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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 March Message:

Halfway there!

Dear Fellow Clerks:

I cannot believe the halfway point in my year serving as President of our Association is this month. Time has flown and I have been so busy I did not even notice until a few days ago when I stopped to take a breath.

For those of you who were not able to attend the Annual City and County Clerks School in January, we missed you. It was a great educational opportunity and probably beat all attendance records. There were 91 clerks registered for the New Clerks School, 142 for the MMC Class and a total of 286 clerks registered for the regular sessions.

Almost every clerk in attendance went home with a door prize. This year Tina Lanier from Lexington was fortunate enough to get the artist, Bob Timberlake, to donate a signed print to be given as the grand prize. Our own Carmen Miracle so deservedly won the print and when I say she was so excited, that's putting it mildly! **CONGRATULATIONS** Carmen.

I have received a request from one of the Directors to place an item on the March 9, 2007, Board of Directors agenda to discuss the possibility of starting our Annual Conferences in August one day earlier (Wednesday) and ending them one day

earlier on Saturday. The banquet would be on Friday night. If you have an opinion on this matter, please convey it to your District Director prior to the March meeting.

The 2007 IIMC Annual Conference will be held in New Orleans, Louisiana, beginning May 21 through May 27. I hope that a lot of you will be able to attend. Our own Stephanie Kelly, Charlotte Deputy City Clerk, will be sworn in as IIMC District III Director at the banquet on Saturday night, May 26. We are so proud of Stephanie and honored to have her serve in this capacity.

I have checked out the hotel online and it is absolutely gorgeous and sits

right by the Mississippi River. From what I understand, it is located within walking distance of the French Quarter. Who knows, I may come back speaking "French"!

You will find in this issue the College Scholarship Application with a deadline of March 15th. Please give one to any high school student who may need financial help to attend college.

Until next month, stay warm, attend the MMC sessions, either in Rocky Mount or Concord, and share a smile!

GO TEAM!

Beverly Bigley, CMC
NCAMC President



Carmen Miracle, left, holds the Bob Timberlake print she won in the drawing held at Clerks School in January. Tina Lanier, right, got Timberlake to donate the print. See related story on page 6.

How to say it!

This information was prepared by Susan Moran, Public Information Officer (PIO) for the Town of Cary, for dealing with the media. Much of this is also helpful in our conversations with citizens. *Provided by Sue Rowland, CMC, District 6 Director.*

<i>Instead of</i>	<i>Try</i>	<i>Because</i>
No comment.	While I can't address that specific issue, I can say that generally ... OR While I can't speak to that, I will say ...	Merely saying "no comment" is wasting a good opportunity to get your message out.
I'm not sure, but I think the answer might be ...	I wish I could help, but I don't know the answer to that. A better person to speak with is...	Guessing runs the risk of perpetuating misinformation that may never get corrected.
That's absurd ... that's ridiculous ...	That's not the case ... OR The facts/data don't support that. (AND provide the facts/data.)	Your point can probably be made without using words that appear harsh or judgmental.
That's a lie. The facts are clear and they don't support that position/remark.	We would disagree with that position/remark. (AND provide the facts/data.)	Harsh and overly direct responses can appear unnecessarily rude.
Personally, I think ...	At the Town of Cary we believe ...	The interview or conversation is because of your professional position, not who you are as an individual. At work, you don't have/give personal opinions.
As part of my job, I decided to ...	The Town decided to ...	Most things in the organization happen as a result of a team effort, which includes having the Manager or Council sign off on it, directly or indirectly. Also, you want the power of all the employees standing with you symbolically in your response.
Off the record ... OR ... between you and me ... OR ... just on background ...	We never go off the record; maybe you should speak to the PIO (or department director)	No one ever goes off the record in our organization because it usually ends up being part of the record and rarely just between you and them. If it needs to be said, say it or ask the PIO to say it.
We may have to raise taxes ... OR ... we may have to cut services.	We will need additional funds ... OR we will have choices to make ...	Get to the real point and don't presume to suggest what Council or the organization might or might not do.
I don't have to give you that information ... OR ... I won't give you that information because it's part of the investigation, and I don't have to.	While we appreciate your interest, state law doesn't support our discussing those details at this time since we have an active investigation. Thanks for your interest but discussing those details right now could compromise our investigation, which I am sure no one wants to see happen.	The law is on our side, so there's no need to alienate folks in the process of simply refusing their request.
That is a big problem ... OR ... huge catastrophe ... OR ... we really messed up on this one ...	This is quite challenging. We didn't do our best with this. As always, we're doing a comprehensive evaluation to see how we can improve.	Exaggeration could lead to a degradation in the public trust and/or to lawsuits based on an inaccurate perception of our role.
That's tough, too bad.	This is a difficult time/situation for everyone involved.	Expressions of empathy and sympathy should be made completely & accurately.
Council's got that all wrong ... OR ... Council made a bad decision ... OR ... we disagree with Council...	Our position as staff is to implement Council's vision for our community.	It's not productive to point out possible mistakes or conflicts. What's important is that issues get resolved so that we can move forward with our work.
Some people in Cary have green grass and that's their life and they have nothing else to do.	Cary residents take great pride in their homes and yards and having people respect their private property is important to them and to all of us.	Be careful to not let your own prejudices about what's important to others show in your response. Don't be contemptuous of the people you serve.

