



Inside this Issue:

<i>President's Message</i>	1
<i>A Changing Statesville</i>	2
<i>Craddock gets MMC</i>	3
<i>Conference plans set</i>	4
<i>Door prizes needed</i>	5
<i>July 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 July Message:

NC well represented at IIMC

Dear Fellow Clerks:

What a busy time it has been since my last article. I believe I ended last month by running off to catch a plane to New Orleans for the IIMC Annual Conference. North Carolina was well represented with 29 clerks being listed on the roster. It seemed like more because several brought along spouses and children.

It was a wonderful conference with very informative educational sessions, great accommodations, fantastic food and very well planned outings within walking distance of our hotel. The very first night we were treated to an opening reception at the New Orleans Aquarium complete with New Orleans cuisine strategically located all through the aquarium halls. What a fantastic place!

Another outing later in the week took us by bus to the All Conference Event at Mardi Gras World. It was an enormous warehouse where colorful Mardi Gras props like a huge jovial jester, fiercely realistic alligators, and a gorgeously exciting Marilyn Monroe greeted us all to this amazing factory. There were beautiful floats, a triple-tandem sea monster and Captain Eddie's S. S. Endymion with tens of thousands of fiber optic lights that lit the night for us all. And, of course, more New Orleans cuisine!

On Saturday, at the IIMC Annual Business Meeting/Luncheon, our very own Stephanie Kelly, CMC, Charlotte, was sworn in as an IIMC Region III Director. At the Banquet that evening she sat at the head table looking very proud and beautiful. We were all very proud to have North Carolina represented by such a prestigious clerk in this most prestigious position. Also on stage with Stephanie that night was another of North Carolina's finest, Jean Bailey, CMC, Rocky Mount. Jean is a Past President of our Association and a Past President of IIMC. She had been asked by President Marcella O'Connor to emcee the Ban-



Our very own Stephanie Kelly is sworn in as Region III Director at the Business Meeting held during the IIMC Annual Conference in New Orleans in May.

quet. Great job Jean!

To more recent business, the Board of Directors met on June 8th and, as usual, accomplished a lot. My hat is off to this Board, all Committee Chairs and members. They have all worked very hard and turned out a great deal of work! It has been an honor to serve with them all.

Some highlights of the meeting included final touches to the MORE Manual. What a document this committee has created! It will be distributed to attendees at the August Conference in Asheville and you all are going to love it. Non-attendees will receive a copy by mail. Many "thanks" go to Leslie Eldredge and her committee for a great document!

Pat Brunell's Constitution Review Task Force is adding the final touches to the proposed changes to the Constitution. This document will be mailed to each of you at least 30 days prior to the August Annual Conference, and it will be voted on at the Business Meeting

Statesville: Making sure change is for the better

By Mary Craddock
District 10 Director

Statesville has been around for a long time, known primarily for its historic downtown and neighborhoods, its long-running hot air balloon festival, its tree-lined streets and its location at the intersection of interstates 77 and 40.

The growth that is coming up I-77, exit by exit, will change Statesville, but our elected officials and staff are working hard to make sure those changes are for the good.

Statesville has the advantage of looking at our sister towns to the south to see what they are dealing with - tremendous traffic woes, increased infrastructure costs and lots of new citizens to serve. There is also a loss of identity as communities blend in together and become known by which exit they're located rather than the name of the town.

These issues are all being dealt with by Statesville as we prepare for one of the biggest projects in our history - a new multi-use development that will be constructed between Troutman and Statesville. When completed, this development will nearly double Statesville's current population of 25,000. There will be 1.2 million square feet of commercial, office and hotel space and 3,750 new residential units.

One of the first things the developers did was to get their property annexed into the Statesville City limits to assure adequate utility services. Statesville will provide utilities. Next, they held a charrette, encouraging members of the community to come in and share their ideas on this new addition to Statesville. So far, the relationship between the staff and elected officials and the developers has been very good. There is still a lot of work to be done.

In the upcoming budget, new staff positions are being recommended to help deal with the actual planning and construction of the development. Our utility, planning and finance departments will be the first to feel the impact of this growth. Once construction begins and folks start moving in, the budget will reflect an increase in fire and police services, as well as sanitation and even parks and recreation.

