 2007:** Clerks Certification School, 2nd Session.
- **August 14-16, 2007:** NCAMC Annual Conference, Asheville Crown Plaza Resort, Asheville.
- **October 15-18, 2007:** Clerks Certification School, 3rd Session

News from around the Association



A few tidbits from around the North Carolina Association of Municipal Clerks:

Former Hoffman Town Clerk **Nann Bryant** will be celebrating her 90th birthday on April 19.

Sandy Marsh, the current Clerk, notes that after serving more than 50-plus years, Nann is "still working and still sharp." The Town of Hoff-

man is making plans for a celebration. Perhaps NCAMC members will send her a birthday card as well c/o the Town of Hoffman.

Happy Birthday, Nann!

Dale Martin, the clerk for the town of Kernersville, has accepted the Deputy City Clerk position with the City of Greensboro.

Dale's last day with Ker-

nersville will be April 5th. Her first day with Greensboro will be April 16th.

Dale replaces Susan Crofts, the former Greensboro Deputy Clerk, who went to work with another department in the City.

Kim Hibbard of the NCLM has let us know that at least three new clerks have joined NCAMC.

They are as follows:

- **Judy Colgate**, Clerk, City of Lowell
- **Valerie Lynn Thomas**, Assistant Clerk, Town of Bryson City
- **Andrea Orbich**, Clerk to the Board, Orange Water and Sewer Authority

Please make sure to welcome each of these new additions to our NCAMC family!

April 2007



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

<p>1</p> <p>April Fools' Day</p>	<p>2</p>	<p>3</p> <p>Libby Young Stephanie Rivenbark Lettie Navarrete</p>	<p>4</p>	<p>5</p>	<p>6</p> <p>Sharon Bounds</p>	<p>7</p>
<p>8</p> <p>Easter Yolanda Prince Penelope Spicer-Sidbury</p>	<p>9</p> <p>Ann Sessom</p>	<p>10</p> <p>Carmen Miracle</p>	<p>11</p>	<p>12</p> <p>Thelda Rhoney</p>	<p>13</p> <p>Mary Magee Nancy Huntley</p>	<p>14</p>
<p>15</p> <p>Tax Day</p>	<p>16</p>	<p>17</p> <p>Marsha Sucharski</p>	<p>18</p> <p>Valeria Barnes</p>	<p>19</p> <p>Nann Bryant</p>	<p>20</p>	<p>21</p>
<p>22</p> <p>Mauren Baker</p>	<p>23</p>	<p>24</p> <p>Sherry Carswell</p>	<p>25</p> <p>Karen Gray</p>	<p>26</p> <p>Misty Gdelinske</p>	<p>27</p> <p>Shyrl Hansil Bernadette Parduski Lynn Prusa Deborah Edwards</p>	<p>28</p> <p>Janet Pope Joy McRoy Gail Smith</p>
<p>29</p> <p>Sue Rowland Sandra Natse</p>	<p>30</p> <p>Phyllis Harrison</p>					