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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 Donna Strickland, CMC, at:

[dstrickland@townoffeland.com](mailto:dstrickland@townoffeland.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](http://www.iimc.com)

President Campanello's December Message:

# *Marshall speaks to clerks*

**Dear Fellow Clerks:**

Our local elections have passed, and I hope everyone's Thanksgiving holiday was spent with family and friends.

The Clerk's Breakfast held Tuesday, October 16<sup>th</sup> at the North Carolina League of Municipalities Conference in Fayetteville was a special event this year with Elaine Marshall, Secretary of State, as our guest speaker. Ms. Marshall is a delightful person and very down-to-earth, and this was the first time that I had the opportunity to meet her.

Our Program/Education Chairperson, Elaine F. Hunt, had the pleasure of introducing Elaine F. Marshall. I thought the way our Elaine picked up on the similarity in their names during her introduction was quite cute. Also, many of you know Betsy Williams with the NCDOT Powell Bill Funding program. Betsy attended our breakfast and enjoyed time with the clerks because she works with us each year with the program she administers.

I was delighted that we had over 25 clerks attend the breakfast and among those were four past presidents of our association. Fayetteville Mayor Tony Chavonne welcomed all those attending, and we were introduced to the Fayetteville Town Clerk, Candice White. Elaine Marshall's assistant, Melissa Bradley, attended and if you will recall, Melissa was the speaker at the 2007 Clerk's School session on the gender appointment reporting. Ms. Marshall spoke on topics such as cable franchising, annual gender appointment reporting, E-commerce, no-

itary laws, etc. She also delivered a message from Rex Minimum, with the Secretary's office, reminding us that we must send all charter changes and annexation records to him for processing at the state level. She indicated that the average annual population growth in the state is approximately 50,000 and North Carolina's population is younger than the national average. All the information on the topics that Ms. Marshall spoke on can be found on the website at [www.sosnc.com](http://www.sosnc.com).

IIMC President, Charles Tokar, and the IIMC Board of Directors, recently appointed a task force to address the numerous concerns about the IIMC Education Guidelines. The task force is comprised of IIMC Board members, Institute Directors, state associations and the general membership. The task force is on a strict schedule to meet deadlines for the various issues for which recommendations are being requested. First and foremost is the need to determine the extent of "grandfathering" for those clerks in the CMC and MMC programs prior to January 1, 2007, the effective date of the new guidelines. The next topic for consideration will be the pre-approval process currently in effect. President Tokar's message encouraged input, and in that regard, Brenda Hunter, President of the County Clerk's Association; Fleming Bell, our IIMC Institute Director; and I co-signed a detailed e-mail to the members of the task force on November 13<sup>th</sup> expressing the concerns of our members

# The clerk's role in training new members of Council

By Sue Rowland, CMC  
District 6 Director

The campaign season is over and it's time for newly elected board members to transition from candidate to elected official. The clerk plays a vital role in this smooth transition. For those of us with odd-year elections, it's that time again for us to prove our value to these newly elected officials and ensure them that we're here to work hard to make sure they succeed. Each election year is unique, and we need to review our orientation program to ensure it meets the needs of each group of newly elected officials. Remember that our middle names are *FLEXIBILITY!*

Below is a summary of Cary's program.

- Candidate information session: We conduct this session for all candidates and their primary campaign workers as soon as possible after the candidate filing deadline. Topics include: overview of local government, budget and finance, land development, political sign rules and Q&A.
- Phone calls from the clerk the day after the election (or as soon as election results are known in close races): The clerk congratulates the victors and lets the incumbents not re-elected know she appreciates their service to the Town.
- Immediate to-do list: Within a week after election results are final the clerk

meets individually with all newly elected officials to go over items that need immediate attention and gives each person a checklist with items and due dates. (Examples include: oath of office, technology needs, benefits information, required forms and all other "administrivia" that we need to cover so they're ready for their first day on the job. (The manager and attorney also conduct individual meetings in this same time frame.)

- Weekly reading assignments from the clerk: So as not to overwhelm the newly elected officials at once, the clerk e-mails them weekly reading assignments. Topics include Town of Cary general information, town officials and staff contact information, media relations, public records, meetings, council procedures, council vision (vision statement, mission statement, statement of values, goals and initiatives, Town Code and policies), boards and commissions, council's role in the development process, code of ethics, membership organizations, and Web links to town plans and documents.