Nominating Committee still looking to fill positions

A reminder that 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. We are re-running this information that ran in the February newsletter so that you can

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 "to provide means whereby efficiency

and improvements may be achieved in the operation of the clerks' offices in the cities and towns of North Carolina."

Each year during the August annual conference, a slate of officers and director candidates is presented by the Nominating Committee for your approval during the annual business meeting. Enclosed in this newsletter (**See Page 4**) is an Interest Form for those interested in serving as an officer or director of the North Carolina Association of Municipal Clerks.

In 2007, the positions open are **Directors** for *Districts II, IV, VI, VIII, X and XII*; **Recording Secretary and Second Vice President**. For your convenience, requirements for these positions are indicated on the applicable form on Page 4.

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 Lisa Vierling, MMC, at the City of High Point. Her address and fax number are listed at the bottom of the form.

The deadline is April 15, 2007.

Region	District	To Determine Your District, Please find your County
I	1	Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Martin, Pasquotank, Perqui-
	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
	6	Alamance, Caswell, Chatham, Durham, Granville, Orange, Person, Vance, Wake
III	7	Cumberland, Harnett, Hoke, Lee, Moore, Robeson, Scotland
	8	Anson, Cabarrus, Mecklenburg, Montgomery, Richmond, Stanly, Union
	9	Davidson, Davie, Forsyth, Guilford, Randolph, Rockingham, Rowan, Stokes
IV	10	Alexander, Alleghany, Ashe, Avery, Caldwell, Iredell, Surry, Watauga, Wilkes, Yadkin
	11	Lincoln, McDowell, Rutherford, Burke, Catawba, Cleveland, Gaston,
	12	Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, Polk, Swain, Transylvania, Yancey

NC ASSOCIATION OF MUNICIPAL CLERKS

2006-07 Officers

President
Beverly Bigley, CMC
Indian Beach

Vice-President
Josann Campanello, CMC
St. James

2nd Vice-President
Penelope Spicer-Sidbury, CMC
Wilmington

Recording Secretary
Dolores (Dee) Hammond, MMC
Laurinburg

Corresponding Sec. /Treas.
Kimberly S. Hibbard
NCLM

Immediate Past President
Lisa Vierling, MMC
High Point

2006-07 Directors

Region I

District 1
Becky Breiholz, CMC
Manteo

District 2
Carmen Miracle, CMC
Jacksonville

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
Stephanie Kelly, CMC
Charlotte

District 9
Dale Martin, CMC*
Kernersville

Region IV

District 10
Mary Craddock, CMC
Statesville

District 11
Thelda Rhoney, MMC*
Valdese

District 12
Phyllis McClure, CMC
Waynesville

NCAMC Officer and Director Interest Form

(Director Candidates for Districts II, IV, VI, VIII, X, XII)

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 at 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, 2007, to:

Lisa B. Vierling, MMC
City of High Point
P.O. Box 230
High Point, NC 27261
Fax: 336-883-3872
Email: lisa.vierling@highpointnc.gov
Faxed or mailed forms will be accepted.

Apply by March 25 for committee positions

Listed below are the NCAMC committees to which First Vice President Josann Campanello, CMC will be making appointments for 2007-08. Please submit the volunteer form below to her at 3628 St. James Drive, Southport, NC 28461, if you are interested in serving the Association on one of these committees.

If you are currently on a committee and wish to be re-appointed, please resubmit an application expressing your interest.

The deadline for submitting applications is March 25, 2007.

Please feel free to contact

Josann with any questions at (910) 253-4730.

Josann will be filling the following committees:

CONFERENCE 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 2010 conference to be held in the western part of the state.

