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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 the following address:

dstrickland@townofieiland.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 Campanello's March Message:

Taking care of business

Dear Fellow Clerks:

I had the pleasure of joining Brenda Hunter, the President of the N.C. County Clerks Association, in welcoming 87 clerks attending the January 23rd class for new clerks held in advance of the 2008 City/County Clerks School. On a side note, I noticed in the recent *League Letter* that there were three clerk positions listed in the careers section, which I found most unusual. I am not sure that I have ever seen that many openings for the position of "clerk" in that publication. Clerks are known for staying put — so to speak.

The annual business meeting on January 24th was well attended with over 150 clerks participating. The Treasurer's report was presented on behalf of Kim Hibbard, our Secretary/Treasurer, who was on "double duty" with the Essentials of Municipal Government session in Wilmington. The financial report as of December 31, 2007, indicated that membership dues were coming in over budget, and the association took in over \$10,700 in sponsorships to offset the expense of the annual summer conference held last August, which by the way cost over \$39,000. The remainder of the business meeting included committee reports.

Following the business meeting, I traveled to Greenville, S.C., the location of the IIMC Region III Conference, to report on behalf of North Carolina at the Region III business meeting. What a beautiful location to host this event, downtown Greenville, with so many shops and restaurants within walking distance. I was only

able to enjoy them from the window of my car due to my short stay, but I would certainly love to return and experience what downtown Greenville has to offer.

The newly renovated Hyatt Hotel was absolutely gorgeous and all the interior rooms had a view of the atrium and lobby below. There were several clerks from North Carolina that I saw at the business meeting on Friday morning, and I am happy they were able to attend because it is a pleasure to be among clerk friends from across state lines. The meeting was conducted by our IIMC Region III Directors, Glenda Morgan and Stephanie Kelly. Dyanne Reese, IIMC 1st Vice-President, called for a moment of silence in memory of Cheryl Ratliff, who at the time of her death was the Greenville, S.C. City Clerk and former IIMC Region III Director.

If you have ever wished you could attend an IIMC Conference then this is the year your wish could come true because it will be closer to home. The location of the 2008 IIMC Annual Conference will be Atlanta, Georgia, at the Hyatt downtown, beginning Sunday, May 18th with the Municipal Clerks Education Foundation (MCEF) walk/run fund-raiser, and concluding on Thursday, May 22nd with the closing banquet.

On Saturday and Sunday, prior to commencement, IIMC is offering 12 academy seminars and several Athenian Leadership Society Dialogues, these however do cost extra. On Monday, the fun begins with a

Musings on being a Clerk

By Jeanne M. Giblin, CMC
District 2 Director

I just love it when I am out with my husband at one of his business functions and he so proudly introduces me as the Town Clerk of Morehead City. Inevitably the person will look me over once or twice and then with a rather glazed look ask, "Well, what do you do as Clerk?"

WELL, WHAT DO I DO????? I always rather nicely answer that I work for the City Manager, the Mayor and the Town Council and that my days are filled with keeping our town running smoothly. That usually suffices. To be truthful, sometimes I would like to reply with something I read long ago about being a clerk and that is that "I don't know what I do until I don't do it and then all heck breaks loose!" How true! Just reviewing my job description sometimes exhausts me! Our jobs are as wide and varied and different as our looks.

Sometimes it seems our days are overfilled with "putting out little fires" all over our communities. You turn your computer on in the morning, start to work on a project and heck, at the end of the day, you are still on the first page. Now, where did the day go? But at the end of those days, there is an intrinsic feeling that even though what you first set out to do was not accomplished, you did make a difference. It could be as something as simple as giving directions over the phone, to finding that file that you thought was lost forever, to helping your fellow co-worker calm down a very irate water customer who just had his water turned off even though his bill has been paid in full. The list goes on and on. Sometimes it is just that extra step we took to keep one of our citizens informed and happy.

As clerks, we put so much of ourselves out there for the public. We are the type of people who when stopped and questioned about town business in the grocery store will take the time to explain the answer and then leave our business card with the admonition to call us if they have further questions. We are also the type of people who can wake out of a deep sleep to remember to do something "back at the office tomorrow." Sometimes it can be difficult to separate the "me-person" from the "me-clerk."