- Formal orientation: The clerk works with the town manager to establish a 6-hour orientation program that all newly elected officials attend. Topics include Administration, Legal and Clerk Issues, Communications and Media Relations, Budget and Finance and

lunch with department directors with an overview of key issues.

- Mock council meeting: We conduct a mock council meeting (especially helpful with a new mayor) to give the officials the opportunity to sit at the meeting table, experience the TV lights and practice for their first council meeting. Key staff attends to answer any questions.
- Council/Staff Retreat: Each year we have a council/staff retreat; when we have a lot of newly elected officials we try to have the retreat in January to give the new council an early opportunity to establish their vision, which leads into the budget process.
- New mayors attend the SOG/NCLM 1-day class for new mayors, and all new council members (and we're working to get the entire group) attend the 3-day SOG/NCLM Essentials of Municipal Government program. The elected officials determine if the appointed staff attend with them.
- NIMS testing for new mayor and new mayor pro tem

- Orientation survey: The clerk provides this survey to newly elected officials to get their feedback on the orientation process. We change our orientation based on this feedback.

*Sue Rowland, CMC, is the Clerk for the Town of Cary.*

## NCAMC

### 2007-08 Officers

- President  
Josann Campanello, MMC  
St. James
- 1st Vice-President  
Penelope Spicer-Sidbury, CMC  
Wilmington
- 2nd Vice-President  
Delores (Dee) Hammond, CMC  
Laurinburg
- Recording Secretary  
Carmen Miracle, MMC  
Jacksonville
- Corresponding Sec./Treas.  
Kimberly S. Hibbard  
NCLM
- Immediate Past President  
Beverly Bigley, CMC  
Indian Beach

### 2007-08 Directors

#### Region I

- District 1  
Becky Breiholz, CMC  
Manteo
- District 2  
Jeanne Giblin, CMC\*  
Morehead City
- District 3  
Regina Alexander, CMC  
Southport

#### Region II

- District 4  
Sherry Scoggins, CMC\*  
Clayton
- District 5  
Sheila Taylor, CMC  
Littleton
- District 6  
Sue Rowland, CMC  
Cary

#### Region III

- District 7  
Pamela Addison, CMC\*  
Erwin
- District 8  
Jill Chunn, CMC  
Concord
- District 9  
Dale Martin, CMC  
Kernersville

#### Region IV

- District 10  
Freida Van Allen, MMC  
Boone
- District 11  
Thelda Rhoney, MMC  
Valdese
- District 12  
Phyllis McClure, CMC\*  
Waynesville

\* = Regional Chairperson

## UPCOMING EVENTS

- **Friday, Dec. 14:** NCAMC Board/Committee Meetings, NCLM Building, Raleigh.
- **Jan. 23-25, 2008:** IIMC Region III Conference, Greenville, S.C.
- **Jan. 23, 2008:** Master Municipal Clerk's Academy/Workshop for New Clerks, Research Triangle Park.
- **Jan. 24-25, 2008:** City & County Clerks School, Research Triangle Park.
- **March 14, 2008:** NCAMC Board & Committee Meetings, NCLM Building, Raleigh.
- **April:** NCAMC Regional Schools (TBA)
- **May 18-22, 2007:** International Institute of Municipal Clerks Annual Conference, Atlanta, GA.
- **June 13, 2008:** NCAMC Board & Committee Meetings, NCLM Building, Raleigh.
- **Aug. 14-16, 2008:** NCAMC Annual Conference, Wilmington.

# Clerks earn CMC designation

Five members of the North Carolina Association of Municipal Clerks have achieved the International Institute of Municipal Clerks' high educational, experience and service requirements to be awarded the prestigious designation of Certified Municipal Clerk (CMC).

**Dianne P. Berry, CMC**, of the Public Health Authority of Cabarrus County; **Juanita Faircloth, CMC**, of Salemburg; **Sheila Miller, CMC**, of Clyde; **Bernadette A. Parduski, CMC**, of Shelby; and **Dianne E. White, CMC**, of Henderson received word recently from IIMC of their honors.

