

Minute-By-Minute

Minute-By-Minute is the Monthly Newsletter of the

North Carolina Association of Municipal Clerks

June
2007



Inside this Issue:

<i>President's Message</i>	1
<i>Clerk in Transition</i>	2
<i>NCAMC News</i>	3
<i>Membership Update</i>	4
<i>Info for Annual Report</i>	5
<i>June Calendar</i>	6

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 June Message:

Regional Schools - WOW!

Dear Fellow Clerks:

The four Regional Schools that were held in different areas of the state were a tremendous success! Everyone enjoyed the educational programs, the food, the fellowship and the door prizes.

The first school was held in Surf City and co-hosted by Patricia Arnold, Loraine Carbone, Brenda Padgett and Stephanie Rivenbark. There were 40 clerks registered for this particular school and everyone went home with at least two door prizes. Pat Arnold ran around all day taking care of all of us just like a mother hen. We had grilled steak and baked potatoes with all the trimmings for lunch and it was topped off with homemade pies and strawberry shortcake. Yum, yum!!

The second school was held in Cary and hosted by Sue Rowland. (See *Related Story on Page 3.*) Sue's Deputy, Karen Gray, was a tremendous assistant to Sue at this event. There were 44 Clerks registered for the school. Sue had lunch catered with a variety of sandwiches, wraps, salads, and of course, a yummy dessert. After lunch, Sue whisks us off for a tour of the historical grounds on which her governmental complex sits. The property was once a railroad depot. Many of the buildings have been restored and one houses a museum which was very interesting.

Sue then took us into her council cham-



ber which is the most high tech facility I have ever seen. The chamber itself reminded me of an IMAX theater. Behind the council chamber is a hallway with a press room, the closed session room which resembled a small apartment complete with fridge. We toured several other offices along the hallway, two of which were as large

as my entire town hall! How impressive!

Regretfully, and because of a small medical problem, I could not attend the next two Regional Schools as I had planned, but Past President Lisa Vierling graciously agreed to go in my place. Thank you Lisa!

April 20th, Janis Moore hosted the regional school in Thomasville at the Memorial United Methodist Church Fellowship Hall. There were 31 clerks registered for this school. Janis chose for lunch a mixed greens salad with fried chicken strips, garlic bread, cookies and a fresh fruit cup. Lisa Vierling said it was really "good".

And last, but surely not least, on April 27th, Pam Tallent hosted the final session in Hickory at the Hickory Metro Convention Center. There were 67 clerks registered here. WOW! Lunch consisted of Chicken Teriyaki with pineapple, baked potatoes, salad and assorted desserts. I don't know about the rest of you but I am getting very

See "Schools," Page 5

Clerk in transition

By Dale Martin, CMC
District 9 Director

Change is good! Sometimes we may feel we're stuck in a rut and need a change. Maybe that's what was going through my mind when I decided to apply for the Deputy City Clerk's position in Greensboro.

I had been with the Town of Kernersville for 22 years and knew my job, the employees, the citizens and knew a lot of the history of the Town. As things began to change around me, I started to think about other options.

That's when the Deputy City Clerk's position opened up with the City of Greensboro. I said why not I can do that and so I put my name in the hat.

As time for this article approached, I found myself in a quandary... do I write about Kernersville (which I know a lot about) or do I write about Greensboro. I shared this with Juanita, City Clerk here in Greensboro, and she suggested I write about my transition from a "small" town to a "big" city.

Good suggestion!

So here goes! I'm finishing up my third week here and the biggest thing is the parking. Before I parked about 200 feet from the front door, and it was free. Here in Greensboro, I'm about a block away in a parking deck and half the cost comes out of my check every payday. I've been wanting to lose weight so now's my chance! Really,

it's not bad; they have a beautiful court yard and lots of other people walking around too! Plus on those icy and snowy days my car won't be covered with ice and on those hot and humid days my car won't be 200° inside either. Instead of getting in my car and driving somewhere for lunch everyday, there are restaurants and neat little shops located just around the corner.

Then comes learning the faces and departments and who does what in those departments. Even though Kernersville is almost a full service municipality with approximately 250 employees, a lot of the departments provide multiple services and many of the key personnel wear multiple hats. Here in Greensboro (which has approximately 2,800 employees) as Juanita says, "We have departments that do that." On packet day in Kernersville, the Administrative Assistant and I operated the print shop – the copier.

Here in Greensboro, you do have a print shop to send your packets to and they come back copied and stapled a couple of hours later. They also have a Contact Center and a Community Relations Office as part of the Public Affairs Department. These offices were set up to provide fast and easy answers to most any question or concern you have about the city. I'll be adding them to my speed dial list for awhile.