There is pride in our voices whenever we speak of our cities and towns, and there is pride in doing the best we can for our citizens. Being a clerk is never easy -- you have to have the patience of a saint, hold more facts than a library, be able to smile even when you want to cry, be poised even when you are shaking inside and forever keep a sense of humor. But most of us would not give it up for love or money.....well, maybe for love.....

As you've already "guessed", Jeanne Giblin is the proud Clerk for the Town of Morehead City.

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

NCAMC

2007-08 Officers

President
Josann Campanello, MMC
St. James

1st Vice-President
Penelope Spicer-Sidbury, CMC
Wilmington

2nd Vice-President
Delores (Dee) Hammond, MMC
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*

Nominating Committee looking for members willing to serve

The North Carolina Association of Municipal Clerks' Nominating Committee is gearing up to present a slate of officer candidates to the NCAMC Board of Directors in June. Please consider how you could serve your Association.

It is important that our organization continue to remain strong with Officers and Directors who are committed to making sure the Association meets and exceeds its purpose "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 2008, the positions open are **Directors** for *Districts I, III, V, VII, VIII, XI*, **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 Beverly Bigley, CMC, of the Town of Indian Beach. Her address and fax number are listed at the bot-

Region	District	To Determine Your District, Please find your County
I	1	Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Martin, Pasquotank, Perquimans
	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, Cabarrus
	12	Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, Polk, Swain, Transylvania, Yancey

tom of the form.

The deadline is April 15, 2008.

Please consider serving your association in this vital way.

Celebrate Sunshine Week March 16-22, 2008

NCAMC Officer and Director Interest Form

(Director Candidates for Districts I, III, V, VII, VIII, XI)

NAME _____ TITLE _____

MUNICIPALITY _____

PHONE _____ FAX _____

NCAMC DISTRICT NUMBER: _____ CMC? _____ MMC? _____

YEARS AS MUNICIPAL CLERK _____ YEARS AS NCAMC MEMBER _____

Activities in which you have been involved in NCAMC (committees, etc.) _____

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

Second Vice President _____
Recording Secretary _____
District Director _____

If interested in serving as an officer (Second Vice President or Recording Secretary), the NCAMC Constitution requires that you be an active member of the Association for 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, 2008, to:

Beverly Bigley, CMC
Town of Indian Beach
P.O. Box 306
Salter Path, NC 28575
Phone: 252-247-3344
Fax: 252-247-0513

Email: indianbeach@bizec.rr.com

Faxed or mailed forms will be accepted.

Spicer-Sidbury seeking interest for committees

First Vice President Penelope Spicer-Sidbury will be making 2008-09 appointments for the following NCAMC committees. Please submit the volunteer form to her at P.O. Box 1810, Wilmington, NC 28402, 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 March 31, 2008. **Please feel free to contact Penny with any questions at (910) 341-7816.**

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 2011 conference to be held in the coastal 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: MC _____ MMC _____

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

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

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

News from the NCAMC



February 15th was the last day of work for **Marie Garris**, Town Clerk and Financial Officer for the Town of Stallings.

Marie retired with 32 years of service to Stallings.

We're sure everyone will want to offer Marie their congratulations. We'd like to wish you the best of luck in your retirement.

Erinn Nichols will be attempting to fill the shoes of Marie as the town's new Clerk and Finance Officer. Good luck to Erinn in her new job!

Kim Hibbard reports the following "new" members of NCAMC although some are familiar faces to us.

- **Victoria Lucas**, Town Clerk, Stantonsburg
- **Lynn Trivette**, Town Clerk, Jonesville
- **Sharon Lee**, Town Clerk, Faison
- **Heather Kelly**, Deputy Town Clerk, Faison
- **Judy Collier**, Town Clerk/Zoning Administrator, Lasker
- **Winnifred Stanley**, Town Clerk, Hobgood
- **Sherry Hicks**, Deputy Town Clerk, Monroe
- **Christine Thompson**, Town Clerk, Fletcher
- **Kelly Nash**, Town Clerk, Atlantic Beach
- **Barbara Aycock**, Town Clerk/Town Administrator, Black Creek
- **Michelle Strickland**, Revenue Collector/Interim Town Clerk, Snow Hill
- **Cynthia Patterson**, Deputy Town Clerk, Erwin
- **Diana Schreiber** became Assistant City Clerk in Greensboro
- **Jan Sherlock**, the retired Town Clerk for Fletcher, also rejoined the association under the new discounted membership for retired clerks.
- **Steve Smith** (formerly Yanceyville manager and clerk) is now the manager/deputy clerk in Maiden and has rejoined the association.