Outside city government, our school system is concerned with the impact the new residents will have on the need for more classrooms.

None of these needs come cheap and it is an important part of the planning process to make sure that we balance new growth and new revenue so as to not overly burden our existing citizens with these costs.

But perhaps the biggest challenge is trying to blend a new, glitzy development in with a charming, historic town. The new community to the south will bring us new shops and stores and modern residences on freshly paved streets with pretty landscaping and lots of nuances not yet seen in such a large scale in Statesville.

There is a fear that the new will overshadow Statesville's existing offerings - which include a well-established downtown area, a new performing arts facility and civic center, hospitals, Mitchell Community College, lovely neighborhoods, old trees and lots and lots of stories.

This new development will have a name. The proposed name is "Larkin", building on Statesville's Scottish settlers. Many neighborhoods and sub-developments within a town are identified by their location, a family name or long-time title. It will be important, however, that whatever the name is, its identity connects it with Statesville.

We are one of many communities throughout North Carolina who are dealing with the impact of growth. Hopefully, we can learn from each other on the best way to grow and welcome these new residents to the best state in the USA.

Mary Craddock, CMC, is the City Clerk for Statesville.

NC ASSOCIATION OF MUNICIPAL CLERKS

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Charlotte

District 9
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Greensboro

Region IV

District 10
Mary Craddock, MMC
Statesville

District 11
Thelda Rhoney, MMC*
Valdese

District 12
Phyllis McClure, CMC
Waynesville

* = Regional Chairperson

Kelly accepted into First Level of MMCA

Craddock achieves MMC

The International Institute of Municipal Clerks has announced that two members of the North Carolina Association of Municipal Clerks have been accepted into the IIMC Master Municipal Clerk Academy Program or received the Master Municipal Clerk designation.

The Master Municipal Clerk Academy was established to further professional education of municipal clerks and to enhance their skills to meet the challenges of their office. Every one to four years, Academy members have to demonstrate that they have actively engaged in educational and professional participation that keeps them current with the changing events in the local government scene.

Mary L. Craddock, MMC, of Statesville, has received the coveted MMC designation from the IIMC in recent months.

Stephanie C. Kelly, CMC, of Charlotte has been accepted into First Level Membership of the Academy.

"On behalf of the IIMC Board of Directors, I am honored to announce that Mary has joined an elite group of 518 other Municipal Clerk members of IIMC, who have achieved the Master Municipal Clerk designation," said IIMC President Marcella O'Connor, MMC, Municipal Clerk, Uralia Shire, Uralia, Australia. "Sue is to be congratulated on this very special milestone for her and IIMC."

"I am also honored to



welcome Stephanie into First Level Membership of the MMCA," President O'Connor said.

Craddock earns MMC

Mary L. Craddock, MMC, City Clerk for the City of Statesville, has been an active member of IIMC since July of 1992. She came to work for Statesville in 1989, first as Deputy Clerk/Assistant to the Purchasing Agent before becoming City Clerk in 1992. That year, the additional title of Assistant to the City Manager was added. In 2005, her position again became known as City Clerk.

Mary received her Certified Municipal Clerk (CMC) designation in 1998. She entered the MMC Academy in 2000, attaining her First Level Membership in October of 2002. She went on to Second Level Membership in October of 2004.

Mary is the District 10 Director in Region IV for the North Carolina Association of Municipal Clerks. She has been a member of the NCAMC since 1992.

Kelly accepted into 1st Level
Stephanie C. Kelly, CMC, has been with the City

of Charlotte as Deputy City Clerk for just over two years. She began her municipal government career in 1984 in her hometown of Shelby, where she worked 20 years, 17 of which were as City Clerk.

Stephanie has been a member of NCAMC since 1995 and the IIMC since 1996.

She received her Certified Municipal Clerk (CMC) designation in 1999.

Stephanie has been an active member of NCAMC, serving on numerous committees. She currently serves as District 8 Director on the Board of Directors, Chair of the 2009 Site Selection Committee, the Constitution Review Task Force and the Travel Policy Committee.