Citizens may still call the

Clerk's office or the Manager's office first, but many times these offices will respond to those situations. They have a finance department, human resources department, budget office, field operations, environmental services (don't know what they do yet) parks and recreation and so on... which means you will almost always have somebody to rely on to help you with the task at hand. You don't have to do it all!

In Kernersville, I was very good friends with the employees I have worked with for years, and still am. When new employees came in, they would almost always comment on the friendliness of the staff – you know what – it's the same in Greensboro. Everybody has made me feel welcome and right at home. Last week the Manager's treated us to lunch, set it all up, cooked and served it all as thanks for our hard work. WOW!

So far, it's been everything I'd hoped it would be, and I'm glad I took the chance!

If parking is the biggest change to worry about, then I think I've got it made. I can still park closer than at the mall when I'm out Christmas shopping.

So the next time an opportunity comes knocking at the door, you might want to answer it 'cause you might be glad you did!

Dale Martin is the new Deputy Clerk for the City of Greensboro.

NC ASSOCIATION OF MUNICIPAL CLERKS

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Indian Beach

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Lisa Vierling, MMC
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District 11

Thelda Rhoney, MMC*
Valdese

District 12

Phyllis McClure, CMC
Waynesville

* = Regional Chairperson

School's agenda proves practical

By Sue Rowland
Cary Town Clerk

About 42 clerks from around the state attended the NCAMC Region II spring school in Cary on Friday, April 13, 2007. This particular Friday, April 13 was a day of nothing but good luck; the sky was blue, and the temperature was mild -- just what we ordered for the day. What a great job by the Program/Education Committee putting together such a practical agenda that enhanced our knowledge of day-to-day issues in the clerk's world, such as records management, risk management, new Notary laws and pointers for handling the statutorily mandated public comment period at council meetings.

The school was coordinated by myself, and I serve as chairman of Region II. I was assisted by Cary Deputy Town Clerk Karen Gray and Cary Administrative Secretary Cheryl O'Hara.

Food and beverages flowed constantly throughout the day. Karen, Cheryl and I wanted to make sure that no one left hungry. I made everyone jealous by introducing them to the "best mayor in the state" -- Cary Mayor Ernie McAlister, who, in addition to NCAMC President Beverly Bigley, welcomed the group to the regional school.

A huge thanks to the clerk panelists who shared with us their practices for handling public comment periods: Fleming Bell of the School of Government; Raleigh Deputy City Clerk Leslie Eldredge; Zebulon Town Clerk Lisa Markland; and Pittsboro Town Clerk/Finance Officer Alice Lloyd. It was so interesting to learn that each panelist's municipality handled its public comment period very differently, just proving that there's no one right way to address this issue and giving us lots of good ideas to take back to our own communities.

Additionally, we had fun learning about our panelists. One of them has jumped out of an airplane; one of them has four grandchildren; one of them has a secret desire to be on Jeopardy; and another has a wonderful way of dealing with elected officials. We'll leave it at this, and each of you can figure out who's who.

During the lunch break, everyone was urged to enjoy the beautiful campus setting of the Cary Town Hall complex. Lunch was at the historic Page Walker Arts and History Center where participants viewed the art exhibit and history museum indoors and the herb garden and water feature outdoors.

I provided tours of the new council chambers, a theatre-style facility with state-of-the-art technology and a capacity for 480 people. Everyone in Cary is proud of this facility, and it was good to share it with other clerks.

At the end of the day, I explained my favorite book from my son's childhood, The Grab Bag Party, where five good friends (a cat, a duck, a frog, a snake and a bear) had a party, everyone brought a surprise gift, and at the end of the party they each grabbed a gift. In keeping with the spirit of this book, all participants were invited to grab a brown bag until the bags ran out. Each bag contained a gift as a token of appreciation for each clerk's visit to Cary.

August Conference to include vote on Constitution changes

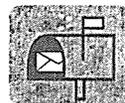
Just a note to remind everyone that the NCAMC membership will vote on proposed Constitution amendments at the business meeting at August Conference in Asheville. the August business meeting. When you receive the proposed amendments, please review carefully, and come to Conference prepared to vote.

You will receive a copy of the proposed changes at least 30 days prior to

Patricia H. Brunell, MMC
Chair - Constitution Review Task Force

Membership Directory Information Needed

The new NCAMC Membership Directory will be distributed in August at the Annual Conference in Asheville. Please fill out the membership update form on page 4. Send the information to Membership Committee Chair Jeanne Giblin, CMC, City Clerk, Town of Morehead City, 706 Arendell Street, Morehead City, N.C. 28557 by **June 15, 2007**.