FINANCE COMMITTEE — Is responsible for the annual NCAMC audit, preparing the NCAMC budget and filing of required 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 Clerks in developing effective and efficient methods of discharging their responsibilities through practical training programs and through the use of mentors.

2007-08 NCAMC Committee Volunteer Form

Name: _____ Title: _____
Municipality: _____ Day Telephone: (____) _____
Mailing Address: _____ City, Zip: _____
Email: _____ Fax: (____) _____

Number of Years as Clerk: _____ Number of Years as a Deputy Clerk: _____

Certification(s): _____

I am interested in serving on the following committee(s): (Please place in order of preference)

- 1) _____
- 2) _____
- 3) _____

I am interested in serving on a committee because:

Clip out and return completed form by March 25.

To: Josann Campanello, CMC
c/o Town of St. James
3628 St. James Drive
Southport, NC 28461

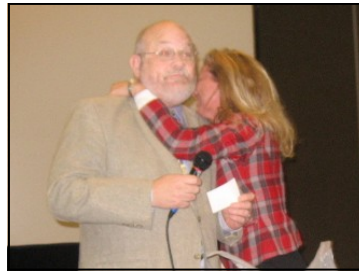
Carmen experiences a “miracle”

There could not have been a better name drawn from the bag of names on Friday, January 26, 2007, at the Annual City and County Clerks' School. Carmen Miracle had been hoping her name would be called throughout the two-day event as door prizes were being passed out right and left. It was getting almost near 1 p.m., prizes were still being handed out and STILL no prize for Carmen. She was the very one who had worked so hard at getting prizes delivered and distributed to the lucky winners.

However, the time finally arrived for the “Grand Prize” drawing. A signed print from Bob Timberlake, a renowned artist from Lexington, was donated by Mr. Timberlake himself and delivered by Lexington Clerk Tina Lanier. The print was titled, “Luna’s Pansies.” Every Clerk fell in love with the print and anxiously waited for her name to be called at the end of Friday’s class.

Mr. Fleming Bell, a dear friend and counselor for all City Clerks, was asked to draw the winning name. Carmen called Tina up to the front to present the Grand Prize to the winner. Fleming was sifting the names over and over and over in the bag. Carmen and Tina urged him to “hurry up” ... the drum roll started ... the name was pulled ... Fleming did not speak! Carmen and Tina thought, “Does he not know how to pronounce the name? Is it his name? What is the problem?”

Carmen was standing beside Fleming and began to rise up on her tiptoes, glared across his left shoulder and suddenly, she starts screaming and jumping around hysterically!!! Tina is standing there thinking, “What is going on? Who’s name is it?” Then, Tina realizes it is Carmen’s name that was drawn. Fleming began to blush as Carmen jumped around hugging him, then hugging Tina and back again



Fleming Bell’s face says it all when Carmen Miracle hugs him after he calls her name for the grand prize drawing at the Annual City and County Clerks’ School. (Photo Provided)

to hugging him!!!

It was truly a “miracle” that Carmen Miracle’s name was drawn. However, it was very deserving as the grand prize could not have gone to a more devoted and hard-working City Clerk. It was almost like an “angel” was in the room to deliver the “miracle.”

Life does continue to bring us “miracles” if we only would take the time to notice that they are all around us! Congratulations, Carmen Miracle!

Submitted by Tina Lanier
Lexington City Clerk

UPCOMING EVENTS

- € **March 9, 2007:** NCAMC Board & Committee Meetings, NCLM Building, Raleigh.
- € **March 16, 2007:** Spring MMC Academy, Embassy Suites Hotel, Resort & Conference Center, Concord.
- € **March 30, 2007:** Spring Regional School, Surf City.
- € **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



Several familiar faces around Clerkdom will be leaving us soon.

Mary Lou Todd will be retiring March 16 after 38 years with the Town of Garner. For 28 years, Mary Lou served as the Clerk and the past six years, she was Town Manager. She also is a past president of NCAMC and IIMC.

If anyone deserves retirement, it is the hardworking Mary Lou. Congratulations!

Debbie Cockman, Clerk of

Robbins for the past 13 years, left in February for a new position with Southern Software in Southern Pines. Of course, most of you will know that Debbie is the daughter of Janice Thomas of Foxfire.

Good luck Debbie in your new position!

Our thoughts and prayers go to Kim Hensley, Clerk of Laurel Park, and Cristal Jenkins, Clerk of Kenansville.

Kim lost her father in early February. Cristal’s mother,

Thelma Rhodes, also passed away in early February.

Please keep Kim, Cristal and their families in your prayers.