We're so glad to have these new faces in the organization. As you can see throughout this edition, we have plenty of opportunities for those of you who want to get involved in NCAMC.

Glad you've joined us!!!

IIMC Conference to be closer to home — Atlanta

Continued from Page 1

wide range of concurrent educational sessions ranging from Administrative Law and Contracts to Record Keeping in the Digital Age and Successful Negotiations. You will find all the registration information online at www.IIMC.com, and I encourage you to discuss with your superiors the possibility of attending.

I look forward to seeing each of you again real soon. We are so fortunate to have the network that we all share and the friendships that are a result of it.

Josann Campanello, MMC
NCAMC President

Roberts earns CMC

Beunice "Bootsie" Roberts, CMC, City Clerk for the City of Newton, has achieved the International Institute of Municipal Clerks' high educational, experience and service requirements to be awarded the prestigious designation of Certified Municipal Clerk (CMC).

In addition to Roberts, **Kay Honeycutt**, Deputy Clerk of Cabarrus County, and **Carolyn Athey**, Clerk to the Board in Rowan County, also received their CMC designations.

Bootsie earned her CMC in December of 2007 and was notified by IIMC.

Bootsie worked for Newton from 1971 to 1973 and returned in 1983. She has worked for the city for a total of 27 years. She worked as a Radio Dispatch Operator/Desk Clerk and as Secretary for the Administration Division including the City Manager, Community Development and Planning Department.

She has also held the titles of Assistant to the City Clerk, Public Information Director, Public Information Director/Deputy City Clerk and her current position of City Clerk.

She joined NCAMC in 1997 and IIMC in 2003.

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 CMC program has been in existence since 1970.

UPCOMING EVENTS

- **March 7, 2008:** MMC Academies, Region 1 & 2, White Lake.
- **March 14, 2008:** NCAMC Board & Committee Meetings, NCLM Building, Raleigh.
- **March 16-22, 2008:** Sunshine Week
- **March 24, 2008:** Registration deadline for Regional Schools.
- **March 28, 2008:** MMC Academies, Regions 3 & 4, Matthews.
- **March 31, 2008:** Deadline to apply for NCAMC Committee positions.
- **April 4, 2008:** Regional School in Morehead City.
- **April 11, 2008:** Regional School in Wilson.
- **April 15, 2008:** Deadline to apply for NCAMC Director or Officer positions and to turn in scholarship applications.
- **April 18, 2008:** Regional School in Fayetteville.
- **April 25, 2008:** Regional School in Waynesville.
- **May 18-22, 2008:** 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, at the Wilmington Hilton Riverside.

Regional Schools scheduled in April

The materials for the 2008 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.: April 4, 2008, in Morehead City with Jeanne Giblin hosting; April 11, 2008 in Wilson with Sherry Scoggins and Rebecca Rose hosting; April 18, 2008 in Fayetteville with Candace White hosting; and April 25, 2008 in Waynesville with Phyllis McClure hosting.

You won't want to miss this training opportunity. Sharon Edmondson, LGC will provide an update on financial reporting. In addition, representatives from

ORBIT/HIPPA and a representative to speak on Population Trends will be present.

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 "Going Paperless." Clerks from large, medium, and small towns will "show and tell" about the procedures they are using to manage this requirement.

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.iog.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, Elaine F. Hunt, Program and Education Chair, at efhunt@cityofclintonnc.us.

New Clerks

Got questions?

Good sources of information are NCAMC's WSOS Mentoring Program where experienced Clerks work with new Clerks to answer questions as well as the School of Government's Clerk 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 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 April 15, 2008

For Academic Year _____

College Scholarship Application

North Carolina Association of Municipal Clerks (NCAMC)

Student Information:

Name: _____

Phone: (____) _____

Address: _____

Parent/Guardian Information:

Name: _____

Address: _____

NCAMC Member Information:

Member's Name: _____

Position: _____
Employer: _____
Relation to Applicant: _____

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

First Choice: _____ Accepted?: _____

Second Choice: _____ Accepted?: _____

Expected Major/Concentration: _____

Each applicant should attach the following to this application:

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

Applicant's Signature

Date

Send Application and Supporting Documents by April 15 To:

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

March 2008



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

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