News from the NCAMC

Phyllis Register, Clerk for the Town of Hope Mills, has announced her retirement effective August 1.

"It has been my distinct pleasure to be associated with such an outstanding group of professionals," Phyllis said via the ClerkNet. "I have learned so much from each of you through the years, and will always cherish the wonderful friendships I have made."

You will be missed, Phyllis!

Our condolences to Monroe Clerk Karen Price and Stedman Town Administrator Connie Spell. Both lost their fathers in late April. Karen and Connie, our thoughts and prayers are with you during this difficult

time.

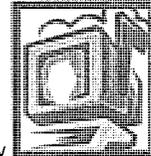
Kim Hibbard announced the following Clerks have joined the Association:

- Karen Thomas, deputy clerk, Town of Belville
- Patricia Laws, deputy clerk, Town of Matthews
- Eva Coble, assistant clerk, Town of Oakboro
- Michelle Gray, deputy clerk, Town of Nags Head
- Charlena Alston, clerk, Town of Navassa
- Michelyn Alston, assistant clerk, Town of Navassa
- Valarie Halvorsen, clerk, Town of Summerfield

NCAMC Membership Directory Update

To update your information in the NCAMC Membership Directory by Email:

Is the most recent published contact information for you **correct**?



If YES:

1. Email Membership Committee Chairman Jeanne Giblin, CMC, of Morehead City at the address below with your full name and the word "**CORRECT**" in the subject line.
2. Attach a recent photograph of yourself either from a digital camera or a scanned image and your done!

If NO or You Don't Know:

1. Email Lisa with your full name and the word "**INCORRECT**" in the subject line. Or, if you don't know, then use your full name and the words "**NOT KNOWN**" in the subject line.
2. Attach a digital photograph to your email.
3. Use the body of the email to provide your current name, title, certification (CMC or MMC), municipality, business mailing address, office phone number, office email address, birthday and home phone number (optional).*

* If you omit any information, please let us know you are omitting the information on purpose so we don't try to call you later to obtain it.

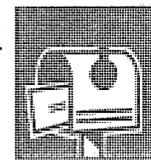
Direct your emails by **June 15, 2007**, to:

To update your information in the NCAMC Membership Directory by Mail:

Is the most recent published contact information for you **correct**?

(Check One)

- YES NO I'm Not Sure



If you checked "YES,"

1. Fill in your name (only) below.
2. Enclose a recent photograph of yourself. It will be scanned and returned to you at the address we have.
3. Mail this form and your photo to Lisa at the mailing address below.

If you checked "No" or "I'm Not Sure,"

1. Fill out this form completely, using "n/a" for information you wish to omit.
2. Enclose a recent photograph of yourself.
3. Mail this form and your photo to Ann at the mailing address below.

Name: _____

Title: _____

Municipality: _____

Certification (CMC, MMC, or n/a): _____

Office mailing address: _____

Office Phone Number: (_____) _____ - _____

Office Fax Number: (_____) _____ - _____

Office Email Address: _____

Home Phone Number (_____) _____ - _____

Active or Retired: _____

Birthday: _____

♦ If you omit any information, please let us know you are omitting the information *on purpose* so we don't try to call you later to obtain it. Mail your form and photograph by **June 15, 2007**, to:

Jeanne Giblin, CMC; Town of Morehead City; 706 Arendell St., Morehead City, NC 28557

Annual Report info sought

It's that time of year again ... almost time for our Annual Conference. With the conference comes the need to finalize year-end reports.

If you are currently serving as an Officer of the Association, or serving on the Board of Directors, or chair-

ing a committee, please send in your report summarizing the year's events and provide a picture for the Annual Report.

This information can be forwarded to Ronda Lambert as follows:

Ronda G. Lambert, CMC
Town Clerk

100 Municipal Circle
Pine Knoll Shores, NC 28512
252-247-4353, Ext. 11
Fax: 252-247-4355
admin@townofpks.com

The deadline for submissions is June 30 so please get them into Ronda as soon as possible! Your help is appreciated!

Schools, clerk week events a success!

Continued from Page 1

hungry listing all this food!

Many "Thanks" to all you ladies for all the work you put into making this year's Regional Schools a huge success. I also want to thank Carmen Miracle and the Program/Education Committee. Your planning and insight into what we as clerks need educationally is the true core to the success of these schools.