**Carolyn S. Hedgepeth, CMC**, Clerk to the Board & Human Resources Manager for Edgecombe County, was notified that she has received her CMC as well.

To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality.

The program prepares the participants to meet the challenges of the complex role of the municipal clerks by providing them with quality education in partnership with institutions of higher learning. The program has been in existence since 1970.

They join more than 250 active Municipal Clerks from the State of North Carolina who currently hold the designation of "Certified Municipal Clerk."

**Dianne Berry, CMC, Public Health Authority, Cabarrus County:**

Dianne Berry began working for the Board of the Public Health Authority in August 1998, assuming the duties of Clerk to the Board in August of 1999.

Dianne says she is very proud to get this designation because she is the first to get the IIMC-approved CMC designation for any Public Health Authority in North Carolina or in the nation.

From 1998-2000, she was Administrative Assistant to Healthy Cabarrus. In 2001, she became Human Resources/Customer Service Program Coordinator, in addition to the Clerk to the Board title she's held since 1999.

Dianne received her CMC designation in September of 2007. She has been a member of NCAMC since August of 2005. She joined IIMC in June of that same year.

**Juanita Faircloth, CMC, Salemburg:**

Juanita Faircloth has been employed with the Town of Salemburg since July of 1989. She began her employment with the town as Town Clerk, Finance Officer and Tax Collector. In 1990, she acquired the title of Zoning Administrator. Juanita says her titles in her previously one-person office have ranged from house-keeping to grant writer.

Juanita has been a member of the NCAMC and IIMC since July of 2006. She earned her CMC status

in August of 2007.

**Sheila Miller, CMC, Clyde:**

Sheila Miller has been employed with the Town of Clyde since May of 2003, serving as Administrative Assistant before being named Assistant Clerk in September of 2003. She became Town Clerk in November of 2005. She received her CMC designation in September of 2007.

Sheila joined IIMC in 2003 and NCAMC in 2004.

**Bernadette Parduski, CMC, Shelby:**

Bernadette Parduski has been employed by the City of Shelby since March 2001, first serving as Administrative Assistant to the City Manager. Appointed Interim City Clerk in December of 2004, she was appointed City Clerk in May of 2005.

Bernadette graduated from Gardner-Webb University in May of 2005 with a Bachelor of Science degree in Business Administration. She earned her CMC designation in September of 2007. She applied to MMCA in October of this year.

She joined NCAMC in July of 2005 and IIMC in August of 2005.

**Dianne White, CMC, Henderson:**

Dianne White came to work for the City of Henderson in March of 1988 as City Clerk. She received her CMC designation in October of 2007.

She joined the NCAMC and IIMC in 1988.

*Campanello, Hunt, Miracle, Sartin, Valley, Van Allen recognized*

# 6 Clerks receive MMC designations

The International Institute of Municipal Clerks (IIMC) has announced the names of six clerks in North Carolina who have achieved the prestigious Master Municipal Clerk (MMC) designation, making them part of an elite group of municipal clerks in the state who have achieved that goal.

**Josann A. Campanello**, MMC, Town Clerk/Administrator for St. James, **Elaine F. Hunt**, MMC, Deputy City Clerk of Clinton, **Carmen K. Miracle**, MMC, City Clerk of Jacksonville, **Sandra S. Sartin**, MMC, Town Clerk of Aurora, **Joyce H. Valley**, MMC, Town Clerk of Angier and **Freida C. Van Allen**, MMC, Town Clerk of Boone, have completed the progressive steps and earned the MMC designations.

The MMC is one of the two professional designations granted by IIMC. To qualify for entrance into the Master Municipal Academy (MMCA), which prepares participants for achieving the MMC status, one must have earned the CMC designation. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality. The program prepares the participants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with 47 institutions of higher learning.

The MMCA is an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and rigorous educational component, a professional and social contributions component, and a commitment to lifelong learning. The Academy members must demonstrate that they have actively

pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

Founded in 1947, IIMC is a professional association with more than 10,000 members in the US, Canada and 15 other countries. IIMC's primary goal is to actively promote the continuing education and professional development of municipal clerks through extensive education programs, certification, recertification, publications, networking, annual conferences and research. IIMC also engages in municipal research administration, enhances critical professional skill development and fosters a spirit of mutual assistance and good fellowship among municipal clerks around the globe. IIMC is governed by a 26-member Board of Directors.

