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Join NCAMC

Know a clerk or deputy clerk who wants to join NCAMC? Encourage them! For membership information, email committee chair Donna Strickland, CMC, at:

dstrickland@townoffeland.com

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 February Message:

New guidelines discussed

Fellow Clerks:

I hope each and every one of our members and their families enjoyed the holidays. Here in coastal Carolina we have been blessed with very warm temperatures and every year at this time I always hope we will get snow.

President Charles Tokar's message in the December News Digest from IIMC was very informative. I read with much interest his report on the establishment of an Education Task Force. This Task Force was appointed at the IIMC mid-year board meeting as a result of numerous complaints, concerns and frustration over the new Education Guidelines that became effective on Jan. 1, 2007.

The Task Force held a teleconference on Nov. 20, 2007, and I wanted to share with you excerpts from the draft minutes of that meeting. This initial meeting focused on two main concerns, the pre-approval process requirements and grand fathering-in of members enrolled in certification classes prior to Jan. 1, 2007.

As a matter of background, in the new guidelines, the pre-approval process is required by IIMC anytime a course of instruction is proposed and points toward accreditation are desired as a result of taking the course. So when our Program/Education Committee plans a spring MMC class or one in conjunction with the summer conference they are required to submit the following details to IIMC, and if approved, the participants of the 6-hour (required) course can document 3 points towards their CMC recertification or MMC designation:

- Title of program
- Instructor contact information (address, phone, email)
- Instructor bio
- Instructional strategies and methods
- Course description
- Course objectives

- Course outcomes
- Course assessment methods

In the draft minutes of the teleconference it was noted by a Task Force member that the pre-approval process is a burden on the state IIMC Institute Directors as well as the State Association Education Directors due to extra costs, the extra time and lack of resources to complete the requirement.

IIMC staff noted that they are building a data base of approved courses and will soon have 300 courses available. It was questioned whether the data base system would be of any benefit as "every state is different; has different laws and needs; and could everyone actually share the classes or information." It was also noted that "instructors teaching the classes are normally local people, qualified in the topic, and that state institutes and associations do not have the money to fly instructors from state to state, even if they are in the data base with glowing recommendations."

Another very good point made by a Task Force member was "there are many long-serving Institute Directors who have done this same thing for many years and now they personally feel questioned." They also acknowledged concerns with the approvals of classes for CMC's vs. MMC's. "If a class is planned and carried out and the member clerk feels it is valuable to their job position and very much needed but the description written for the class is weak and approved by IIMC staff as a CMC class when it should have qualified for a MMC class, what is the resolution? Institute Directors should have the responsibility and authority to confirm whether a class is suitable for a CMC or MMC, with this all based on state needs and issues, with the clerks duties performed in each state taken into consideration."

UPCOMING EVENTS

- **March 7, 2008:**
MMC Academies, Region 1 & 2, White Lake.
- **March 14, 2008:**
NCAMC Board & Committee Meetings, NCLM Building, Raleigh.
- **March 28, 2008:**
MMC Academies, Regions 3 & 4, Matthews.
- **April:** Regional Schools (April 4-Region 1, Morehead City; April 11-Region 2, Wilson; April 18-Region 3, Fayetteville; April 25-Region 4, 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.

Historic Southport does not disappoint

By Regina W. Alexander, CMC
District 3 Director

With an ideal climate and beautiful live oak trees, Southport is the place to be for year-round outdoor activities. For 200+ years, this historic coastal community has guarded the mouth of the Cape Fear River. Originally incorporated in 1792 as Smithville, the name was changed to Southport in 1887. The historic charm of the city is evident as you take a stroll under a canopy of 200-year-old live oak trees or walk and view the Victorian homes that were once owned by river pilots.

The venerable charm of our downtown area and the waterfront adds to the charm and uniqueness of Southport. From the waterfront park, you can watch large transoceanic ships pass on their way up the Cape Fear to the State Port. The City Pier is a popular destination for anglers and visitors from near and far. A number of motion pictures and T.V. films have been made in and around the City. The nautical heritage of Southport offers sailors, anglers and recreational boaters a safe haven through the Southport Marina, Old Yacht Basin and City Pier. The River Walk is very popular. Starting at the Waterfront Park, it weaves around the riverfront through the Old Yacht Basin to the Southport Marina. You can even stop and watch some of the fishermen unload their catch or just enjoy fresh seafood at the local restaurants.