Stephanie was recently sworn in as Region III Director for IIMC at the Annual Conference in New Orleans, Louisiana.

Info needed on CMCs, MMCs

IIMC has sent a report listing those recipients of the Certified Municipal Clerk designation and those who have attained or advanced in the MMC Academy. I am trying to gather that information together now and need your help!

If you have received such an honor since the fall of 2006 and have not been recognized in the *Minute-by-Minute*, please send me the following information either to astadler@ci.reidsville.nc.us or mail the answers to 230 W. Morehead Street, Reidsville, NC 27320:

1. When did you come to work for your City/town?
2. What titles have you held there and the years you held them.
3. When did you earn your CMC?
4. If you are advancing in the MMCA, when were you first named a member?
5. What years did you join NCAMC & IIMC?

Once your information is received, it will be included in the next edition of *Minute-by-Minute*. Thank you for your assistance.

Angela G. Stadler, Editor
Minute-by-Minute

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; City of Reidsville; 230 W. Morehead Street, NC 27320 (ATTN: Minute-by-Minute); Fax: (336) 342-3649; email: 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.



**NCAMC Annual Conference
Aug. 16-18, 2007
Asheville, NC
At the Crowne Plaza Resort**

See you at the Annual Conference!

By now, everyone should have received their Conference Registration packet for our upcoming Annual Conference. If you did not receive one, please contact me at cmiracle@ci.jacksonville.nc.us and I will get one to you right away.

This Conference is all about you! The Program/Education Committee has worked hard to identify and fulfill your requested educational needs and to provide sessions beneficial to all who attend. In addition, don't forget about one of the best parts of our Conferences – the opportunity to network and fellowship with your colleagues from across the State of North Carolina. The Conference will begin on Thursday, August 16, 2007 with a stimulating and fun MMC Academy led by Denise Ryan. Denise will present a morning session entitled *“The Challenges of Women Working With Women”* and an afternoon session entitled *“Overloaded, Overwhelmed, and Over It! How to Regain a Sense of Control and Calm.”*

And you won't want to miss the President's Welcome Reception scheduled for Thursday evening.

Our regular Conference sessions begin Friday morning, August 17, and continue through noon on Saturday, August 18, culminating with the Annual Banquet on Saturday night.

The Asheville Host Clerks, led by City Clerk, Thelda Rhoney of Valdese, are looking forward to welcoming you to the beautiful mountains of our State and to the famous Crowne Plaza Resort. Our Host Clerks are working on Goody bags to provide to each registered Clerk and are planning a fun-filled evening out for you in Maggie Valley at the Carolina Nights Dinner Theater. Door prizes, the Silent Auction, and a chance to check out exciting new products by our exhibitors are just some of the additional highlights of the Conference. I hope everyone will have an opportunity to attend.

See you all in August.

**The Program/Education Committee
Carmen Miracle, Program/Education Chair**

Board, Committees hard at work!

Continued from Page 1

on Saturday. One other item that we will need to vote on is whether to change our Annual Conference in August to start one day earlier. If passed, we will put this new procedure in place in 2010 by commencing the conference on Wednesday and ending with the Banquet on Friday night.

The Nominating Committee headed up by Immediate Past President Lisa Vierling presented a slate of Officers and District Directors to be voted on at our annual conference in Asheville. The Officers include: Josann Campanello, CMC, St. James, President; Penelope Spicer-Sidbury, CMC, Wilmington, 1st Vice-President; Dolores (Dee) Hammond, MMC, Laurinburg, 2nd Vice-President; Carmen Miracle, CMC, Jacksonville, Recording Secretary; Kimberly S. Hibbard, NCLM, Secretary/Treasurer and Beverly Bigley, CMC, Indian Beach, Immediate Past President.

Nominated District Directors include: District 2, Jeanne Giblin, CMC, Morehead City; District 4, Sherry Scoggins, CMC, Clayton; District 6, Sue Rowland, CMC, Cary; District 8, Jill Chunn, CMC, Concord; District 10, Freida Van Allen, CMC, Boone; District 12, Phyllis McClure, CMC, Waynesville. Congratulations and Best Wishes to this wonderful and very capable slate of Officers and Directors.