**Josann Campanello, MMC, St. James:**

Josann has been employed with St. James since July of 2000, where she serves in the position of Town Clerk/Administrator. She had previously worked at Bald Head Island for 14 years.

She achieved IIMC's Certified Municipal Clerk status in 1997, entered the Master Municipal Clerk Academy in November of 2000, and has continued to fulfill the educational service requirements through each of her three levels of membership in the Academy.

Since Josann's induction into the Academy, she has completed IIMC-approved Academy programs and seminars conducted by the Institute of Government, University of North Carolina at Chapel Hill, the IIMC, and other educational

programs relating to local government.

Her professional affiliations include active membership in North Carolina Association of Municipal Clerks, of which she is currently President, and the International Institute of Municipal of Clerks. She has been a member of NCAMC since 1987 and IIMC since 1988.

**Elaine Hunt, MMC, Clinton:**

Elaine has been employed with the City of Clinton since February of 1991. She worked as an office assistant until October of 1997 when she became Deputy City Clerk.

She achieved IIMC's Certified Municipal Clerk status in April of 2001, entered the Master Municipal Clerk Academy in December of 2002, and has continued to fulfill the educational service requirements through each of her three levels of membership in the Academy.

Since Elaine's induction into the Academy, she has completed IIMC-approved Academy programs and seminars conducted by the Institute of Government, University of North Carolina at Chapel Hill, the IIMC, and other educational programs relating to local government.

Her professional affiliations include active membership in North Carolina Association of Municipal Clerks since 1998 and the International Institute of Municipal Clerks since 1999. She currently serves as Chair of the Program/Education Committee for NCAMC.

**Carmen Miracle, MMC, Jacksonville:**

Carmen has been employed with the City of Jacksonville since September of 1998, where she serves as City Clerk. Carmen first served as Deputy City Clerk before her appoint-

ment to her present position in October of 1999.

She achieved IIMC's Certified Municipal Clerk status in July of 2001, entered the Master Municipal Clerk Academy in August of 2002, and has continued to fulfill the educational service requirements through each of her three levels of membership in the Academy.

Since Carmen's induction into the Academy, she has completed IIMC-approved Academy programs and seminars conducted by the Institute of Government, University of North Carolina at Chapel Hill, the IIMC, and other educational programs relating to local government.

Her professional affiliations include active membership in both the North Carolina Association of Municipal Clerks and the International Institute of Municipal of Clerks since 1998. Carmen is currently Recording Secretary for NCAMC.

**Sandra Sartin, MMC, Aurora:**

Sandra has been employed with the Town of Aurora since May of 1979. She began work as a water billing clerk, a position she held for two years before being named Finance Officer. After a year as Finance Officer, she became Town Clerk/Finance Officer, a position she has held for more than 25 years.

She achieved IIMC's Certified Municipal Clerk status in February of 1993, entered the Master Municipal Clerk Academy in October of 2000, and has continued to fulfill the educational service requirements through each of her three levels of membership in the Academy.

Since Sandra's induction into the Academy, she has completed IIMC-approved Academy

# MMCs earned

Continued from Page 1

programs and seminars conducted by the Institute of Government, University of North Carolina at Chapel Hill, the IIMC, and other educational programs relating to local government.

Her professional affiliations include active membership in North Carolina Association of Municipal Clerks since 1981 and the International Institute of Municipal Clerks since 1985.

## Joyce Valley, MMC, Angier:

Joyce has been the Town Clerk/Human Resources Officer for the Town of Angier since August 2007. She had begun working on her AAE certification (now MMC) while working as the Clerk/Human Resources Officer in Dunn from 1993 to 2001. After leaving Dunn due to her husband's job, she continued working on her certification.

She received IIMC's CMC status in 1995. She officially received her MMC in September 2007 after being re-employed as a Clerk.

Since Joyce's induction into the Academy, she has completed IIMC-approved Academy programs and seminars conducted by the Institute of Government, University of North Carolina at Chapel Hill, the IIMC, and other educational programs relating to local government.