Since 1795 when Independence Day was observed, we are now the "official host" of the N.C. 4th of July Festival. Visitors come from all over the state and country for these festivities, which include a naturalization ceremony, arts, crafts, parade, entertainment, food, and culminate with a majestic fireworks display. For those of you that are not summer vacationers, in December we host a Historic Home Tour, Flotilla (lighted boat parade) and choral concert.

Across the river and accessible by the N.C. Ferry is the Fort Fisher Civil War Museum and N.C. Aquarium. Southport has much to offer. When you are planning your vacation, come to historic Southport. You will not be disappointed, there is something for all ages.

Regina Alexander, CMC, is the Clerk of Southport.

Did you know?

If you are a part of the International Institute of Municipal Clerks, you are part of Region III, which includes Alabama, Florida, Georgia, North Carolina and South Carolina. The other regions I through II and IV through IX are comprised of other states in the United States.

Region X includes Canada while Region XI are those countries outside of North America.

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

News from around NCAMC



Past NCAMC President Elizabeth W. "Betty" Fortner retired as Clerk of Clinton effective on January 31.

Betty served the City of Clinton for nearly 40 years. A wonderful story about Betty and her tenure in Clinton was published recently in *The Sampson Independent* newspaper.

Hired as a secretary in 1970, Betty became assistant clerk and then in 1975, was appointed City Clerk.

City Manager John Connet described Betty as the "glue" that has held the organization together in terms of historical perspective and continuity. About 10 years ago, she assumed additional duties as assistant to the city manager.

Among her many accomplishments as City Clerk, Betty was instrumental in helping the City of Clinton earn the distinction of being named an "All-

America City" last summer.

Current NCAMC President Josann Campanello noted that Betty has worked very hard for many years to achieve her retirement from local government. She described her as a highly respected member of the NCAMC organization and said she hopes Betty will remain active. In fact, Betty told Josann she will have more time to devote to the Past President's Committee.

Betty was President of NCAMC from 1986-87.

Congratulations, Betty!

We were sad to hear of the passing of Joy Davis' father in January. Joy is the Clerk of the Southeast Brunswick Sanitary District.

Please keep Joy and her family in your prayers. Cards can be sent to 314 NE 39th

Street, Oak Island, NC 28465.

Bonnie McManus, who was Clerk of Waxhaw for some 28 years, lost her mother in late January after a long illness. Please keep Bonnie and her family in your thoughts and prayers as well.

Cards can be sent to Bonnie McManus, 4617 Davis Road, Waxhaw, NC 28173.

Right before Clerk's School was held last month, Past NCAMC President Lisa Vierling's mother, Helen Blue, passed away.

If you'd like to send a card, Lisa's address is 1411 Grantham Drive, High Point, NC 27265. We're sure she would appreciate you keeping her family in your prayers.

We were very sorry to hear

that Jeannette Newbern, Clerk of the Village of Simpson, lost her brother on January 23. Please keep Jeannette and her family in your prayers as well.

In wonderful news, Misty Gedlinske, Clerk of the Town of Montreat, has a new addition to her family.

Reid David Gedlinske was born January 2, 2008, weighing in at 7 pounds, 7 ounces. He was 19.75 inches long.

He joins two siblings and a happy mother and dad! Misty will be on maternity leave until the first of March.

Eydie May, City Clerk of Graham, has announced her retirement set for March 1, 2008. She thanks everyone for their help and friendship over the past 20 years. Eydie, you will be missed!

New IIMC education recommendations include grand-fathering

Continued from Page 1

In conclusion, on the subject of pre-approval, members of the Task Force agreed to work on revised pre-approval Institute guidelines that are more streamlined and also meet the needs of IIMC. This work would be presented to the Task Force prior to a future telecom meeting.

The Task Force then discussed grandfathering of members into certification programs.

Several members of the Task Force noted their agreement that members already enrolled in programs should not be forced to comply with new, January, 2007, requirements.

TAKEN FROM THE DRAFT MINUTES OF NOVEMBER 20, 2007:

It was the general consensus of the Task Force to consider the following language - - "Members who had made formal application into the MMC program prior to January 1, 2007, including providing documentation that they had attended at least one academy session, are hereby 'grand fathered' into the MMC program under the guidelines and criteria established prior to January 1, 2007, and member who had not yet made formal application into the MMC program prior to January 1, 2007, but who can provide formal documentation that they have attended an MMC academy class or classes, are hereby required to complete the MMC program under the guidelines and criteria implemented January 1, 2007, HOWEVER, credit will be given for classes taken prior to

January 1, 2007, under the previous point structure, and members who had not yet made formal application into the MMC program nor can provide any formal documentation of attending any MMC academy class prior to January 1, 2007, are hereby required to complete the MMC program under the guidelines and criteria implemented January 1, 2007. Members that fall under this category must complete the MMC program and receive their certification by (to be announced). If a member fails to complete the program by this date, all provisions, guidelines and criteria implemented January 1, 2007, must be met by the member to receive the MMC designation."