Right on the heels of our Regional Schools came Municipal Clerks Week, April 29 through May 05, 2007. I am happy to report there were many activities during this time to celebrate the occasion.

Lisa Vincent sent an email saying the Halifax Town Clerk, Sharon Bounds hosted an English Tea Party in Roanoke Rapids. She said clerks in Halifax and Northhampton Counties had a choice of a variety of teas to accompany tea sandwiches, scones, tarts and cookies. She said they all left with two door prizes. Simply charming!

Kim Hensley sent an email stating the

mayors of the Town of Laurel Park, Town of Fletcher, Town of Mills River, City of Hendersonville and Village of Flat Rock have taken their respective clerks to lunch for the last 8 years during Municipal Clerks Week. In addition to lunch, each clerk receives a dozen roses in the color of her choice. WOW!

Kim said they all feel very blessed to have such a good personal and working relationship with each of the participating municipalities.

In Carteret and Onslow Counties, the Onslow County Clerk, Beth Purcell, hosted a luncheon in Jacksonville at the Courthouse Café with about 25 clerks in attendance. Beth had two of her council members welcome us. After lunch she sent us off with adorable goody bags. Eva Brown attended this luncheon so you can imagine what a time we had!

Well I hate to run but my plane is waiting to fly me off to New Orleans for the IIMC Annual Conference. See y'all when I get back!

Beverly Bigley, CMC
NCAMC President

Update on CMC & MMCA recognitions

For all Clerks who have received their CMCs or attained membership or a new level in MMCA:

I apologize that no recent recognitions have been included in Minute-By-Minute, but I have received no such notifications from IIMC regarding such honors in several months. If you should have been so recognized, please contact IIMC and ask them to send the information to us. Thank you.

Angela G. Stadler, Minute-By-Minute Editor

SILENT AUCTION ITEMS NEEDED

The NCAMC Annual Conference is scheduled for August 16-18 2007, at the Crowne Plaza Resort, Asheville, NC. We will have a Master Municipal Clerk Academy on Thursday, August 16th as well as a number of exciting and interesting educational programs for the remainder of the Conference.

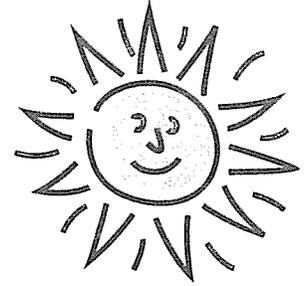
As always during the conference, we will be holding our annual Silent Auction with proceeds going to benefit the NCAMC Clerk's Scholarship Fund. In the past, Clerks have provided some very nice and interesting auction items for the Conference. Town Clerk Becky Breiholz of Manteo is chairing this year's Silent Auction Committee. If you are able to bring a Silent Auction item, please give Becky a call or send her an email to let her know you will be participating. You can reach Becky at 252-473-2133 ext. 227 or email her at breiholz@townofmanteo.com

Silent auction items can be checked in at the registration desk when you arrive. A copy of the Silent Auction Donation Form was included in last month's newsletter. If you missed it, don't worry, you can get one on our Clerk's webpage at the following web address: <http://ncinfo.iog.unc.edu/organizations/clerks/ncamc/index.html>

Please fill out one form for each of your donations and bring it with you to the Conference. If you forget, we will have extra forms on hand, but we thought providing it to you in advance would save you time at the Conference checking in your items. While it is preferable that you bring your item, you may ship it in advance, sending it to: Becky Breiholz, Town of Manteo, 407 Budleigh St., Manteo, NC 27954.

Remember the Silent Auction benefits a very good cause, not to mention it is a lot of fun for all of us. Thank you to everyone in advance for helping to make our Annual Conference a success again this year.

June 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 Pam Addison Lisa Vincent Darlene Johnson	2 Bonnie White
3 Debi Sherlin Jody Smith Freida Rhinehart	4 Mary Quidley Karen Zornes Maria Stroupe	5 Jill Pleimann	6 Lynn House	7 Stephanny Marshall	8 Committee/ Board of Directors Meetings Tammy Keesler	9 Susan Bell
10 Annette Silver	11 Pam Tallent	12 Donna Armbrister Theresa Cieslinski	13	14	15 Angela Stadler Josephine Cass	16
17 Father's Day Beth Hamrick Rhonda Ferebee	18	19	20	21 Donna Norris	22 Judy Collier Elizabeth Fortner Becky Breiholz	23 Kristie Kersey
24	25 Martha Orr	26 Jennifer Hemphill	27	28 Dolly Urdanick Judy Jeffreys	29 Sheralene Thompson	30 Donna Prince