Welcome to the following new Clerks:

- Janet Hill, Deputy Clerk, Morehead City
- Terri Anglin, Clerk, Carolina Shores
- Lynette Romero, Clerk, Oak City
- Wendy Morton, Deputy

Clerk, LaGrange

- Tanita Howard, Assistant Clerk, Chapel Hill
- Lora Flieger, Clerk, Locust
- Lynn Griffin, Clerk, Peachland
- Joy Eudy, Assistant Clerk, Mount Pleasant.
- Ann Sessom is the new Clerk in Kings Mountain. Ann was Deputy Clerk but became Clerk with Marilyn Sellars’ promotion to City Manager there.

Spring Regional Schools coming soon!

The materials for the 2007 Spring Regional Schools should have arrived in your mailbox recently!

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 30, 2007** in Surf City with the following team of Host Clerks: Patricia Arnold, Surf

City, Lorraine Carbone, North Topsail Beach, Brenda Padgett, Holly Ridge, and Stephanie Rivenbark, Topsail Beach; **April 13, 2007**, in Cary, with Host Clerk Sue Rowland; **April 20, 2007** in Thomasville with Host Clerk Janis Moore; and **April 27, 2007** in Hickory with Host Clerk Pamela Tallent.

You won't want to miss this training opportunity! Patricia Holloway of the Secretary of States Office will provide an update and answer questions about the changes in the NC Notary Public Law. In addition, representatives from the NC Division of Historical Resources will provide practical and useful information to

help you manage, update and control your office records and filing systems. Trainers from the North Carolina League of Municipalities will also be on hand to brief you on Risk Management Issues and to answer your specific questions.

Also, Clerks tell us that they enjoy opportunities to learn from their fellow Clerks; therefore, a Clerk panel will be offered on the topic of "How We Handle Our Public Comment Period." Clerks from large, medium, and small towns will "show and tell" about the procedures they are using to manage this requirement. Fleming Bell, Professor of Law at the NC School of

Government will also be on hand to discuss the legal issue of the Public Comment Statute.

The Registration materials have been posted to our NCAMC website so if you did not receive one in the mail – you can download a copy at the following web address: www.ioq.unc.edu/organizations/clerks/ncamc/index.htm

This packet contains maps so be aware that it may take a few moments for the file to download from our website.

If you have any questions please feel free to contact me, Carmen Miracle, Program and Education Chair at cmiracle@ci.jacksonville.nc.us

IIMC seeks new Executive Director

The International Institute of Municipal Clerks (IIMC) is looking for a new Executive Director.

The Institute, headquartered in Rancho Cucamonga, CA, has a 10-member professional staff and a \$1.5 million annual budget. The Executive Director is responsible to a 26-member Board of Directors and has overall administrative responsibility for membership and technical service, professional development programs, publications development, annual conferences, a monthly professional journal and other member support activities.

Plans finalized for
2008 Region III Meeting

The date and location of the 2008 IIMC Region III

meeting have been finalized.

The meeting will be held January 23 through 25, 2008 at the Hyatt Regency

Greenville. The Hyatt is located at 220 North Main Street, Greenville, S.C. 29601.



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
(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

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



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 March 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: Kim Hibbard
P.O. Box 3069
Raleigh, NC 27602
(919) 715-4000

☞ See Application, Page 9 ☞

Deadline to Submit Application is March 15, 2007

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 March 15 To:

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

March 2007



The monthly NCAMC Calendar is prepared for you by Dawn Davis, 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>
				1	2 Clara Jones-Manning Brenda Padgett	3 Beverly Bigley Sheila Sheppard Dianne White
4 Linda Harper D. Gray Holly Mayes	5 Marla Ashworth Debbie West Elaine Hicks Marla Ashworth R. Humphrey	6	7 Gwendolyn Spicer Anita Hosack	8 Marylyn Sellers	9 NCAMC Committee/ Board of Directors Meetings	10 Shirley Freeman Nancy Matthews Charles Vay Huggins
11 Melissa Adams Kathy Johnson	12	13 Joyce Valley	14 Peggy Smith Deborah Wagenhauser	15 Loretta Lanier Loraine Carbone Linda Bratcher	16 Regional MMC Academy - Concord	17 St. Patrick's Day
18 Brenda Robbins Crystal Craigo	19	20 Keisha Lipe	21	22 Geneva Wilson	23 Dawn Davis	24 Jamie Burnette
25 Sandra Allen	26 Carolyn Morris	27 Janet Pierson	28 Patricia Sugg	29 Sylvia Holleman	30	31 Penny Weiss