It was noted in the minutes that once the minutes were approved by the members of the Task Force that the suggestions made for the "grand-fathering" provisions as noted would stand as the Task Force's recommendations on this issue.

I am providing our members with these details because they are of great importance and you should be kept abreast of the recommendations being made.

I would also strongly suggest to each of you pursuing CMC and MMC designations to keep accurate records and proof of attendance at various functions and courses, such as a copy of the registration check, roster (if available), or program materials. IIMC staff will expect this as part of your application packet.

There will be more updates on these issues in future news.

**Josann Campanello, MMC
NCAMC President**

WSOS assists clerks

Have you ever thought to yourself, "There has to be a better way to do this."

Well, help is just a phone call, fax, or e-mail away. As clerks, we face challenges every day that are unique to our profession. We all need help at one time or another, and there is no better way to gain the knowledge needed than to utilize the expertise of veteran clerks.

The North Carolina Association of Municipal Clerks WSOS mentoring program is available to assist new clerks in developing effective and efficient methods for carrying out their responsibilities. WSOS matches new clerks with experienced clerks in municipalities of comparable size and with similar duties who are willing to share their expertise with those who are new to the world of clerks.

Mentors can help new clerks with a variety of questions or concerns dealing with agendas, minutes, ordinances, resolutions and many other clerk responsibilities.

In order to serve as a mentor, you must have at least three

WSOS Volunteer/New Clerk Interest Form

I would like to share my experience with another clerk.
 I have been a clerk for _____ years. I have been in my current position for _____ years

I would like to be paired with a mentor clerk
 I have been a clerk for _____ mos./years

I am (check one) hired by the town manager appointed by council/board

Municipal population: _____

My other duties are: _____

Name: _____ Title: _____

Municipality: _____ Phone: _____

Address: _____

Email: _____

Clip and return completed form to WSOS Committee Chair Karen C. Gray, CMC, Town of Cary, P.O. Box 8005, Cary, NC 27512-8005.

years experience as a municipal clerk and be committed to offering moral support when needed.

Clerks wishing to serve as mentors **and/or** clerks requesting mentors must complete the WSOS Volunteer/New Clerk Interest Form (shown above).

Completed forms should be returned to Karen C. Gray, CMC, Town of Cary, P.O. Box 8005, Cary, NC 27512-8005.

We hope you will take advantage of this wonderful service.

The WSOS committee is comprised of the following members who are willing to provide assistance:

- Karen C. Gray, CMC
Town of Cary
P.O. Box 8005
Cary, NC 27512-8005
919-319-4508
karen.gray@townofcary.org
- Sandra Sartin, CMC
Town of Aurora
P.O. Box 86
Aurora, NC 27806
252-322-4611
aurora@connect.net
- Dianne White
City of Henderson
P. O. Box 1434

Henderson, NC 27536
252- 430-5705
dwhite@ci.henderson.nc.us

Bernadette Parduski, CMC
City of Shelby
P. O. Box 207
Shelby, NC 28151-0207
704-484-6800
bernie.parduski@cityofshelby.com

Ann Sessom, CMC
City of Kings Mountain
P.O. Box 429
Kings Mountain, NC 28086
704-734-0333

Submissions for Minute-by-Minute

The **Minute-by-Minute** newsletter for the membership of the North Carolina Association of Municipal Clerks is published and distributed monthly. Articles submitted may be edited for brevity. Deadline for submission of articles is the 10th of each month for publication in the next month's newsletter. Submit articles in writing to:

**Angela G. Stadler, CMC
(ATTN: Minute-by-Minute)
City of Reidsville**

230 W. Morehead Street, NC 27320

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

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

MARK YOUR CALENDARS!

SPRING MMC ACADEMIES ARE COMING!

The Spring Master Municipal Clerks Academies (MMCA) are scheduled and waiting for your registration and attendance. Registration materials should be mailed to all NCAMC members soon. Two sessions of an identical one-day program are offered so you will have a choice between two central locations across the State as well as two different dates.