Her professional affiliations include active membership in both the North Carolina Association of Municipal Clerks and the International Institute of Municipal of Clerks since 1993.

## Freida Van Allen, MMC, Boone:

Freida has been employed with the Town of Boone since 1985, first as Deputy Clerk and then in her current position as Town Clerk.

She achieved IIMC's Certified Municipal Clerk status in June of 1994, entered the Master Municipal Clerk Academy (then known as AAE) in 1998, and has continued to fulfill the educational service requirements through each of her three levels of membership in the Academy.

Since Freida's induction into the Academy, she has completed IIMC-approved Academy programs and seminars conducted by the Institute of Government, University of North Carolina at Chapel Hill, the IIMC, and other educational programs relating to local government.

Her professional affiliations include active membership in North Carolina Association of Municipal Clerks since 1989 and the International Institute of Municipal Clerks since the early 1990s. Freida currently serves as the NCAMC District 10 Director.

# IIMC Education concerns discussed

Continued from Page 1

both on the city and county level. A member of the task force acknowledged receipt of our correspondence and was appreciative for the input.

In closing, I would like to note that to date during 2007, two clerks received their MMC entry level; one clerk received the MMC level 1; one clerk received the MMC level 2; five clerks

reached the final MMC level; and six clerks have received their CMC designation. I addressed the certification class graduates at the School of Government in October and there were over 40 city and county graduates of the course, so I hope to see more clerks receive their certification in the near future.

Josann Campanello, MMC  
NCAMC President

## News from around NCAMC



Our sincerest condolences to Jacksonville Clerk Carmen Miracle in the passing of her father in late November. If you'd like to send Carmen a card, you can send it to Town Hall at P.O. Box 128, Jacksonville, NC 28541, or to her home, 245 Foy Lockamy Road, Jacksonville, NC 28540.

Carmen is one of our most active clerks and currently serves as our Association's Recording Secretary. Our thoughts and prayers go out to Carmen and her family.

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Steve Smith, former Town Manager/Clerk in Yanceyville, has changed positions. Steve is now Manager and Deputy Clerk in the Town of Maiden.

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Welcome to Wendy Vanover, Clerk for the Town of Maiden, She has joined us here in the North Carolina Association of Municipal Clerks. Please make Wendy feel like part of our family!

## 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  
(ATTN: Minute-by-Minute)  
City of Reidsville

230 W. Morehead Street, NC 27320

Or Fax: (336) 342-3649 or email to [astadler@ci.reidsville.nc.us](mailto:astadler@ci.reidsville.nc.us)

# December 2007



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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b> Shawna Black
<b>2</b> Catherine Tilley	<b>3</b> Cynthia Ezzell Vickie Johnson	<b>4</b> Kimberly Worley Melissa Brewer	<b>5</b> Linda Noble Karen Williams <b>Hanukkah Begins</b>	<b>6</b> Jeanne Giblin	<b>7</b> Georgia Overman Jacqueline Paylor	<b>8</b> Jamie Brown Sarah White Barbara Jones
<b>9</b> Melody Graham Luann Ellis	<b>10</b> Debbie Hinson	<b>11</b> Scott Howard Sharon Thompson Belinda White	<b>12</b> Sylvia Raynor	<b>13</b>	<b>14</b> Sandy Hewett  <b>Committee Meetings Raleigh</b>	<b>15</b>
<b>16</b> Evyonne Smith	<b>17</b>	<b>18</b> Drenda Ammons Iris Smith	<b>19</b> Marie Adams	<b>20</b> Cheryl Mears Tammy Kirkley	<b>21</b> Sherry Scoggins	<b>22</b> Tammy Kirkley   <b>First Day of Winter</b>
<b>23</b> Beth Usery Betty Belle	<b>24</b> Fran Davis	<b>25</b> Sharon Evans Evelyn Howard Carrie Gordin   Christmas	<b>26</b> Sabrina McDonald  <b>Kwanzaa Begins</b>	<b>27</b> Sue Morton	<b>28</b> Kelley Southward Brenda Brown	<b>29</b>
<b>30</b> Jenny Larson Susan Suggs Patsy Dougherty	<b>31</b> Vivian Skipper  <b>New Year's Eve</b>	<b>Happy Holidays!</b>				