For several months, the Board has been



This group picture was taken just before they entered the ballroom for the banquet at the Annual IIMC Conference in New Orleans. (Photos Provided.)

discussing the possibility of creating its own website with the capability of housing information important to all municipal clerks such as our directory, at least a year of Board minutes and agendas, the MORE Manual, etc. Ernie Paschall, a software developer in Raleigh, attended our meeting and gave a presentation on the possibility of accomplishing this project. Lisa Markland has been the Website Coordinator for several years. The Board suggested that I appoint two other members to work with her on a committee to develop plans for the construction of this website. Sue Rowland, Cary, and Carmen Miracle, Jacksonville, will work with Lisa and Ernie Paschall will

consult with them. More information will follow as this committee progresses.

I hope to see all of you at the Annual Conference in Asheville, August 16-18, 2007. The MMC Class promises to be outstanding with Denise Ryan who is a hoot and there are other educational sessions of interest for everyone. A very special night of entertainment is planned in Maggie Valley on Friday night and Ernie will be back with music and dancing after the banquet. Come on out and let's boogie!

Beverly Bigley, CMC
NCAMC President

A Note of Appreciation From Your President

"I appreciate very much all of the volunteers who have served and devoted precious time as Chairpersons and Committee members this year. Please support our Association by emailing your next President, Josann Campanello, with your offer to volunteer at: tosj@atmc.net.

"It takes over 100 volunteers to keep our Association running properly. Don't take for granted that you will automatically be put back onto a committee that you served on this year if you did not fill out a "Request to Serve Form."

"Thank you for your service this year and thank you for continuing to serve."

Beverly

Silent Auction items, door prizes needed

The NCAMC Annual Conference is scheduled for August 16-18 at the Crown Plaza Resort in Asheville. As always, 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. Town Clerk Becky Breiholz of Manteo is chairing this year's Silent Auction. You can reach Becky at 252-473-2133 ext. 227 or email breiholz@townofmanteo.com

Silent Auction items can be checked in at the registration desk upon arrival. A copy of the Silent Auction Donation Form can be found at: <http://ncinfo.ioq.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. While we prefer you bring your item with you, you may ship them in advance to Becky Breiholz, Town of Manteo, 407 Budleigh Street, Manteo, NC 27954.

Also, the NCAMC Program and Education Committee is asking our North Carolina Clerks who are attending the Conference to bring along a door prize if possible. One of the things we all look forward to at our Conferences is the possibility of winning a little something that has been thoughtfully donated by a fellow Clerk. The door prizes can be dropped off at the registration desk when you check in. Donating a door prize and/or a Silent Auction item is strictly voluntary and not a requirement to attend the Conferences.

Thank you in advance for helping to make our Conference a success again this year. I look forward to seeing everyone in Asheville!

Carmen Miracle

From around the NCAMC



Connie Spell asked that the following thank you be put in this edition of Minute-by-Minute:

"Thanks to everyone who sent cards, emails or called during the passing of my father. Your kindness will always be remembered."

Connie F. Spell, MMC
Town Administrator
Town of Stedman

July 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 Janice Sherlock	2 Carolyn Sigmon Dale Martin	3 Cathy Maness Doris Marion	4 Independence Day	5 Vickie Mercer Eva Brown	6 Diane Gallimore	7 Cindy Burchett Gwendolyn Swinney
8	9 Terri Anglin Lynn Whitlock Catheline Parker	10 Glinda Daniels Linda Booth Joni Powell Mozelle Lingafeldt Shirley Cannon	11	12	13	14 Karen Price
15 Paige Deal	16 Anita Taylor Renee Henderson Jondeen Terry	17 Sandra Harper Sheila Taylor	18 Tangi Williams Sonja Gaskins	19	20	21 Lynn Morris Patricia Williams Connie Sorrell
22 Magdalen Burleson	23	24 Andrea Orbich	25 Joyce Wilson Glinda Fox Judy Mackie Juanita Cooper	26	27	28
29	30 Lisa Perdue Alexis Greer	31 Kimberly Davis Wanda Elks				