Ms. Brenda Clark, Clerk of White Lake, will host the Region I and II Academy at the White Lake Town Hall on March 7, 2008. Ms. Beth Hamrick, Clerk of Mint Hill, and Ms. Jill Pleimann, Clerk of Matthews, will host the Region III and IV Academy at the Levine Center in Matthews on March 28, 2008.

The Academy will feature Mr. Mike Hefner, an internationally known Leadership and Management Consultant. Mike is uniquely talented in change management, culture development, communication skills, leading teams, project management, and behavioral-based safety. Prior to founding Hefner Consultants in 1997, Mike spent 23 years in the US Navy as a Master Training Specialist and Quality Consultant. Many Clerks will remember Mike from our Spring MMC Academies in 2004 and 2007.

Mike's topic for this one-day seminar is called "*Developing Resilience and Balance Life and Work.*"

This workshop has been customized especially for Municipal Clerks and it is designed to bring a wealth of wisdom and information to Academy attendees. Mike says this program will be educational, interactive, and FUN!

You do not have to be registered in the MMCA Program to attend. You may attend at either location regardless of your Region. Deadline to register is February 27, 2008. Registration materials can be downloaded at the NCAMC website, www.ioq.unc.edu/organizations/clerks/ncamc/index.html, or I will be happy to fax, mail, or email one to you. Just contact me, Elaine Hunt, CMC, Program and Education Chair, at (910) 592-1961 or depccclk@cityofclintonnc.us.

“A word to the wise ...” learned the hard way

By Angela G. Stadler, CMC
Minute-by-Minute Editor

Usually I don't write too many columns in our NCAMC newsletter, but I wanted to share my experience with my fellow clerks so that you could learn from my mistakes.

This newsletter is going out later than usual for a variety of reasons, ranging from technical problems to special project deadlines. One of the reasons is unexpected time out of the office handling the problems that occurred when my pocket-book was stolen late last month.

I thought, since I had some extra space in the newsletter this month, to share some “do's and don'ts” with those of you who have never had to go through this kind of experience.

I like to think of myself as a pretty smart person who should know better, but we can all slip up now and then.

One night, while visiting a neighboring city, I left my pocket-book partially hidden in the back floorboard of my Mercury Mountaineer. (No, I don't have a “trunk” to put it in.) My family went inside the business and when we came out an hour later, I discovered that my car and a friend's vehicle had been broken into. He lost a computer laptop, and I lost my pocket-book. Of course, I had debated leaving it in the car, but you know, it had never happened before

Well, because of this I have learned some invaluable lessons I'd like to pass on to you.

◆ **DO** make sure you keep

your old driver's license whenever you renew. It makes it much easier to get you a new license if it's ever stolen.

◆ **DON'T** keep your social security card or your SSN # in your purse or wallet. If it's stolen, you can get a replacement at the Social Security Administration but you will need to check credit reports to make sure you're not a victim of identity theft. The SSA won't do it for you!

◆ **DO** make sure you know what's in your purse! I had some cards in there related to one of my husband's accounts that I had never used so it took me a little time to remember them. It's good to have somewhere

close by the numbers to call in case your credit cards are stolen. (Of course, it goes without saying, **NEVER** leave your pin number in your wallet!)

◆ **DO** make sure your computer is password protected. (I learned this from my friend.) Oftentimes, we have our work laptop password protected, but not our personal computers. Take the time to do it.

These thieves were very smart. They canvassed the parking lot, hit the two cars with valuables in them — that could be seen — and had used one of my credit cards before I had even left the building. A new windshield and a lot of heart-break later, I have learned to be smarter ... “the hard way.”

February 2008



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

					1 Camela Dungee Brandi Ashe	2 Ground Hog Day
3	4 Bernice Cato	5	6 Mary Flack Amy Candler Connie Spell	7 Regina Rosy	8 Lisa Markland	9
10 Linda Bethune Amy McLamb	11 Susan Powell	12 Vickie Best	13	14 Dianne Starnes Wendy Morton  Valentine's Day	15 Freda Van Allen Peggy Hinshaw	16
17 Amy Johnson	18	19	20	21	22 Teresa Williford Cristal Jenkins Patricia Laws	23
24 Laney Mitchell Valerie Lynn Thomas	25 Virginia Creighton Tina Woolard Amy Falowski Marie Garris	26	27 Jeanine Barus Joyce Bailey	28	29	